



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 84TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF DUMALINAO, ZAMBOANGA DEL SUR, HELD AT SB SESSION HALL ON SEPTEMBER 2, 2024.

Present:

HON. WILFREDO L. MALONG, SR.	- Vice Mayor
HON. RONALDO D. ENCABO	- SB Member
HON. FREDERICK R. BALANDRA	- SB Member
HON. ARNOLD L. FLORES	- SB Member
HON. HERMES B. CABALES	- SB Member
HON. RHOLLY A. LABANG	- SB Member
HON. MA. GEMMA C. ALBISO	- SB Member
HON. ROMEO G. LIGAN	- SB Member
HON. JELITO R. PEÑONAL	- SB Member
HON. JOEL L. FAMOR	- ABC President
HON. JUSTONY G. SULATORIO	- SKF President
HON. ROMEO D. PARILA	- IPMR

Absent:

NONE

RESOLUTION NO. 0372-2024

AUTHORIZING THE LOCAL CHIEF EXECUTIVE, HONORABLE MAYOR JUNAFLO R. S. CERILLES, RMT, MAGD TO ENTER AND SIGN A MEMORANDUM OF AGREEMENT ON BEHALF OF THE LOCAL GOVERNMENT OF DUMALINAO WITH J.H CERILLES STATE COLLEGE, REPRESENTED BY ITS PRESIDENT, EDGARDO H. ROSALES, ED.D, JD FOR THE IMPLEMENTATION OF THE INTERNSHIP PROGRAM FOR BACHELOR OF SCIENCE IN 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 to authorize the Local Chief Executive to enter and sign a MOA with J.H Cerilles State College for the implementation of the Internship Program for BS 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 aims to provide students with the necessary knowledge, skills, and field experience to prepare them for the professional practice of social work, thereby contributing to the development of competent and ethical social workers;

WHEREAS, the LGU-Dumalinao recognizes the importance of partnering with educational institutions to foster a collaborative approach in providing training and opportunities for students to enhance their education and future employment prospects;

WHEREAS, a Memorandum of Agreement by and between the LGU-Dumalinao and J.H. Cerilles State College is deemed necessary to formalize the partnership and outline the roles, responsibilities, and commitments of both parties in the implementation of the internship program for BS Social Work students;

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 and sign a Memorandum of Agreement on behalf of the Local Government of Dumalinao with J.H Cerilles State College represented by its President, Edgardo H. Rosales, ED.d, JD for the implementation of the Internship Program for Bachelor of Science in 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 2ND day of SEPTEMBER 2024, at Dumalinao, Zamboanga del Sur.

I HEREBY CERTIFY to the correctness of the foregoing resolution.


DARRYLLE ANGELOU A. DALID, MPA, JD

Secretary to the Sanggunian

Attested and approved by:


WILFREDO L. MALONG, SR.

Vice Mayor- Presiding Officer





OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT

August 29, 2024

HON. WILFREDO L. MALONG SR.
MUNICIPAL VICE-MAYOR
DUMALINAO, ZAMBOANGA DEL SUR

Dear Hon. Malong,

Greetings of peace and prosperity.

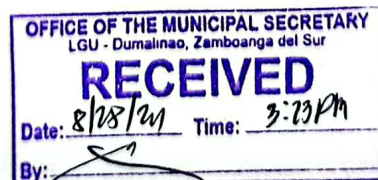
Respectfully endorsing to your office the 3 year Memorandum of Agreement for JH CERILLES STATE COLLEGE for the purpose of Internship Program of BS Social Work Students.

Anent to this, may we request your office to review and to have a resolution authorizing our Municipal Mayor to Enter into MOA with the JH Cerilles State College.

Thank you and More Power.

Sincerely Yours,


ELAINE MAY E. SARIPADA, RSW
MSWDO





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



OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT

August 29, 2024

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MUNICIPAL VICE-MAYOR
DUMALINAO, ZAMBOANGA DEL SUR

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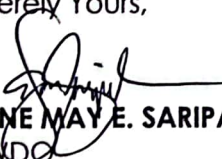
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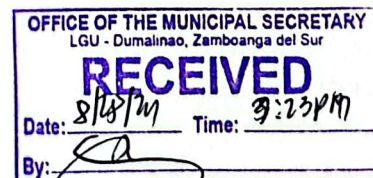
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Sincerely Yours,


ELAINE MAY E. SARIPADA, RSW
MSWDO



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **AGREEMENT** made and entered into by and between:

J.H. CERILLES STATE COLLEGE, a school duly organized and existing by virtue of Republic Act No. 9159, with principal address at Mati, San Miguel, Zamboanga del Sur, Philippines, herein represented by its President, **EDGARDO H. ROSALES, Ed.D, JD**, of legal age, Filipino, married with residence and postal address at Kagawasan Village, Dao, Zamboanga del Sur, hereinafter referred to as the "**STATE COLLEGE**"

-and-

LGU- DUMALINAO, ZAMBOANGA DEL SUR, an entity established and created by virtue of the laws of the Republic of the Philippines, with a principal address at Municipal Hall, Dumalinao, Zamboanga del Sur, herein represented by its Municipal Mayor, **HON. JUNAFLO S. CERILLES, RMT, MAGD**, of legal age, Filipino, married/single, and a resident of Dumalinao, Zamboanga del Sur, hereinafter referred to as the "**AGENCY**".

WITNESSETH:

WHEREAS, the **STATE COLLEGE** is a government educational institution of higher learning, established to serve the province of Zamboanga del Sur and its nearby provinces, is mandated by law and committed to uplift the education, health, and socio-economic status of the people in its area of responsibility;

WHEREAS, the **STATE COLLEGE**, in furtherance of its mandate, has well-developed curricular programs in Social Sciences. As an educational institution, it has the authority and function to require its graduating students to undertake **On-the-Job Training (OJT), Internship/ Community Immersion for skills application and advancement**.

WHEREAS, The **AGENCY** is classified as a 3rd class municipality of Zamboanga del Sur. The municipality came into existence on June 16, 1956, when the president then, President Ramon Magsaysay passed House Bill No. 5000, which later became Republic Act No. 1593. Dumalinao has 30 barangays

WHEREAS, Among the primary services offered by the **AGENCY**, thru the **Municipal Social Welfare and Development Office (MSWDO)**, are the daycare services and senior citizens services. Day Care Centers are supervised by Day Care Workers. Its programs and projects include child and youth welfare, family and community welfare, women's welfare, the welfare of the elderly and disabled persons; Children In Conflict with the Law (CICL), solo parents, and indigenous people. Crisis Management is also a priority of MSWDO.

WHEREAS, one of the mandates of the **AGENCY** is the engagement of partnership with other government instrumentalities, such as state universities and colleges, in skills enhancement capabilities through student internship programs, and the same signifies its intend to accept student-interns of the **STATE COLLEGE**.

WHEREAS the Social Work interns will be doing the hands-on practice of casework, group work, and community organizing which the agency is also practicing the said methods following strictly the IATF protocols and CHED guidelines.

WHEREFORE, the **PARTIES** hereby agree as follows:

A. NATURE AND SCOPE OF PARTNERSHIP

1. The **AGENCY** and the **STATE COLLEGE** will work as partners in the technical training for trainees under the Bachelor of Science in Social Work (BSSW) program of the latter;
2. The **AGENCY** and the **STATE COLLEGE** shall follow the training program required under the program's curriculum, including its duration of **One thousand (1000)** case hours as scheduled. Five Hundred (500) case hours for First (1st semester) Agency Based and Five Hundred (500) case hours for Second (2nd semester) Rural/ Urban Community based as required by Social Work Law RA 4373.

B. FUNCTIONS AND RESPONSIBILITIES OF THE LGU GUIPOS

B.1 . Responsibilities and Tasks of the AGENCY

1. Provide the student's orientation regarding the following field placement set-up.
2. Designate an Agency Field Supervisor who is a licensed social worker and meets BSSW and/or MSW criteria established for an Agency Field Supervisor by the Council on Social Work Education (with two (2) years of community fieldwork and supervisory experience), and demonstrate leadership qualities and a commitment to the development of the social work profession and who is acceptable to the **STATE COLLEGE**-School of Arts and Sciences to provide supervision of the students learning activities in the practicum.
3. Deployment of Interns in Municipal Social Welfare Development Office, Pantawid Pamilya Office, and KALAHI Office.
4. Provide a reasonable learning opportunity for the Social work Interns to become oriented to the Agency and supplement technical assistance, professional skills, experience, techniques, and expertise to facilitate coordination to students' success.
5. Provide reasonable and adequate logistical support for the student during the practicum, including, but not limited to, a workspace, use of the telephone as required, writing materials, computer, and other office supplies necessary for the Agency report writing and other activity documentation, etc. The **AGENCY** is not responsible for housing, transportation to the placement site, or usual living costs for the student
6. Prohibit the student from personally transporting clients in an **AGENCY** or personal vehicle unless the student can provide proof of additional insurance certification required by the Agency for transportation of clients.

B.2. Responsibilities and Tasks of the Agency Field Supervisor

1. Ensure that the student's expectations and the expectations of the agency/organizations jibe through the conduct of a triologue-a session attended by the field coordinator/field instructor or faculty supervisor, the agency field supervisor, and the students.
2. Conduct weekly supervision to monitor students' progress concerning FI Learning goals and plans, and to provide timely and appropriate administrative and other forms of support.
3. Attend regular sharing sessions and other activities as may be necessary for the fulfillment of the learning goals.
4. Evaluate and provide feedback on the student's performance during triologues at the middle and end of the semester.
5. Coordinate with the faculty supervisor at least twice a month on students' progress.
6. Provide release time necessary for the faculty supervisor and field coordinator/field instructor for weekly supervision to monitor students' progress concerning Field Instruction learning goals and plan. A minimum of four (4) hours a week every Friday afternoon should be given.

9. Evaluate the performance of the student interns and Issue a Certificate of Internship Completion to those Students who satisfactorily complied with the requirement.
10. Accomplish and rate the Interns' Performance/ Work Evaluation Form and verify the authenticity of their Daily Time Record.

C. FUNCTIONS AND RESPONSIBILITIES OF THE STATE COLLEGE

C.1. Responsibilities and Tasks of the State College

1. Conduct a program in the field of social work in conformity with all applicable laws and regulations of the area where they will deploy and in keeping with the Council on Social Work Education and the Philippine Association of Social Workers Incorporated and the Code of Ethics for the Social Work Profession.
2. Designate a community professional or a faculty member of the School of Arts and Sciences-BS Social Work Program to serve as field coordinator/field instructor between the **STATE COLLEGE** and the **AGENCY**. Further, the field coordinator/field instructor will provide regularly scheduled contacts with the agency field supervisor, the faculty supervisor, and the student to promote the integration of academic learning and the agency-based practice experience by the student and other technical assistance and support as needed or at the request of the student or the Agency.
3. Require all students to carry their **MALPRACTICE LIABILITY INSURANCE** while at field practicum.
4. Ensure that the designated field coordinator/field instructor or faculty supervisor completes a minimum of three (3) teleconference contacts with the agency field supervisor and student. The field Instructor/ field coordinator will have ongoing communication throughout the practicum.
5. Agree that the School of Arts and Sciences Dean, BS Social Work Program Coordinator, any designated field coordinator/field instructor, and the practicum students follow all policy, procedure, and professional practice expectations as written and implemented by the **AGENCY**, especially related to confidentiality and client rights.

C.2. Responsibilities and Tasks of the Field Coordinator

1. Scout potential partner agencies or organizations and visit them to assess their capacities to provide the students with a conducive learning environment.
2. Make initial arrangements with prospective agencies that meet the criteria set by the Field Instruction Unit.
3. Determine the psychological physical, emotional, and economic fitness of the student to go on Field Instruction.
4. Assess and match students and agency/field site by ensuring congruence of interests, needs, and preferences.
5. Provide a learning plan with activities for the agency field supervisor and student during the field practicum. Students will practice social work skills and behaviors and be evaluated for proficiency using rubrics and Social Work tools sent to agency field supervisors.
6. Prepare and finalize the list of students and corresponding faculty supervisors in consultation with the head of the Field Instruction Unit.
7. Formalize the partnership between the school and the FI agency/ community through a Memorandum of Agreement (MOA)
8. Prepare a separate folder of requirements for each FI student.
9. Ensure students' enrollment in a group or individual life insurance.
10. Endorse FI enrolees folders to the agency field supervisors and faculty supervisors.

C.3. Responsibilities and Tasks of the Faculty Supervisor

1. Conduct weekly supervision to monitor students' progress concerning FI learning goals and plans, and to provide timely and appropriate administrative and other forms of

3. Conduct monthly field visits to observe and monitor the actual performance of students.
4. Orient students on the qualitative and quantitative standards for documentation and evaluation.
5. Attend regular sharing sessions of field instruction students.

D. MISCELLANEOUS

Both Parties agree to the following:

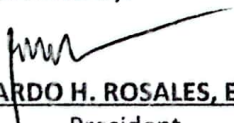
1. This agreement is mutually beneficial to the **STATE COLLEGE** and the **AGENCY**. There will be no reimbursement from either party for the benefits received. The Agency recognizes that students are not their employees and shall therefore not be entitled to any wages or benefits as a result of their participation in this program unless an internship stipend is part of the Agency practice.
2. This **Memorandum of Agreement** shall have the duration of Three (3) years, and be effective on the date it is signed. Further, may it be terminated at the option of either the **STATE COLLEGE** or the Agency upon written notice given to the other party no less than thirty (30) days prior to the date of termination unless both parties agree upon immediate termination.
3. This agreement shall be governed and construed according to the laws of the Republic of the Philippines, and the guidelines of the **STATE COLLEGE** and the **AGENCY**.
4. **ANY PARTY** that causes damage to property, injury, or loss of life of student-trainee during official business, without fault or negligence on the part of the latter, shall be **SOLELY LIABLE to the same**.
5. There is **no word or phrase stipulated** herein that construed an **employee-employer** relationship between **student-trainees** and the **AGENCY**.
6. In the event that any term, condition, or any part of the provisions contained in this MOA is determined to be invalid, unlawful, or unenforceable to any extent, such term, condition, or provision shall be severed from the remaining provisions, which shall continue to be valid and enforceable to the fullest extent permitted by law.

IN WITNESS WHEREOF, the **PARTIES** have hereunto set their hands this ____ day of _____, 2024 at _____, Philippines.

J.H. CERILLES
STATE COLLEGE

Municipal Government of Dumalinao

Represented by:



EDGARDO H. ROSALES, Ed.D, JD
President

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

SIGNED IN THE PRESENCE OF:


Dr. VILMA C. GRENGIA Ph.D
VPAA

ELAINE MAY E. SARIPADA, RSW
MSWDO Dumalinao


FREDERICK P. GRENGIA, Ed.D
Dean, School of Arts and Sciences

(Agency's witness)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

_____) S.S.
X _____)

BEFORE ME, a Notary Public in and for the _____, Philippines,
personally appeared, to wit;

Name	Gov't issued ID/No.	Date Issued/Expiration
EDGARDO H. ROSALES, Ed.D, JD	_____	_____
HON. JUNAFLO R. CERILLES, RMT, MAGD	_____	_____

KNOWN TO ME and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that same are their free act and voluntary deed. This instrument consists of three (3) pages, including this page, and has been signed on each and every page thereof by the parties and their witnesses.

WITNESS MY HAND AND SEAL on the date and place above stated.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____