



Republic of the Philippines  
**PROVINCE OF ZAMBOANGA DEL NORTE**  
Municipality of Siayan



**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SIAYAN, ZAMBOANGA DEL NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE 3<sup>RD</sup> DAY OF FEBRUARY, 2025.

**PRESENT:**

Hon. Josecor S. Gepolongca, Presiding Officer,  
Hon. Daisy A. Limbang, Majority Floor Leader,  
Hon. Wilfredo A. Siasico, Asst. Majority Floor Leader,  
Hon. Raul P. Dominise, Presiding Officer Pro-Tempore,  
Hon. Roel J. Pabiran,  
Hon. Rey L. Anugon,  
Hon. Wencito B. Intoy,  
Hon. Billynel C. Catig,  
Hon. Estrella S. Zapatos, Minority Floor Leader,  
Hon. Johnny C. Anugon, Sr. IPMR,

Municipal Vice Mayor  
Sangguniang Bayan Member

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**ABSENT:**

Hon. Maria Gina Z. Atay, LIGA President, (O.B.)  
Hon. Dave F. Labadlabad, SK Fed. President, (O.B.)

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-do-

**"RESOLUTION NO. 015  
Series of 2025**

RESOLUTION AUTHORIZING THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE, REPRESENTED BY THE HONORABLE MUNICIPAL MAYOR ALBERTO J. BONGCAWEL TO ENTER INTO AND SIGN A MEMORANDUM OF AGREEMENT WITH SAINT JOSEPH COLLEGE OF SINDANGAN INCORPORATED, REPRESENTED BY ITS VICE PRESIDENT FOR ADMINISTRATION, REV. FR. DEMBERT O. CASTILLON, FOR THE IMPLEMENTATION OF THE ON- THE-JOB TRAINING (OJT) PROGRAM.

WHEREAS, the terms and conditions of both parties are stipulated in the Memorandum of Agreement (MOA);

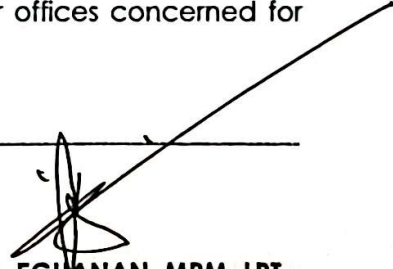
WHEREFORE, premised of the foregoing consideration and on motion of Hon. Daisy A. Limbang, duly seconded by Hon. Wencito B. Intoy, Hon. Raul P. Dominise and Hon. Estrella S. Zapatos, it was

RESOLVED, as this body hereby resolved by AUTHORIZING THE LOCAL GOVERNMENT UNIT OF SIAYAN, ZAMBOANGA DEL NORTE, REPRESENTED BY THE HONORABLE MUNICIPAL MAYOR ALBERTO J. BONGCAWEL TO ENTER INTO AND SIGN A MEMORANDUM OF AGREEMENT WITH SAINT JOSEPH COLLEGE OF SINDANGAN INCORPORATED, REPRESENTED BY ITS VICE PRESIDENT FOR ADMINISTRATION, REV. FR. DEMBERT O. CASTILLON, FOR THE IMPLEMENTATION OF THE ON- THE-JOB TRAINING (OJT) PROGRAM.


RESOLVED FINALLY, to furnish copies of this resolution to all other offices concerned for information and appropriated action.

Carried unanimously"

*I HEREBY CERTIFY to the correctness of the above-quoted resolution.*

  
**MARCELO S. EGUANAN, MPM, LPT**  
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT  
AS TO ITS PASSAGE:

  
**ATTY. JOSECOR S. GEPOLONGCA**  
Municipal Vice Mayor  
(Presiding Officer)



## MEMORANDUM OF AGREEMENT

KNOWN ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is entered by and between:

The **SAINT JOSEPH COLLEGE OF SINDANGAN INCORPORATED**, an educational institution of higher learning duly recognized and existing under laws of the Philippines with business and post-address at National Highway, Sindangan, Zamboanga del Norte and represented herein by its Vice President for Administration, **REV. FR. DEMBERT O. CASTILLON**, herein after referred to as the **FIRST PARTY**;

The **LGU, SIAYAN**, business, with and post-office address at Siayan, ZN, herein represented by its Mayor, **HON. ALBERTO BONGCAWEL**, herein after referred to as the **SECOND PARTY**.

WITNESSETH

WHEREAS, the **FIRST PARTY** is offering practicum and professional exposure courses under the College of Business Administration, which require student interns to undergo a minimum of 600 hours of on-the-job training (OJT) and/or professional exposure. This training is designed to provide hands-on experience and practical knowledge directly related to their field of study, enhancing their competencies and preparing them for future employment opportunities.

WHEREAS, the **SECOND PARTY** is willing to accept the student intern of the **FIRST PARTY** and capable of providing the appropriate internship program, has the capacity to mentor, provide and facilitate the provision of technical training, along with the **FIRST PARTY**, and willing to follow an internship plan to be undergone by the student intern;

WHEREAS, both parties agreed that there is no financial obligations involved relative to the conduct of professional exposure program but the **SECOND PARTY** may voluntarily provide incentives (i.e allowance, lodging, duty meals) to the student interns; and

WHEREAS, both parties agreed voluntarily to cooperate one another to ensure a successful and meaningful professional exposure program with the following terms and conditions, to wit:


### TERMS AND CONDITIONS

#### THE FIRST PARTY SHALL:

- 1 Assume full responsibility over the student interns within the duration of their professional exposure;
- 2 Ensure the school internship policies and guidelines on selection, deployment, monitoring and assessment of the professional exposure program are strictly implemented;
- 3 Ensure acceptability of internship plan and internship venues in order to protect student intern interest;
- 4 Provide appropriate insurance coverage to include travel, medical and health to the student interns during the duration of the professional exposure;

IN WITNESS WHEREOF, we hereunto affix our signature this \_\_\_\_\_ at Sindangan, Zamboanga del Norte, Philippines.

FOR THE FIRST PARTY:

  
**REV. FR. DEMBERT O. CASTILLON**  
Vice President for Administration


CTC # \_\_\_\_\_  
Issued on \_\_\_\_\_  
Issued at \_\_\_\_\_


FOR THE SECOND PARTY:

**HON. ALBERTO BONGCAWEL,**  
Mayor



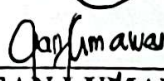
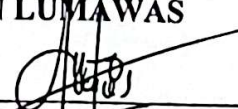

CTC # \_\_\_\_\_  
Issued on \_\_\_\_\_  
Issued at \_\_\_\_\_

Signed in the presence of:

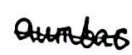


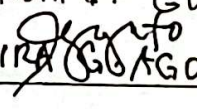
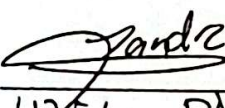
  
**REV. FR. VICTOR BRIANA CATALBAS, PH.L-MA, EMD**  
Vice President for Academic Affairs

  
**RYAN J. OLIS, MBA, PBE**  
Dean, College of Business Administration

Name of the Trainee/s:

  
\_\_\_\_\_  
**RHEA JEAN S. UMBAC**  
  
\_\_\_\_\_  
**JERALD DAGON**  
  
\_\_\_\_\_  
**JEAN LUMAWAS**  
  
\_\_\_\_\_  
**VENCES CLAIRE AGOSTO**  
  
\_\_\_\_\_  
**JURELMAR PANDIC**


Name of Parent/s or Guardian:

  
\_\_\_\_\_  
**ANECITA S. UMBAC**  
  
\_\_\_\_\_  
**JULITO L. DAGON**  
  
\_\_\_\_\_  
**LILIBETH P. GUILLE**  
  
\_\_\_\_\_  
**ELVIRA G. AGOSTO**  
  
\_\_\_\_\_  
**LIZE L. PANDIC**

  
RICHARD INDIAPE

SHEILA MAE SANOPAO

RINALYN BAYA

  
MARY MONTANO

  
NENITA R. INDIAPE

  
Harold Jude Acas