



EXCERPT FROM THE MINUTES OF THE CY 2024 – 38th REGULAR SESSION OF THE HONORABLE SANGGUNIAN BAYAN TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON SEPTEMBER 18, 2024 AT 9:30 IN THE MORNING

PRESENT:

HON. ADRIAN S. CAMPOSAGRADO	=	SB Member & Temp. Pres.
Officer	=	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	=	
HON. GAYLORD T. TRASPORTO	=	Liga President
HON. FLORENCE JOY V. CABALONGA	=	SKMF President

OFFICIAL BUSINESS:

HON. LUGEN T. ORTILANO, Vice Mayor
(To attend an emergency meeting with Mayor Richard Garin to discuss important matters on existing infrastructure projects, Miag-ao, Iloilo, Sept. 18, 2024)

ABSENT: NONE

Resolution No. 2024-149

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 ILOILO DOCTOR’S COLLEGE, WEST AVENUE, MOLO, ILOILO CITY FOR THE IMPLEMENTATION OF ON-THE-JOB TRAINING (OJT) PROGRAM FOR STUDENTS.

WHEREAS, the Local Chief Executive in a letter dated August 29, 2024 ~~“Resolution Authorizing Atty. Virgilio T. Teruel, Municipal Mayor in Behalf of the Municipality of Tigbauan to Enter Into A Memorandum of Agreement (MOA) With The Iloilo Doctor’s College, West Avenue, Molo, Iloilo City for the Implementation of On-The-Job Training (OJT) Program for Students;”~~

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

- **ILOILO DOCTORS' COLLEGE (IDC)**, a tertiary educational institution, duly organized and existing under Philippine Laws with office/business address at West Avenue, Molo, Iloilo City. Philippines represented by its President, **MA. LOURDES L. DE LEON, M.D.** referred to as the **"COLLEGE"** and
- The **LOCAL GOVERNMENT UNIT of TIGBAUAN**, a governmental organization, with office address at Barangay 9, Tigbauan, Iloilo, represented in this Act by its Municipal Mayor, **ATTY. VIRGILIO T. TERUEL**, referred to as the **"SOCIAL WELFARE AGENCY."**

WHEREAS, the **ILOILO DOCTORS' COLLEGE (IDC)** has offered Bachelor of Science in Social Work under the College of Arts & Sciences;

WHEREAS, IDC has established networking activities with the different social welfare agencies for field exposure/ placement of Social Work Interns:

WHEREAS, IDC has acknowledged the importance of the selected social welfare agencies and institutions as partners in pursuing its desire to equip the Social Work Interns with the necessary skills in handling individuals, families, groups, and communities;

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WHEREAS, pursuant to school curriculum duly approved by the Commission on Higher Education Division (CHED), SW 411, known as Fieldwork Instruction I- Working with Individuals, Families, and Groups and SW 412, known as Field Instruction II - Working with Communities, the fourth year Social Work Interns are required to be assigned in government and non-government agencies or social welfare institutions;

WHEREAS, SW 411 and SW 412 are designed to reinforce the academic inputs on Working with Individuals, Families, Small Groups, and Communities;

WHEREAS, Fieldwork Instruction I and II is a venue for the students to put into practice the different theories and skills in casework, group work, and community organization;

WHEREAS, the Social Work Interns are required to complete a total of 1000 hours (500 hours per semester) of social welfare agency or community exposure from the start of every First Semester until the end of the Second Semester;

WHEREAS, the Agency is implementing programs and social services which may involve the active participation of the Social Work Interns in dealing with its different clientele group;

WHEREAS, as agreed upon during the trialogue undertaken between and among the parties, the agency shall facilitate the provision of the required experiences/exposures of the Social Work Interns; Trialogue will be done before placement of student interns and a post-Trialogue will be conducted to evaluate the interns' learnings and experiences and/or as need arises;

WHEREAS, Iloilo and the whole country are faced with a big challenge because of the Covid-19 Pandemic which may disrupt the Field practicum of the SW Intern from time to time, thus, the Agency and the Social Work Interns, should exercise necessary precautions to lessen the risks by strictly adhering to the health protocols such as maintaining social distance, wearing of face masks/face shield, washing of hands, disinfecting with alcohol, and others as defined by the guidelines set by IATF.

WHEREAS, for and in consideration of the foregoing premises and the mutual covenants herein contained, the parties do hereby bind themselves and agree to the following:

THE IDC shall:

- ☐ ***Endorse One (1) or More Social Work Intern/s to MSWDO-TIGBAUAN, ILOILO to undertake Case Management, Casework, Groupwork for Field Instruction I, and Community Organizing activities for Field Instruction II, in the agency from First Semester to Second Semester of every Academic Year; Social Work Interns may be assigned in different barangays with which they will undertake***
- ☐ ***Ensure that the Social Work Intern is regularly monitored in terms of his/her performance in the assigned area through weekly supervision/class meeting;***
- ☐ ***Provide technical inputs in the compliance of the different documentary requisites of the course,***
- ☐ ***See to it that the students are covered with adequate Philhealth and Accident Insurance policy during the entire Fieldwork Internship.***

THE AGENCY shall:

- **Formally accept the field placement of the Social Work Intern/s;**
- **Conduct a thorough familiarization and orientation of the agency's programs and services to facilitate adequate understanding by the Social Work Interns; Ensure the safety of the Social Work Intern in their assigned area or agency/barangay; Provide a conducive working place for the Social Work Intern to develop the sense of belongingness; Ensure that the Social Work Intern/s are duly supervised by a Registered Social Worker regularly assigned in the agency so that the necessary and appropriate social work skills are learned;**

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□ **Ensure that the Social Work Intern shall be able to experience working with individuals, families, and groups through Casework and Groupwork activities during Field Instruction I, and experience working with communities through application of Community organization skills and process, and demonstration of the Social Work Intern's ability to process the general, process recordings and other social work documents prepared by the Social Work Intern is duly read and checked by the Agency Supervisor prior to submission to the School's Fieldwork instructor;**

□ **Conduct weekly or bi-monthly supervision in order to keep track / validate the expected learning experience of the Social Work Interns;**

□ **Issue a Certificate of Completion of the Five Hundred (500) hours earned by the Social Work Intern by the end of the First semester or upon completion of the One Thousand (1000) hours by the end of the 2nd semester;**

THE SOCIAL WORK INTERN shall:

A.GENERAL GUIDELINES

- **Conduct activities pertaining to the Field Practice related to case management, casework, groupwork, community organizing, in the assigned agency or area.**
- **Attend the periodic case conferences or meetings of the agency to enhance understanding of the agency thrusts;**
- **Attend regular agency supervision as set by the assigned agency field supervisor (AFS);**
- **Attend regular (once a week) School Fieldwork supervision as set by the School Field Instructor (SFI);**
- **Abide to the policies and regulations set by the agency especially confidentiality of cases, and allegiance to the Child Protection Policies (for residential care facilities for children and other sensitive cases);**
- **Strictly adhere to the minimum health protocols implemented by the agency as recommended by the IATF;**
- **Secure Philhealth Insurance and/or adequate Accident Insurance policy that would cover the entire Field Practice;**
- **Accomplish Self-Evaluation Report every end of Semester. Daily Time Records (DTR) duly validated by the Agency Supervisor or authorized representative.**

B.FIELD INSTRUCTION I

- **Ensure the compliance of the following documentary requisites:**
 - a. **Brief Agency Profile where the social work intern/s are assigned**
 - b. **Semestral Work Plan of Activities focused on the intern's learning objectives**
 - c. **Journal**
 - d. **At least Five (5) Social Case Study Reports accomplished individually by the SW Interns: Three (3) of which are Case Studies**

with Referrals and Two (2) Case Studies focusing on case management with thorough Assessment and Intervention (1 individual case; 1 Family intervention)

e. Accomplish Individual Process Recordings per case handled

f. Group Case Study including Group Profile and Program Media accomplished by the SW Interns as a group ;

g. Group Process/Session Recordings and Documentation;

h. Submission of Integrative Paper with Narrative Self-Evaluation to be submitted at the end of the First semester for Field Instruction I and Field Instruction II).

C.FIELD INSTRUCTION II

□ Ensure the compliance of the following documentary requisites:

a. Semestral Work Plan of Activities focused on the Intern's learning objectives with GANTT Chart;

b. Agency Profile;

c. Community Case Study which includes community mapping and profile;

d. Formulate and Implement at least one (1) Project Proposal;

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e. Community Process Recordings;

f. Minutes of every community meetings, gathering or assembly;

g. Process (per activity) Documentation of implemented programs/activities in the community (Needs Assessment, Action Planning, Evaluation, etc.);

h. Daily Time Records (DTR) validated by the AFS or authorized personnel of the agency or the community.

i. Submission of Integrative Paper with Narrative Self-Evaluation to be submitted at the end of the Second semester for Field Instruction II.

This Agreement shall take effect upon signature by authorized officials from both parties and shall be valid for Five (5) years, unless, otherwise earlier terminated or modified by any one of the parties by mutual consent, which this Agreement has been forged.

NOW, THEREFORE, on motion of HON. JULIUS T. LEDESMA, Member, SB Committee on Education, Tourism and **Civil Service (under the authorship of Hon. Adrian S. Camposagrado, Committee Chairman)** and duly seconded by Hon. Neri T. Camiña, Hon. Reynaldo E. Tumabotabo, Hon. Norberto T. Turalba, Hon. Jerry T. Tuares, Hon. Joel L. Sayson, Hon. Ana Rowena A. Perera, Hon. Gaylord T. Trasporto and Hon. Florence Joy 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 Iloilo Doctor's College, West Avenue, Molo, Iloilo City for the Implementation of On-The-Job Training (OJT) Program for Students;

RESOLVED FURTHER, to forward copies of this Resolution to Atty. Virgilio T. Teruel, Municipal Mayor, to Iloilo Doctor's College, West Avenue, Molo, Iloilo City and all concerned for their information and/or appropriate action.

APPROVED.

CERTIFIED CORRECT:

MARLENE TAYO-NAVA

S.B. Secretary

ATTESTED:



ADRIAN S. CAMPOSAGRADO
S.B. Member & Temporary Presiding Officer

S.B. Member & Temporary Presiding Officer

HON. LUGEN T. ORTILANO
Municipal Vice Mayor

Sangguniang Bayan Members:

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

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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. MARIBETH LEDESMA-TUPINO, *LnB President*
HON. FLORENCE JOY V. CABALONGA, *PPSK President*

"Public office is a public Trust. Public Officials must at all times be accountable to the people."

HON. LUGEN T. ORTILANO
Municipal Vice Mayor

Sangguniang Bayan Members:

HON. ADRIAN S. CAMPOSAGRADO
HON. NERI T. CAMIÑA
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