



EXCERPT FROM THE MINUTES OF THE CY 2024 - 2<sup>ND</sup> REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON JANUARY 10, 2024 AT 9:45 IN THE MORNING

**PRESENT:**

HON. ADRIAN S. CAMPOSAGRADO	-	SB Member
HON. NERI T. CAMIÑA	-	SB Member
HON. REYNALDO E. TUMABOTABO	-	SB Member
HON. JULIUS T. LEDESMA	-	SB Member
HON. NORBERTO T. TURALBA	-	SB Member
HON. JERRY T. TUARES	-	SB Member
HON. JOEL L. SAYSON	-	SB Member
HON. ANA ROWENA A. PERERA	-	SB Member
HON. GAYLORD T. TRASPORTO	-	Liga President
HON. FLORENCE JOY V. CABALONGA	-	SKMF President

**ABSENT:** *(To attend emergency meeting at DPWH-1<sup>st</sup> Engineering District, Iloilo City, Re: Municipal projects, Jan. 10, 2024)*

HON. LUGEN T. ORTILANO,	-	Vice Mayor
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**Resolution No. 2024-004**

RESOLUTION AUTHORIZING THE MUNICIPAL MAYOR, ATTY. VIRGILIO T. TERUEL, FOR AND IN BEHALF OF THE MUNICIPALITY OF TIGBAUAN TO ENTER INTO A MEMORANDUM OF AGREEMENT (MOA) WITH THE UNIVERSITY OF SAN AGUSTIN, INC., GENERAL LUNA STREET, ILOILO CITY FOR THE IMPLEMENTATION OF WORK IMMERSION OF STUDENTS.

WHEREAS, the Local Chief Executive in a letter dated January 9, 2024 requested this Sangguniang Bayan for the URGENT passing of a *“Resolution Authorizing the Municipal Mayor, Atty. Virgilio T. Teruel, for and in Behalf of the Municipality of Tigbauan to Enter Into A Memorandum of Agreement (MOA) With the University of San Agustin, Inc., General Luna Street, Iloilo City for the Implementation of Work Immersion of Students;”*

WHEREAS, said **Memorandum of Agreement** shall be made and entered into by, and between the following parties:

- The **University of San Agustin, Inc.**, a non-stock, non-profit educational corporation duly organized and existing under laws of the Republic of the Philippines with office address at General Luna Street, Iloilo City, represented by the Acting Principal of the Senior High School Department, University of San Agustin, **CLAUDETTE C. PARACALE**, as *“University”*; and
- The **Local Government Unit of TIGBAUAN**, a domestic corporation duly organized and existing under the laws of the Republic of the Philippines with principal office address at Tejero St., Tigbauan, Iloilo represented by its Local Chief Executive, **ATTY. VIRGILIO T. TERUEL**, as *“Host Training Establishment;”*

WHEREAS, the UNIVERSITY has developed a curriculum for its Senior High School Department which includes a work immersion/practicum program of 72 hours designed to respond to the manpower requirements of the industry;

WHEREAS, the HOST TRAINING ESTABLISHMENT has been chosen by the UNIVERSITY to serve as a practicum venue where the students can put into practice the theories and principles they have learned in the academe;

WHEREAS, the HOST TRAINING ESTABLISHMENT shall have no obligation to provide the practicum students the honorarium/salary given to its regular employees;

WHEREAS, the parties understand that the on-the-job training shall not create any employer-employee-relationship between the partner institution and the student trainees;

WHEREAS, for and in consideration of the foregoing premises, the parties agree as follows:

**I. RESPONSIBILITIES OF THE HOST TRAINING ESTABLISHMENT:**

The **HOST TRAINING ESTABLISHMENT** shall:

1. Conduct orientation/interview to student-interns on the policy and requirements of the industry/company.
2. Provide practical and effective training to qualify the student-interns for manpower needs of the industry.
3. Designate from among its employees a Host Training Establishment Supervisor who will be assigned the following responsibilities:
  - a. Serve as mentor to the student-interns;
  - b. Give the student-interns course-related work assignments;
  - c. Expose the student-interns to learning experience on actual operations and management and real business situations, thus enabling the students to analyze and apply relevant solutions to the problems;
  - d. Arrange a conference with the Training Coordinator when student-intern problem arises;
  - e. Observe and evaluate the work performance of the student-interns.
4. Work out a training program and schedule of activities for the student-interns participating in the practicum program with the Training Coordinator of the **HOST TRAINING ESTABLISHMENT**.
5. Not assign the student-interns on graveyard shift, outside office premises, or out of town trips without the consent of the Dean and the parents.
6. Agree to fix dates of the practicum program in such a way as not to conflict with the class schedules, if any, as provided by the **UNIVERSITY**.
7. Issue certificates of completion to student-interns who finished the practicum training program.
8. Confer with the Training Coordinator regarding student-interns' performance.
9. Observe the requirements of RA 10173 or the Data Privacy Act.

**II. RESPONSIBILITIES OF THE UNIVERSITY:**

The **UNIVERSITY** shall:

1. Design a standardized training program specifying the knowledge and skills that the student-interns shall have ideally acquired in the course of the practicum program.
2. Conduct an orientation seminar prior to the practicum proper.
3. Designate a Training Coordinator who will supervise the practicum program and coordinate with the **HOST TRAINING ESTABLISHMENT** regarding various activities under this program including assisting in student evaluation and resolving any dispute which may arise during the training period.
4. Provide a mechanism for the evaluation of the program as well as its participants.
5. Provide the **HOST TRAINING ESTABLISHMENT** with the list of the names of the participating students, hereto attached as Annex A, a copy of the current guidelines on the practicum program, the nature of the educational assignments of each student, the dates when the students are supposed to report for their assigned tasks and the total number of training hours required under the program.
6. Monitor the activities and performance of the practicum students through the Training Coordinator.
7. Undertake to withdraw its endorsement in favor of any student-intern who, through commission of specific acts, and after due investigation, will prove to be unfit to continue the practicum training program, for the purpose of averting personal harm or injury to a fellow student-intern or to anyone employed with the **HOST TRAINING ESTABLISHMENT**, and/or potential damage to property;
8. Observe the requirements of RA 10173 or the Data Privacy Act.

**III. RESPONSIBILITIES OF THE STUDENT-INTERNS:**

1. Observe the rules and regulations of the **HOST TRAINING ESTABLISHMENT**.
2. Apply classroom theories and principles to actual situations.
3. Comply with all the requirements of the practicum program.

4. *Observe confidentiality of the HOST TRAINING ESTABLISHMENT's business secrets and all information that is understood to be confidential.*
5. *In the event that the HOST TRAINING ESTABLISHMENT requires the student-intern to conduct activities outside the UNIVERSITY premises, the student-intern shall secure a waiver signed by the parents declaring the UNIVERSITY free and harmless from all claims, liabilities, and demands of any kind and nature by reason of an injury and damage.*

NOW THEREFORE, on motion of HON. ANA ROWENA ARIAS-PERERA, Vice Chairperson, Committee on Education, Tourism & Civil Service and duly seconded by Hon. Neri T. Camiña, Hon. Reynaldo E. Tumabotabo Hon. Julius T. Ledesma, Hon. Norberto T. Turalba, Hon. Jerry T. Tuares, Hon. Joel L. Sayson, Hon. Gaylord T. Trasporto and Hon. Florence Joy V. Cabalonga;

RESOLVED, to authorize the Municipal Mayor, Atty. Virgilio T. Teruel, for and in Behalf of the Municipality of Tigbauan to Enter Into A Memorandum of Agreement (MOA) With the University Of San Agustin, Inc., General Luna Street, Iloilo City for the Implementation of Work Immersion of Students;

RESOLVED FURTHER, to forward copies of this Resolution to the Office of the Municipal Mayor, Atty. Virgilio T. Teruel, to the University of San Agustin thru its Acting Principal of the Senior High School Department, University of San Agustin, **Claudette C. Paracale** and all concerned for their information and guidance.

APPROVED.

**CERTIFIED CORRECT:**

  
**MARLENE TAYO-NAVA**  
SB Secretary

**ATTESTED:**

  
**ADRIAN S. CAMPOSAGRADO**  
SB Member & Temporary Presiding Officer

**HON. LUGEN T. ORTILANO**  
Municipal Vice Mayor

**Sangguniang Bayan Members:**

HON. JULIUS T. LEDESMA, O.D.  
HON. NORBETO T. TURALBA  
HON. JERRY T. TUARES, C.E.  
HON. JOEL L. SAYSON

HON. ANA ROWENA ARIAS-PERERA, R.N. M.A.N.  
HON. GAYLORD T. TRASPORTO, LNB President  
HON. FLORENCE JOY V. CABALONGA, PPSK President

HON. ADRIAN S. CAMPOSAGRADO  
HON. NERI T. CAMIÑA  
HON. REYNALDO E. TUMABOTABO



Republic of the Philippines  
Province of Iloilo  
Municipality of Tigbauan

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Tigbauan Municipal Hall, Tigbauan, Iloilo 5021 Philippines

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EXCERPT FROM THE MINUTES OF THE 1<sup>ST</sup> REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON JANUARY 3, 2024 AT 9:15 IN THE MORNING

**PRESENT:**

HON. LUGEN T. ORTILANO,	-	Vice Mayor & Presiding Officer
HON. ADRIAN S. CAMPOSAGRADO	-	SB Member
HON. NERI T. CAMIÑA	-	SB Member
HON. REYNALDO E. TUMABOTABO	-	SB Member
HON. JULIUS T. LEDESMA	-	SB Member
HON. NORBERTO T. TURALBA	-	SB Member
HON. JERRY T. TUARES	-	SB Member
HON. JOEL L. SAYSON	-	SB Member
HON. ANA ROWENA A. PERERA	-	SB Member
HON. GAYLORD T. TRASPORTO	-	Liga President
HON. FLORENCE JOY V. CABALONGA	-	SKMF President

**ABSENT: NONE**

**Resolution No. 2024-003**

RESOLUTION SETTING THE ASSIGNMENT OF THE SB-MEMBERS AS “S.B.s-OF-THE-DAY”, FOR A MORE EFFECTIVE AND EFFICIENT DELIVERY OF PUBLIC SERVICE IN THE MUNICIPALITY OF TIGBAUAN, PROVINCE OF ILOILO.

WHEREAS, consistent with the declared policy of Republic Act 7160 otherwise known as the Local Government Code of 1991, the Sangguniang Bayan (S.B.) is a structure of Local Government that should be “...more responsive and accountable” to the people whom we serve;

WHEREAS, the “S.B.-OF-THE-DAY” was first institutionalized by the 1995 Sangguniang Bayan of Tigbauan, per Resolution No. 95-029 and approved on July 31, 1995;

WHEREAS, there is a need to have the “S.B.-OF-THE-DAY” assignment in order to immediately delineate the tasks and responsibilities of the members of the Sangguniang Bayan to effectively and efficiently carry out their duties, functions and responsibilities;

WHEREAS, the delivery of basic services will become more accessible to the people by designating an officer-in-charge dubbed as “S.B.-OF-THE-DAY” who will aid in meeting “the priority needs and service requirements” of our Municipality particularly on the legislative aspects of governance in line with Section 3 (b) R.A. 7160), to wit;

***“There shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirement of its communities.”***

WHEREAS, the power to pass local legislation also carries with it the power to monitor their faithful compliance and meaningful execution;

WHEREAS, at least two (2) S.B. Members shall be on duty as “S.B.s-OF-THE-DAY” during every working day of the week, their names to be posted at the SB Session Hall by the Secretariat;

WHEREAS, in view of the assumption to office of the newly elected Liga & SKMF Presidents as *Ex-Officio* Members of this August Body, in a persons of **Hon. Gaylord T. Trasporto** and **Hon. Florence Joy V. Cabalonga**, respectively, there is a need to re-set the assignment of the SB-Members as “S.B.s-OF-THE-DAY”;

WHEREAS, the SB Members have unanimously agreed to adopt the following assignment/schedule of “S.B.s-OF-THE-DAY”:

Page 2-Res.No. 2024-003

<b>Monday</b>	-	<b>Hon. ADRIAN S. CAMPOSAGRADO</b> <b>Hon. JOEL L. SAYSON</b>
<b>Tuesday</b>	-	<b>Hon. REYNALDO E. TUMABOTABO</b> <b>Hon. NERI T. CAMIÑA</b>
<b>Wednesday</b>	-	<b>Hon. ANA ROWENA ARIAS-PERERA</b> <b>Hon. JULIUS T. LEDESMA</b>
<b>Thursday</b>	-	<b>Hon. GAYLORD T. TRASPORTO</b> <b>Hon. FLORENCE JOY V. CABALONGA</b>
<b>Friday</b>	-	<b>Hon. JERRY T. TUARES</b> <b>Hon. NORBERTO T. TURALBA</b>

NOW THEREFORE, on motion of **HON. ADRIAN S. CAMPOSAGRADO** and duly seconded by Hon. Neri T. Camiña, Hon. Reynaldo E. Tumabotabo, Hon. Norberto T. Turalba, Hon. Julius T. Ledesma, Hon. Jerry T. Tuares, Hon. Joel L. Sayson, Hon. Ana Rowena A. Perera, Hon. Gaylord Trasporto and Hon. Florence Joy Cabalonga;

RESOLVED, to set the assignment of new set of SB Members as “S.B.s-OF-THE-DAY” for a more effective and efficient delivery of public service in the Municipality of Tigbauan, Province Of Iloilo;

RESOLVED FURTHER, to furnish copies of this Resolution to the following: Office of the Municipal Mayor, all Department Heads and all Hon. Punong Barangays, this LGU for their information, guidance and appropriate dissemination.

APPROVED.

**CERTIFIED CORRECT:**

  
**MARLENE TAYO-NAVA**  
SB Secretary

**ATTESTED:**

  
**LUGEN T. ORTILANO**  
Vice Mayor & Presiding Officer

**HON. LUGEN T. ORTILANO**  
Municipal Vice Mayor

**Sangguniang Bayan Members:**

HON. JULIUS T. LEDESMA, O.D.  
HON. NORBETO T. TURALBA  
HON. JERRY T. TUARES, C.E.  
HON. JOEL L. SAYSON

HON. ANA ROWENA ARIAS-PERERA, R.M. M.A.N.  
HON. GAYLORD T. TRASPORTO, LNB President  
HON. FLORENCE JOY V. CABALONGA, PPSK President

HON. ADRIAN S. CAMPOSAGRADO  
HON. NERI T. CAMIÑA  
HON. REYNALDO E. TUMABOTABO

