

EXCERPT FROM THE MINUTES OF CY 2024 – 8th REGULAR SESSION OF THE HONORABLE SANGGUNIANg BAYAN TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON FEBRUARY 21, 2024 AT 9:05 O’CLOCK IN THE MORNING

PRESENT:

HON. LUGEN T. ORTILANO,	-	Vice Mayor & Presiding Officer
HON. JERRY T. TUARES	-	SB Member & Temp. Pres. 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. JOEL L. SAYSON	-	SB Member
HON. ANA ROWENA A. PERERA	-	SB Member
HON. GAYLORD T. TRASPORTO	-	Liga President

ABSENT: (To attend one day seminar workshop on SK Planning & Budgeting on Feb. 21,2024 at Diversion 21 Hotel, Iloilo City)

HON. FLORENCE JOY V. CABALONGA	-	SKMF President
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Resolution No. 2024-025

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 COLEGIO DEL SAGRADO CORAZON DE JESUS (CSCJ), INC., ILOILO CITY FOR THE IMPLEMENTATION OF ON-THE-JOB TRAINING (OJT) PROGRAM OF STUDENTS.

WHEREAS, the Local Chief Executive in a letter dated February 16, 2024 requested this Sangguniang Bayan for the URGENT passing of a *“Resolution Authorizing the Municipal Mayor, Atty. Virgilio T. Teruel, for in Behalf of the Municipality of Tigbauan to Enter Into a Memorandum of Agreement (MOA) With the Colegio Del Sagrado Corazon De Jesus, Inc., Iloilo City for the Implementation of on-the-Job Training (OJT) Program of Students”*;

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

- The **Colegio Del Sagrado Corazon De Jesus**, an educational institution duly established and existing under the laws of the Republic of the Philippines, represented by **President, Sr. Ma. Asuncion G. Evidente, DC**, of legal age, single and a resident of CSCJ Ramon L. Muzones St., Brgy. General Hughes, Iloilo City as **“FIRST PARTY”**; and
- The **Local Government Unit of TIGBAUAN**, a government institution and existing under the laws of the Philippines, with principal office at Tigbauan, Iloilo, Philippines, represented by its Municipal Mayor, **ATTY. VIRGILIO T. TERUEL**, of legal age, Filipino, married and a resident of Tigbauan, Iloilo, Philippines, as **“SECOND PARTY”**

WHEREAS, the LOCAL GOVERNMENT UNIT OF TIGBAUAN, ILOILO is a duly authorized training institution and agrees, allow and accepts the affiliation of the Social Work students of the COLEGIO DEL SAGRADO CORAZON DE JESUS for the desired social work experience effective February 14, 2024 with the minimum required 500 hours for Field Instruction 2 (15 Units) which is equivalent to 4-5 days a week, 8 hours per day of field work for Second Semester AY 2023-2024.

WHEREAS, in consideration of the above premises, the parties have mutually agreed to enter into Field Placement contract subject to the following terms and conditions as herein set forth:

1. The responsibilities of the **FIRST PARTY** are the following:

- a. *Must be recognized and duly accredited by the authorities of the Commission on Higher Education and the Board for Social Work before applying for the affiliation, of its social work students in a teaching and training institutions.*
 - b. *Must meet the minimum standard for social work education and training set by the Accreditation Committee of the Schools of Social Work Association of the Philippines.*
 - c. *Shall provide qualified Faculty Field Instructors/Supervisors to guide, teach, supervise, and evaluate students' performance at the ratio of one (1) Social Work Instructor to every 15 social work students.*
 - d. *Shall send students who are in their senior year, intellectually mature and emotionally stable.*
 - e. *The students shall render a completion of a minimum 500 hours of the field work under the supervision of an Agency/Field Supervisor, submit case recordings together with the time sheet, a weekly report for scheduled supervision and conferences with the Agency/School Supervisor; formulate and submit a comprehensive Community Case Study Report and Community Profile as case may be, oral or written Self and Peer Evaluation and present the Community Case Study report for Critical analysis, evaluation and assessment.*
 - f. *Shall arrange the class schedule of the student affiliates to be able to comply with minimum schedule of forty (40) hours weekly.*
 - g. *The school and Agency Supervisor shall meet once a month and coordinate with each other in order to continuously assess and evaluate the progress and development of the case and the student field workers as well.*
 - h. *Shall see to it that the Faculty Field Instructor/Supervisors and students observe and comply with the policies, rules and regulations particularly on matters of confidentiality of clients and records of the SECOND PARTY and the professional discipline is maintained at all times.*
 - i. *Shall endorse list of students who signify to be assigned in MSWDO for their fieldwork in the next school year.*
2. The responsibilities of the **SECOND PARTY** are the following:
- a. *The Local Government Unit of Tigbauan, Province of Iloilo shall allow Municipal Social Welfare and Development Office to be responsible in the supervision of the student field worker.*
 - b. *Must have a well-organized and administered Social Service Unit headed by the registered and qualified Social Worker and supervised fieldwork experience of at least 500 case hours from a recognized agency and/or staff member with the same qualification or who is pursuing higher education to meet the above qualification. Provided, that the incumbent head who lacks the qualification would upgrade herself/himself thru formal or non-formal education for the benefit of the service and the student affiliates.*
 - c. *Social Worker assigned shall supervise, monitor and do other supervisory functions during the duration of the student's fieldwork.*
 - d. *Must have an adequate office space and facilities which assures privacy for interview, case recording and filling.*
 - e. *Shall accept such number of students for a specified period in a proper proportion to the number of qualified social worker which shall be 5 students to every one social worker (5:1) and to the number of cases, which shall be a ratio of one social work student to every five in-clients (1:5).*
 - f. *Shall facilitate the identification of the assignment of the students and families who will accommodate them to ensure their safety in the community as the case may be.*
 - g. *Shall provide a well-equipped conference room for the holding of joint conferences with the staff of the institution and school/college of social work for the proper implementation, evaluation and improvement of the training program.*
 - h. *Shall promote cooperation and harmonious working relationship through the leadership of the head of Social Service and her staff. Hold periodic dialogues between the social service staff and the social work education groups in order to entertain suggestions and thresh out problems arising from the social work affiliation program for the benefit of the patients and the students.*

- i. Shall not be held responsible for property of the students lost within the agency.
 - j. It is understood that there is no employer-employee relationship.
3. The DEPARTMENT OF SOCIAL WORK and MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE reserves the right to terminate this agreement on valid grounds.
4. Major offenses that deserve pull-out/termination/suspension/dismissal/expulsion as the case may be, from the agency / school will be acted upon with due process are as follows:
- a. Gambling in any form
 - b. Smoking
 - c. Possession of or being under the influence of liquor or prohibited drugs or being intoxicated (dangerous substances, including selling)
 - d. and going home without proper permission from the School Supervisor, except during emergency cases and within valid reasons.
5. The term of this contract shall be from 2024 to 2025.

NOW, THEREFORE, on motion of HON. ADRIAN S. CAMPOSAGRADO, Chairman, Committee on Education, Tourism And Civil Service and duly seconded by Hon. Neri T. Camina, Hon. Reynaldo E. Tumabotabo, Hon. Julius T. Ledesma, Hon. Norberto T. Turalba, Hon. Jerry T. Tuares, Hon. Joel L. Sayson, Hon. Ana Rowena A. Perera and Hon. Gaylord T. Trasporto,

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 Colegio Del Sagrado Corazon De Jesus, Inc., Iloilo City for the Implementation of On-The-Job Training (OJT) Program of Students;

RESOLVED FURTHER, to forward copies of this Resolution to the Office of the Municipal Mayor, Atty. Virgilio T. Teruel, to Colegio del Sagrado Corazon de Jesus thru its President, Sr. Ma. Asuncion G. Evidente, DC and all concerned for their information and guidance.

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

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