



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. Dupk
Date: 05/25/26
Time: 8:11 AM

EXCERPT FROM THE MINUTES OF THE **CY 2026-20th REGULAR SESSION** OF THE HONORABLE SANGGUNIAN 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. 2026-141

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 UNIVERSITY OF SAN AGUSTIN, GENERAL LUNA STREET, ILOILO CITY, FOR THE IMPLEMENTATION OF THE ON-THE-JOB TRAINING (OJT) PROGRAM OF STUDENTS

WHEREAS, in a letter dated May 18, 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:

- **MUNICIPALITY OF TIGBAUAN**, a local government unit duly organized and existing under the laws of the Republic of the Philippines, with address at the Tigbauan Municipal Bldg., Tejero St., Brgy. 9 Poblacion, Tigbauan, Iloilo, hereinafter referred to as the **HOST TRAINING ESTABLISHMENT**, duly represented by its Municipal Mayor, **ATTY. VIRGILIO T. TERUEL**, of legal age, Filipino, and a resident of Tigbauan; and
- **UNIVERSITY OF SAN AGUSTIN, INC.**, a non-stock, non-profit educational institution duly organized and existing under the laws of the Republic of the Philippines, with office at General Luna Street, Iloilo City, hereinafter referred to as the **UNIVERSITY**, duly represented by the Dean of the College of Liberal Arts, Sciences and Education, University of San Agustin, **NENELYN D. DE LA FUENTE**, of legal age, Filipino, and a resident of Iloilo City;

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 has developed a curriculum leading to the degree of Bachelor of Science in Foreign Service which includes a practicum program of at least 450 hours designed to respond to the manpower requirements of the industry and to gain practical exposure, enhance knowledge and skills, and cultivate professional work values and attitudes;

WHEREAS, the Host Training Establishment 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. RESPONSIBILITIES OF THE HOST TRAINING ESTABLISHMENT

The HOST TRAINING ESTABLISHMENT shall:

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1. Conduct orientation/interview to student-interns on the policy and requirements of the industry/company;
 2. Provide practical and effective training to qualify the student-interns for manpower needs of the industry;
 3. Designate from among its employees a Host Training Establishment Supervisor who will be assigned the following responsibilities:
 - a. Serve as mentor to the student-interns;
 - b. Give the student-interns course-related work assignments;
 - c. Expose the student-interns to learning experience on actual operations and management and real business situations, thus enabling the students to analyze and apply relevant solutions to the problems;
 - d. Arrange a conference with the Training Coordinator when student-intern problem arises;
 - e. Observe and evaluate the work performance of the student-interns.
 4. Work out a training program and schedule of activities for the student-interns participating in the practicum program with the Training Coordinator of the HOST TRAINING ESTABLISHMENT;
 5. Not assign the student-interns on graveyard shift, outside office premises, or out of town trips without the consent of the Dean and the parents;
 6. Agree to fix dates of the practicum program in such a way as not to conflict with the class schedules, if any, as provided by the UNIVERSITY;
 7. Issue certificates of completion to student-interns who finished the practicum training program;
 8. Confer with the Training Coordinator regarding student-interns' performance; and
 9. Observe the requirements of RA 10173 or the Data Privacy Act.

II. RESPONSIBILITIES OF THE UNIVERSITY:

The UNIVERSITY shall:

1. Design a standardized training program specifying the knowledge and skills that the student-interns shall have ideally acquired in the course of the practicum program;
2. Conduct an orientation seminar prior to the practicum proper;
3. Designate a Training Coordinator who will supervise the practicum program and coordinate with the HOST TRAINING ESTABLISHMENT regarding various activities under this program including assisting in student evaluation and resolving any dispute which may arise during the training period;
4. Provide a mechanism for the evaluation of the program as well as its participants;
5. Provide the HOST TRAINING ESTABLISHMENT with the list of the names of the participating students, hereto attached as Annex A, a copy of the current guidelines on the practicum program, the nature of the educational assignments of each student, the dates when the students are supposed to report for their assigned tasks and the total number of training hours required under the program;
6. Monitor the activities and performance of the practicum students through the Training Coordinator;

7. Undertake to withdraw its endorsement in favor of any student-intern who, through commission of specific acts, and after due investigation, will prove to be unfit to continue the practicum training program, for the purpose of averting personal harm or injury to a fellow student-intern or to anyone employed with the HOST TRAINING ESTABLISHMENT, and/or potential damage to property; and
8. Observe the requirements of RA 10173 or the Data Privacy Act.

III. RESPONSIBILITIES OF THE STUDENT-INTERNS:

1. Observe the rules and regulations of the HOST TRAINING ESTABLISHMENT;
2. Apply classroom theories and principles to actual situations;
3. Comply with all the requirements of the practicum program;
4. Observe confidentiality of the HOST TRAINING ESTABLISHMENT's business secrets and all information that is understood to be confidential; and
5. In the event that the HOST TRAINING ESTABLISHMENT requires the student-intern to conduct activities outside the UNIVERSITY premises, the student-intern shall secure a waiver signed by the parents declaring the UNIVERSITY free and harmless from all claims, liabilities, and demands of any kind and nature by reason of an injury and damage.

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. Adrian S. Camposagrado, 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 with the University of San Agustin, General Luna Street, Iloilo City, 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 University of San Agustin and all concerned for their information.

APPROVED.

CERTIFIED CORRECT:


MARLENE TAYO-NAVA
S.B. Secretary

ATTESTED:


LUGEN T. ORTILANO
Vice Mayor & Presiding Officer

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

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 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*

SANGGUNIAN 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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