



Republic of the Philippines
Region IX
Province of Zamboanga del Sur
MUNICIPALITY OF DUMALINAO



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 24th REGULAR SESSION OF THE 12th SANGGUNIANG BAYAN OF DUMALINAO, ZAMBOANGA DEL SUR, HELD AT SB SESSION HALL ON FEBRUARY 13, 2023.

Present:

HON. LORENZO S. ALCANTARA	- Municipal Vice Mayor
HON. ARNOLD L. FLORES	- SB Member
HON. FREDERICK R. BALANDRA	- SB Member
HON. HERMES B. CABALES	- SB Member
HON. MA. GEMMA C. ALBISO	- SB Member
HON. RHOLLY A. LABANG	- SB Member
HON. ROMEO G. LIGAN	- SB Member
HON. JELITO R. PEÑONAL	- SB Member
HON. JESSIE NIEL C. PAULO	- ABC President
HON. JEZIEL R. DAGUPAN	- SKF President
HON. ROMEO D. PARILA	- IPMR

Absent:

HON. RONALDO D. ENCABO	- SB Member –on Sick Leave
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RESOLUTION NO. 0137-2023

AUTHORIZING THE LOCAL CHIEF EXECUTIVE, HONORABLE MAYOR JUNAFLOR S. CERILLES, RMT, MAGD, TO ENTER INTO A MEMORANDUM OF AGREEMENT BY AND BETWEEN THE SOUTHERN MINDANAO COLLEGES (SMC) REPRESENTED BY GLORIA S. ARCAMO, ED.D, DEAN OF SOCIAL WORK AND JOSIE P. TATOY, RSW, SOCIAL WORK COORDINATOR FOR THE INTERNSHIP AND COMMUNITY IMMERSION OF SOCIAL WORK STUDENTS IN THE MUNICIPALITY OF DUMALINAO, ZAMBOANGA DEL SUR.

WHEREAS, presented for consideration and appropriate action is the request of the Municipal Social Welfare and Development Officer, Ms. Elaine May E. Saripada, to authorize the Local Chief Executive to enter into a Memorandum of Agreement by and between Southern Mindanao Colleges (SMC) for the internship and community immersion of Social Work Students in the locality;

WHEREAS, Section 22 (c) of R.A 7160, otherwise known as the Local Government Code of 1991, provides, that every local government unit, as a corporation, shall, unless otherwise provided in this Code, no contract may be entered into by the local chief executive in behalf of the local government unit without prior authorization by the sanggunian concerned;



WHEREAS, the municipal mayor is empowered by the same Code to enter into contracts on behalf of the municipality, based on Section 444 (b) (1) (vi) thereof, which provides that upon authorization by the sangguniang bayan, represent the municipality in all its business transactions and sign on its behalf all bonds, contracts, obligations, and such other documents made pursuant to law or ordinance;

WHEREAS, the Internship Program will provide the student to an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in the Municipal Social Welfare and Development (MSWD) Office and at the same time to help the LGU-Dumalinao in providing basic social services to the people;

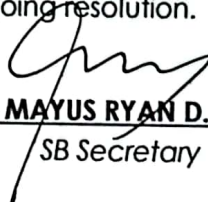
WHEREAS, after careful review and exhaustive deliberation, and after finding the same to be proper and order;

NOW, THEREFORE, premises above-considered, on motion by **HON. RHOLLY A. LABANG**, the body resolved, as it hereby resolves to authorize the Local Chief Executive, Honorable Mayor Junafior S. Cerilles, RMT, MAGD, to enter into a Memorandum of Agreement by and between the Southern Mindanao Colleges (SMC) represented by Gloria S. Arcamo, Ed.D, Dean of Social Work and Josie P. Tatoy, RSW, Social Work Coordinator for the internship and community immersion of social work students in the Municipality of Dumalinao, Zamboanga del Sur.

LET the copy of this resolution be furnished to concern offices and/or officials for reference, guidance and appropriate action.

DONE this **13TH** day of **FEBRUARY 2023**, at Dumalinao, Zamboanga del Sur.

I HEREBY CERTIFY to the correctness of the foregoing resolution.


ATTY. MAYUS RYAN D. ANDO
SB Secretary

Attested and approved by:


LORENZO S. ALCANTARA
Vice Mayor - Presiding Officer

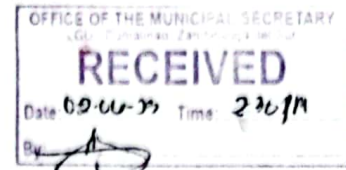




OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT

February 6, 2023

HON. LORENZO S. ALCANTARA
MUNICIPAL VICE-MAYOR
DUMALINAO, ZAMBOANGA DEL SUR



Dear Hon. Alcantara,

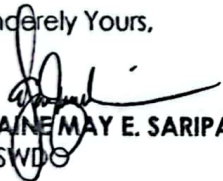
Greetings of peace and prosperity.

The Southern Mindanao Colleges will be deploying their Social Work Interns in the LGU Dumalinao for 2nd Semester this school year with a total of 500 hours. They will be endorsed to the Municipal Social Welfare & Development Office for their internship program.

In this connection, the undersigned will endorse the Memorandum of Agreement to your Office for SB Resolution granting the Municipal Mayor to enter into MOA. Attached herewith is the MOA of the Southern Mindanao Colleges for your reference.

Thank you and More Power.

Sincerely Yours,


ELAINE MAY E. SARIPADA, RSW
MSWD

the Individual student is gaining and learning in field practice in relation to her/his total



SOUTHERN MINDANAO COLLEGES
SOCIAL WORK DEPARTMENT
Pagadian City, Philippines

SOCIAL WORK FIELD INSTRUCTION PROGRAM
COOPERATIVE WORK EXPERIENCE MEMORANDUM OF AGREEMENT

Know All Men By These Presents:

This Memorandum of Agreement is made and entered into in Pagadian City, Zamboanga Del Sur, Philippines, this 2nd day of February 2023 by and between the Southern Mindanao Colleges, Liberal Arts Department, College of Social Work, a duly recognized private institution by the Commission on Higher Education represented by GLORIA S. ARCAMO,
Dean of Social Work
Ed. D and JOSIE P. TATOY, RSW, herein, after referred to as the PARTY of the FIRST PART and Local Government Unit of Dumalinao, with office address at Barangay Pag-Asa,
(Name of Office)
Dumalinao, Zamboanga del Sur, represented by HON. JUNAFLORES CERILLES and
(Municipal Mayor)
MS.ELAINE E. SARIPADA, RSW, herein, after to as the PARTY of the SECOND PART,
(Municipal Social Worker)
and MR. JASMINE JOHN O. DUHILAG, student presently enrolled in Field Instruction II
(Name of Student Representative)
(Community Based) course: 2nd Semester, 2022- 2023, herein, after referred to as the PARTY
Term School Year
of the THIRD PART.

WITNESSESTH

The COLLEGE OF SOCIAL WORK of the Liberal Arts Department of the SOUTHERN MINDANAO COLLEGES, the Party of the FIRST PART agrees and allows the affiliation and training of SOCIAL WORK students at the PARTY OF THE SECOND PART subject to the policies, procedures and guidelines governing the Field Instruction Program of the College of Social Work and the said Social Welfare Agency of placement. Further, that the FIRST, the SECOND and THIRD PARTIES shall be responsible and liable to the fullest extent of their respective roles, task and responsibilities, to wit as follows:

A. School Field Instructor (SFI)

1. Serves the liaison function between the school and the agency. She focuses on what the Individual student is gaining and learning in field practice in relation to her/his total

academic experience. Consults with the Agency Field Instructor about the placement of the student/s assigned to her. Among other things, this consultation shall aim to arrive at a feasible program of activities for the Field Instruction student, which considers each student's need, as well as the minimum requirements spelled out for each field instruction sequence.

2. Makes available to the agency supervisor background information on the student for placement. This shall include only minimum information that will allow the agency supervisor to have a grasp of the students needs.

3. Holds regular online conferences with the students and the agency supervisor during the semester with the purpose of monitoring the student's progress. These conferences should be held at least three times during the semester as follows:

a. placement online conferences to introduce, plan and finalize the program of field instruction for each student assigned to the agency.

b. At the middle of the semester for the midterm evaluation, and

c. At the end of the placement for the final evaluation.

4. Reviews the student's records during the aforementioned interval consultations with the agency supervisor and the student.

5. Keeps a record of the student's progress based on her program of field instruction, including notes of consultations with the agency supervisor.

6. When necessary:

a. offers counseling assistance to the student when personal and or personality difficulties block the progressive attainment of the field instruction learning goals;

b. provides assistance to the agency supervisor in order to strengthen the field instruction experience of the student.

7. In consultation with the agency supervisor and student, determines the evaluation of the final grade of the student and submits the same at the end of the semester.

B. The Agency Field Supervisor

1. Carefully plans the total Field Instruction Program keeping in mind the needs of individual students.

This involves:

- A. Helping the students to be part of the agency and encouraging the agency's acceptance of the student;
- B. Orienting the student about the agency and the agency to the student's program;
- C. Selection and assignment of appropriate cases and activities geared to the student's stage of learning;
- D. Reading the student's recordings prior to conferences and writes down marginal notes to check student's learning on the application of social work concepts, values, principles, techniques, skills, strategies
- E. Holding regular online conferences with the student in the agency. Special conferences with the student in the agency. Special conferences and meetings may be held if necessary.
- F. Planning and facilitating the student's participation in staff meetings which he may find as contributory to the student's learning experiences.

2. Responsibly evaluates the student's progress and meet regularly with the student during the term to confirm evaluation of the students.

3. Carefully submits a written evaluation of the student's progress at the end of the semester.

4. Regularly attends seminars, meetings and other activities sponsored by the school whenever possible.

C. The Students Enrolled in Field Instruction Should:

1. Know the requirements of Field Instruction which may include submission of case recording, attendance in agency meetings, conferences and functions; daily individual schedule, regular report requirements and reports in other functions assigned;

2. Participate in decision-making regarding the case he is assigned to, especially in the orientation of the case to other members of the team. If asked to participate in any discussion regarding policies and procedures being implemented by the agency. He must appreciate and use that chance to contribute her thoughts. he should even recommend changes in the agency, which they find necessary for the welfare of the clients being serve.

3. Submit her recordings journals and other documents as required by the agency supervisor and the school supervisor especially in operation for the supervisory conference. At the end of the placement, the student should make a transfer summary of the case. The material should not reveal the identity of the client.

D. TERMS AND CONDITIONS RELATIVE TO STUDENT'S PLACEMENT

The College of Social Work of the Liberal Arts Department of the Southern Mindanao Colleges will permit _____ to undergo:
See attached list of Students Name

1. Social Work Field Instruction Training Program according to the requirements of his school the Southern Mindanao College for the purpose of gaining practical work experience;
2. The program of Field Instruction- Training designed to run for a minimum period of 500 hours, in practical work experience three times a week with blended field instruction.
3. The training will be in accordance with the general outline arranged for STUDENT FIELD INSTRUCTION TRAINING PROGRAM.
4. The student while in Field Instruction Training shall be that of the student trainee/learner and not doer/employer relationship;
5. The student must devote 8 hours a day to the work and be constantly under the supervision of the training agency and the placement teacher of the college;
6. The student while on training shall progress from tasks in order to gain experience in all phase of operation and duties until he becomes proficient enough.
7. The student trainee shall observe the rules and regulations of the training agency and abide all implied and stated terms in the memorandum.
8. The student agrees further to exert every effort to comply all the time requirements and to notify the agency and the school field instructor for any unavoidable absences from field instruction training.
9. The training agency agrees further to make a report to the department head through its school field instructor, the progress of student trainees as to the work attitudes and regularity of attendance.
10. The waiver of claim, which is hereto attached, becomes a part and parcel of this MEMORANDUM OF AGREEMENT.

Any violation to the above responsibilities, obligations, terms and conditions may be a legitimate ground for cancellation of this Memorandum of Agreement.

DURATION OF THE FIELD PLACEMENT

This AGREEMENT shall hold for the duration from 2nd Semester Academic Years 2022-2023 (February 2023-May 2023) and shall be renewable provided that the **BOTH PARTIES** reserve the rights to withdraw their participation in the agreement upon written notice to either party of at least sixty (60) days.

IN WITNESS whereof, the parties hereto have signed this contract at Municipality Hall of Dumalinao, Zamboanga Del Sur Philippines, this 2nd day of February 2023.

For the Party of the FIRST PART


GLORIA S. ARCAMO, Ed. D
Dean of Social Work


JOSIE P. TATOY, RSW, MSW
School Field Instructor

For the Party of the SECOND PART

HON. JUNAFLO S. CERILLES, RMT, MAGD
Municipal Mayor

ELAINE E. SARIPADA, RSW
(Municipal Social Worker)

For the Party of the THIRD PART


JASMIN JOHN O. DUHILAG
(Name of Student Representative)