



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

OFFICE OF THE MUNICIPAL MAYOR  
LGU TIGBAUAN, ILOILO  
RECEIVED

A. TARDIL  
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11:24 AM

EXCERPT FROM THE MINUTES OF THE CY 2026 – 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 14, 2026 AT 9:50 IN THE MORNING

**PRESENT:**

|                               |   |                                     |
|-------------------------------|---|-------------------------------------|
| HON. LUGEN T. ORTILANO,       | - | Vice Mayor & Presiding Officer      |
| HON. MARLON R. TERUÑEZ        | - | SB Member & Temp. 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. 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                      |



**ABSENT: NONE**

**Resolution No. 2026-005**

**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 DAPDAP NATIONAL HIGH SCHOOL, TIGBAUAN, ILOILO FOR THE IMPLEMENTATION OF WORK IMMERSION PROGRAM OF STUDENTS**

WHEREAS, in a letter dated January 7, 2026, the Local Chief Executive requested this Sangguniang Bayan for the URGENT passage of the aforementioned resolution;

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

- **DAPDAP NATIONAL HIGH SCHOOL**, with School Identification Number 302488, a public high school, with principal address at Dapdap, Tigbauan, Iloilo, herein represented by its School Principal I, KAREN ANN S. NICOLASORA, Filipino, of legal age, hereinafter referred to as the "SCHOOL"; and
- **MUNICIPALITY OF TIGBAUAN**, of the Republic of the Philippines, with principal address at Tigbauan, Iloilo, and represented by the Mayor, ATTY. VIRGILIO T. TERUEL, Filipino, of legal age, hereinafter referred to as the "LGU".

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;

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;

HUMAN RESOURCE MANAGEMENT OFFICE  
LGU TIGBAUAN, ILOILO

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By:   
Date: 1-20-2026  
Time:

WHEREAS, the Company 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 Company 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 Work Immersion Program, based on the following terms and conditions:

#### RESPONSIBILITIES OF THE PARTIES

##### A. Joint Responsibilities

Both the SCHOOL and the LGU shall:

1. Create a joint working group that will prepare the action plan to operationalize the partnership;
2. Form a joint steering committee to monitor the progress of the partnership and to make sure that the provisions of this Memorandum of Agreement (MOA) are met;
3. Adhere to all laws, memoranda, and circulars especially those pertaining to child protection as provided for in the Guidelines for Work Immersion (Guidelines);
4. Develop the students' Work Immersion module specifying goals and objectives, desired outcomes of the program and how these outcomes will be achieved, also noting the specific knowledge, skills, attitudes, and competencies that the learner should acquire after completing the program;
5. Develop a Work Immersion Daily Schedule of Activities that will be followed by the learner during the whole duration of the Work Immersion in the LGU; and
6. Formulate local school work immersion policies and guidelines on selection, placement, monitoring, and assessment of learners (immersion participants) to ensure that each learner is assigned to an immersion partner matched to his/her desired track, qualifications, and aptitude.

##### B. Responsibilities of the School

The SCHOOL shall:

1. Identify and indicate the SHS track/s, strands, and/or specializations/s that will be the subject of the partnership;
2. Make the needed adjustments to contextualize the SHS subjects based on inputs from the LGU;
3. Designate a person in charge of coordinating with the LGU and supervising the activities of the students for the duration of the Work Immersion program;
4. Provide insurance coverage for learners during the Work Immersion Program;
5. Continue to exercise its Special Parental Authority under the Family Code over the SHS learner under immersion in the premises of the partner;
6. Monitor each learner's progress throughout the duration of the entire Work Immersion Program so as to make sure that the tasks assigned to each learner are meaningful, challenging, and applicable to his/her particular programs and are able to maximize the quality of the learning experience;
7. Provide the LGU evaluation tool for the learners' immersion performance;
8. Issue a final grade to the learner upon completion of the requirements within a prescribed period;
9. Ensure that the learner will adhere to the nondisclosure policies of the Municipality as agreed to by the School;
10. Provide signed Consent forms from the parents as applicable;
11. Provide the LGU a Certificate of Participation in the SHS Program for whatever purpose it may serve; and
12. Execute a deed of acceptance as a way of recognizing and acknowledging the donation/s received from the LGU.

##### C. Responsibilities of the LGU

The LGU shall:

1. Assign a competent Immersion Coordinator from the LGU to liaise with the School and supervise the learners without prejudice to the special parental authority of the school, its administrators and teachers for the duration of the work immersion program so as to ensure efficient implementation of all stages of the program;
2. Provide inputs into the curriculum through the discussions or workshops that DepEd will organize;
3. Lend its expertise by making available its resident resource persons to provide training to the learners;
4. Provide technical assistance and opportunities to Immersion participants;
5. Allow the learner to be deployed to the different sections/departments/project sites of the LGU based on the Work Immersion Daily Schedule of Activities;
6. Agree the required number of hours of the immersion program set under the DepEd SHS curriculum;
7. Provide immersion opportunities for five (5) learners for School Year 2025-2026;
8. Provide learners with an orientation about the LGU, the job as well as expose them to the various stakeholders of the community in which it operates for the learners to get a holistic understanding of the LGU;
9. Similarly, ensure that learners undergo training related to their course, and provide the students with work or activities that are varied and applicable to their field of study;
10. Make its workplace and facilities available to learners and teachers, and shall similarly take all necessary action to ensure the safety of students within their areas of operation at all times, which shall include, but shall not be limited to, the provision for Personal Protective Equipment (PPE's), if applicable. Ensure that the students will not be exposed to hazardous materials and working environment throughout the duration of the immersion;
11. Evaluate learners' performance in the immersion venue by accomplishing provided evaluation tool;

12. Issue a Certificate of Completion to the learner trainees upon satisfactory compliance with all requirements of the program; and
13. Execute a deed of donation in favor of DepEd for the Completed Work Immersion Partnership.

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. Reynaldo E. Tumabotabo, Hon. Norberto T. Turalba, Hon. Lorna T. Domingo and Hon. Juliana Marie 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 Dapdap National High School, Tigbauan, Iloilo for the implementation of Work Immersion 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 Dapdap National High School and all concerned for their information.

APPROVED.

CERTIFIED CORRECT:

  
**MARLENE TAYO-NAVA**  
SB Secretary

ATTESTED:

  
**MARLON R. TERUÑEZ**  
SB Member & Temporary Presiding Officer

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

 [sbtigbauan@gmail.com](mailto:sbtigbauan@gmail.com)  
 (033) 511-8532 | +63 977 814 4043  
 Sangguniang Bayan Tigbauan

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, *LnB President*  
HON. JULIANA MARIE T. JULATON, *SKMF President*

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*"Public Office is a Public Trust."*

*"Public Officials must at all times be accountable to the people."*