



REPUBLIC OF THE PHILIPPINES
REGION VI-WESTERN VISAYAS
PROVINCE OF ILOILO
MUNICIPALITY OF TIGBAUAN

EXCERPT FROM THE MINUTES OF THE CY 2025 – 51st REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN (24th REGULAR SESSION OF THE 2025-2028 SANGGUNIAN), TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON DECEMBER 15, 2025 AT 9:45 IN THE MORNING

PRESENT:

HON. LUGEN T. ORTILANO,	-	Vice Mayor & Presiding Officer
HON. PINKY A. JARINA	-	SB Member
HON. GENE ROSE C. CANAYA	-	SB Member
HON. ADRIAN S. CAMPOSAGRADO	-	SB Member
HON. JOEL L. SAYSON	-	SB Member
HON. MARLON R. TERUÑEZ	-	SB Member
HON. NORA ROSE T. TUBIANO	-	SB Member
HON. REYNALDO E. TUMABOTABO	-	SB Member
HON. NORBERTO T. TURALBA	-	SB Member
HON. LORNA T. DOMINGO	-	Liga President
HON. JULIANA MARIE T. JULATON	-	SKMF President

OFFICE OF THE MUNICIPAL MAYOR
LGU TIGBAUAN, ILOILO

RECEIVED

By: V. Ortillano
Date: 12/16/25
Time: 1:57 PM

ABSENT: NONE

Resolution No. 2025-191

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 INTERFACE COMPUTER COLLEGE, ILOILO CITY FOR THE IMPLEMENTATION OF ON-THE-JOB TRAINING (OJT) PROGRAM OF STUDENTS

WHEREAS, in a letter dated December 3, 2025, the Local Chief Executive requested this Sangguniang Bayan for the passage of the aforesaid resolution;

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

- **INTERFACE COMPUTER COLLEGE, INC.**, a corporation duly organized and existing pursuant to the laws of the Republic of the Philippines, with address and location at Sen. Benigno Aquino Ave. Diversion Road, Iloilo City represented herein by **SYLVIA A. VILLAROSA**, in her capacity as **SCHOOL ADMINISTRATOR**, hereinafter referred to as “ICC”; and
- **LOCAL GOVERNMENT UNIT OF TIGBAUAN, ILOILO**, a government entity mandated by law with address and location at Tejero St., Barangay 9 Poblacion, Tigbauan, Iloilo represented herein by **ATTY. VIRGILIO T. TERUEL** in his capacity as the **MUNICIPAL MAYOR**, hereinafter referred to as the “**PARTNER INSTITUTION**”;

WHEREAS, Section 444 (b)(1)(vi) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers the Sangguniang Bayan to approve resolutions authorizing the municipal mayor to enter into contracts and agreements on behalf of the municipality;

WHEREAS, the partnership between academic institutions and local government units is encouraged under national education and development policies to strengthen experiential learning and institutional linkages;

HUMAN RESOURCE DEVELOPMENT DIVISION
LGU TIGBAUAN

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By: [Signature]
Date: 12-16-25
Time: 2:04 PM

LOCAL GOVERNMENT UNIT OF TIGBAUAN
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By: [Signature]
Date: 12/16/25
Time: 1:57 PM

WHEREAS, providing opportunities for students to engage in real-life professional settings complements academic instruction and equips them with essential soft skills, such as teamwork, time management, and problem-solving;

WHEREAS, the Municipality of Tigbauan recognizes the vital role of education in national development and supports academic initiatives that contribute to human capital development and community growth;

WHEREAS, ICC is engaged in services which include establishing, franchising and operating educational institutions that provide formal tertiary level educational, post graduate courses, post-secondary certificate courses and short-term courses to its bona fide students with a view towards facilitating their eventual employment;

WHEREAS, the partner institution has the facilities and/or expertise to provide occupational experience to student trainees to enhance their competence in their chosen field of endeavor as part of its efforts to help community development and cultivate a pool from which the institution may possibly recruit its needed personnel in the future;

WHEREAS, for and in consideration of the foregoing premises, the PARTIES have mutually agreed to enter into a Memorandum of Agreement (MOA) for the On-the-Job Training (OJT) Program, based on the following terms and conditions:

ARTICLE I

RESPONSIBILITIES OF THE ICC

The ICC shall:

1. Designate an OJT Adviser who shall act for and on behalf of ICC in all matters relevant and connected to the OJT Program. The scope of the OJT Adviser's tasks includes but are not limited to the following:
 - 1.1. Collaborate with the PARTNER INSTITUTION and the student trainees in the finalization of the OJT Training Plan. The OJT Training Plan should include competencies that the student trainees should acquire, corresponding tasks, schedule, and expectations;
 - 1.2. Monitor the progress of the training, requiring the student trainees to report their activities regularly;
 - 1.3. Conduct at least two (2) on-site visits to the PARTNER INSTITUTION, prior to the start and towards the end of the training;
 - 1.4. Observe the student trainees at work with the PARTNER INSTITUTION's approval;
 - 1.5. Meet with OJT Supervisor and OJT Coordinator as needed; and
 - 1.6. Schedule deadlines for quarterly submissions of the reports of the student trainees.
2. Endorse student trainee-candidates for On-the-Job Training, through the OJT Coordinator, to the PARTNER INSTITUTION;
3. Ensure that the student trainees who are chosen by the PARTNER INSTITUTION have the necessary documents and insurance coverage;
4. Ensure the compliance of its members, particularly the student trainees, OJT Adviser, and OJT Coordinator to the OJT Course Policy; and
5. Ensure that the STUDENT TRAINEES will adhere to the policies set forth by the PARTNER INSTITUTION.

ARTICLE II

RESPONSIBILITIES OF THE PARTNER INSTITUTION

The PARTNER INSTITUTION shall:

1. Provide the OJT Coordinator with documents required to formalize their partnership with the school;
2. Discuss the requests and requirements with the OJT Coordinator;
3. Discuss and finalize with the OJT Adviser and the student trainees the tasks, schedule, and expectations;
4. Provide student trainees with adequate resources and a safe and secure workplace;
5. Conduct orientation to the student trainees regarding the nature of the Institution, its goals and structure and its pertinent rules and regulations;

6. Assign the student trainees to the different Divisions/ Units/ Sections of the INSTITUTION where the student trainees will handle tasks similar to or related to their field of study. The student trainees will be supervised by Officer/authorized personnel of said Division/ Section/ Unit, who will:
- 6.1. Orient the student trainees on the technology or resources required to accomplish assigned tasks;
 - 6.2. Certify the Daily Time Record (DTR) of the student trainees;
 - 6.3. Monitor, review, evaluate, and discuss with the student trainees the status of assigned tasks/ projects, regularly;
 - 6.4. Communicate with the OJT Adviser to assess the performance of the student trainees throughout the on-site experience; and
 - 6.5. Conduct the performance appraisal using the appropriate form and discuss the results with the student trainees;
7. Submit Performance Appraisal Form (PAF) and the DTR to the OJT Adviser as scheduled; and
8. Prepare and issue the Certificate of Completion and other pertinent reports, information, and/or documents which are relevant for purposes of describing the performances of the student trainees, not later than two (2) weeks after the completion of training.

NOW THEREFORE, on motion of HON. NORA ROSE T. TUBIANO, Chairperson, Committee on Education, Science and Technology, and duly seconded by Hon. Pinky A. Jarina, Hon. Gene Rose C. Canaya, Hon. Adrian S. Camposagrado, Hon. Joel L. Sayson, Hon. Marlon R. Teruñez, Hon. Reynaldo E. Tumabotabo, Hon. Norberto T. Turalba, Hon. Lorna T. Domingo and Hon. Juliana Maria T. Julaton,

BE IT RESOLVED, AS IT IS HEREBY RESOLVED by the Sangguniang Bayan of Tigbauan 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 Interface Computer College, Iloilo City for the Implementation of the On-The-Job Training (OJT) Program of Students;

RESOLVED FURTHER, to forward copies of this Resolution to Hon. Virgilio T. Teruel, Municipal Mayor, to the Human Resource Management Office (HRMO), to the Interface Computer College and all concerned for their information.

APPROVED.

CERTIFIED CORRECT:


MARLENE TAYO-NAVA
SB Secretary

ATTESTED:


LUGEN T. ORTILANO
Vice Mayor & Presiding Officer

OFFICE OF THE SANGGUNIANG BAYAN
2/F Tigbauan Municipal Hall, Tejero St., Tigbauan, Iloilo 5021 Philippines

 sbtigbauan@gmail.com

 (033) 511-8532 | +63 977 814 4043

 Sangguniang Bayan Tigbauan

"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. PINKY ATADERO-JARINA, *MD Pediatrician*
HON. GENE ROSE C. CANAYA, *Lawyer*
HON. ADRIAN S. CAMPOSAGRADO, *MPG*
HON. JOEL L. SAYSON

HON. MARLON R. TERUÑEZ, *PhD*
HON. NORA ROSE TAMONAN-TUBIANO
HON. REYNALDO E. TUMABOTABO
HON. NORBERTO T. TURALBA

HON. LORNA T. DOMINGO, *UnB President*
HON. JULIANA MARIE T. JULATON, *SKMF President*

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