



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

OFFICE OF THE MUNICIPAL MAYOR
LGU TIGBAUAN, ILOILO

RECEIVED

By: P. Tuble
Date: 05/25/26
Time: 8:21 AM

EXCERPT FROM THE MINUTES OF THE **CY 2026 –20th REGULAR SESSION** OF THE HONORABLE SANGGUNIANG BAYAN TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON MAY 20, 2026 AT 9:15 IN THE MORNING.

PRESENT:

- | | | |
|-----------------------------|---|--------------------------------|
| HON. LUGEN T. ORTILANO, | - | Vice Mayor & Presiding Officer |
| HON. PINKY A. JARINA | - | 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 |
- HUMAN RESOURCE MANAGEMENT OFFICE
LGU TIGBAUAN, ILOILO
- RECEIVED
- By: [Signature]
Date: 5-25-26
Time: 8:20 AM

OFFICIAL TRAVEL: (To attend the SK Iloilo Provincial Congress 2026 in Tagaytay City)
HON. JULIANA MARIE T. JULATON - SKMF President

ABSENT/LEAVE:

- HON. GENE ROSE C. CANAYA - SB Member (Maternity Leave)

Resolution No. 2026-140

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 SCIENCE AND TECHNOLOGY UNIVERSITY, MIAGAO, ILOILO FOR THE IMPLEMENTATION OF THE ON-THE-JOB TRAINING (OJT) PROGRAM OF STUDENTS

WHEREAS, in a letter dated May 13, 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:

- **ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY (ISAT U)**, a state university chartered under Republic Act 10595 with office address at Burgos St., La Paz, Iloilo City, represented by **GABRIEL M. SALISTRE JR., PEE, DIT**, in his capacity as its **SUC President III**, hereinafter referred to as the **"UNIVERSITY"**; and
- **LOCAL GOVERNMENT UNIT OF TIGBAUAN**, a local public unit with principal office address at Tejero St., Tigbauan, Iloilo, represented by **ATTY. VIRGILIO T. TERUEL**, in his capacity as **Municipal Mayor**, herein referred to as the **"COMPANY"**.

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;

WHEREAS, the University is offering technical courses wherein its students are required to undergo a Student Internship Program (SIP) as an academic requirement before graduation to be adequately exposed to actual industrial work situations, thereby augmenting their formal schooling;

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 On-the-Job Training, based on the following terms and conditions:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

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1. Facilitate request from the Company regarding the enlistment of student-Trainee/s including dissemination of information to targeted students, accept requisitions and intent from students wanting to apply to the Company's Internship Program, and reply queries regarding the Company's Internship program;
 2. Recommend students who will undergo Internship in accordance with the requirements and standards set by the Company. Preferable length of training shall be at least SIX HUNDRED HOURS (600 hrs.), and must be non-intermittent;
 3. Assist the Company as regards to the assessment and selection of recommended students with the due consideration on academic standing, technical skills and abilities as well as physical and mental fitness, among others;
 4. Develop, in collaboration with the Company, a Training Manual or Plan for the student trainees specifying goals and objectives (desired outcomes and how these outcomes will be achieved), knowledge, skills, attitudes and competencies that the student trainee should acquire in each learning area, assignments and schedules of activities, among others;
 5. Conduct general orientation for qualified trainees and their parents/guardians;
 6. Conduct initial and regular visit/inspection of the Company's business premises to ensure safety of students;
 7. Appoint a Student Internship Program (SIP) Coordinator who shall officially coordinate and liaise with the Company on matters pertaining to the SIP requirements, student-trainees deployment, monitoring of deployed students, and resolve issues/concerns among student-trainees deployed to the Company;
 8. Submit to the Company through the University's SIP Supervisor, documentation necessary in engaging student-trainee/s into the Internship Program such as, but not limited, to:
 - a. Official Endorsement Letter along with the list of student-trainees;
 - b. Internship Training Agreement;
 - c. Personal/Student Information Sheet of each student-trainee;
 - d. Waiver from Student-trainees and their parents (must be complied by each student-trainee);
 - e. Score/Grading Sheets or Feedback Document during and upon completion of the Student Internship Program, as may be required by the University
 9. Comply with the requirements set forth by the Commission on Higher Education (CHED) for Student's Internship Program, including submission of necessary documents;
 10. Hold the Company free from any liability whatsoever arising from any suit or obligation in connection with the action (or inactions) of the University or its student-trainees under this Agreement; and
 11. Orient student-trainees and their parents/guardians that any and all liabilities for damage/s to property and/or injury to third persons caused by the student-trainees' maliciously intentional or grossly negligent acts in violation of the University's and the Company's safety rules and regulations while in the course of training shall be their personal liability without prejudice to the provisions of valid laws of the Philippines governing their actions at the time of its commission.

II. DUTIES AND RESPONSIBILITIES OF THE COMPANY

1. Set the standards and procedures with respect to the University's Internship Program including the number of student-trainees, which shall be at the sole discretion of the Company and may be subject to change without written notification to the University;
2. Assess and select student-trainees in accordance with the standards and requirements set by the Company;
3. Orient selected student-trainee of the expectations among Internship, Company's institutional policies, rules and regulations including those pertaining to schedules, attendance, decorum, health and safety, and housing, among others;
4. Assign/deploy student-trainees to the different operation areas of the Company without prejudice to the monitoring rights of the University and with due consideration to the student-trainee's technical discipline, abilities and potentials University, and which the Company may vary depending on operational requirements;
5. Assign a Program Officer who shall work in collaboration with the University's SIP Coordinator to take charge and supervise the University's Student Internship Program as well as the student-trainees, and who will coordinate with Line Supervisors and Managers in providing directions and tasks to student-trainees on a daily basis as well as assess their internship performance;
6. Provide First-Aid treatment to student-trainees in the event of an injury or accident while on training and transport them to the nearest hospital or clinic for proper medical care. Provided however, that hospitalization and/or cost of confinement shall not be borne solely by the Company unless proven that the cause of injury/accident is attributed to the fault or negligence of the Company's official/s or employee/s, in which proper investigation by the University and the Company shall be considered;
7. Accomplish necessary forms and documentation required by the University and/or CHED/ University's Internship Program;
8. Issue Certificates of Completion to student-trainees who successfully finished the University's Internship Program;
9. Conduct a post training review and Internship Program performance evaluation with the University; and
10. To train students-trainee/s for possible attendance to Seminar and Conferences both Local, National and International.

NOW THEREFORE, on motion of HON. NORA ROSE T. TUBIANO, Chairperson of the Committee on Education, Science and Technology, and duly seconded by Hon. Pinky A. Jarina, Hon. Joel L. Sayson, Hon. Marlon R. Teruñez, Hon. Reynaldo E. Tumabotabo, Hon. Norberto T. Turalba, and Hon. Lorna T. Domingo,

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 the Iloilo Science and Technology University, Miagao, Iloilo for the Implementation of 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 Iloilo Science and Technology University (ISAT-U) and all concerned for their information.

APPROVED.

CERTIFIED CORRECT:


MARLENE TAYO-NAVA
S.B. Secretary

ATTESTED:


LUGEN T. ORTILANO
Vice Mayor & Presiding Officer