



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BULALACAO

OFFICE OF THE SANGGUNIANG BAYAN

Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro
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EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON JULY 14, 2025 AT SANGGUNIANG BAYAN SESSION HALL

PRESENT:

- | | |
|------------------------------|--|
| Hon. German S. Acosta | Municipal Vice Mayor/Presiding Officer |
| Hon. Guillermo G. Salas, Jr. | Sangguniang Bayan Member |
| Hon. Moses M. Osorio, Sr. | Sangguniang Bayan Member |
| Hon. Ramon G. Magbanua | Sangguniang Bayan Member |
| Hon. Joejie R. Narciso | Sangguniang Bayan Member |
| Hon. Romeo O. Fallaria | Sangguniang Bayan Member |
| Hon. Roger M. Evangelio, Sr. | Sangguniang Bayan Member |
| Hon. Jerus Jade B. Reyes | Sangguniang Bayan Member |
| Hon. Nestor L. Eguillon | Sangguniang Bayan Member |
| Hon. Acheron U. Calinog, Jr. | IPM Representative |
| Hon. Enrico C. Villas | Pangulo, Liga ng mga Barangay |
| Hon. Francis Dave C. Cantos | SK Federation President |

ABSENT: NONE

X ----- X

RESOLUTION NO. 25-07-170

RESOLUTION AUTHORIZING THE MUNICIPAL MAYOR TO REPRESENT THE LOCAL GOVERNMENT UNIT OF BULALACAO, ORIENTAL MINDORO TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH CLARENDON COLLEGE LOCATED AT SITIO ODIONG, ROXAS, ORIENTAL MINDORO REPRESENTED BY ITS SCHOOL PRESIDENT, ENGR. JUANITO A. BACAY, JR. ALLOWING AND ACCOMMODATING THREE (3) STUDENTS FROM THE SCHOOL TAKING UP BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION TO UNDERGO ON-THE-JOB TRAINING (OJT) IN THE LOCAL GOVERNMENT UNIT OF BULALACAO FOR A TOTAL OF FIVE HUNDRED (500) HOURS INCLUDING SUCH OTHER TERMS AND CONDITIONS THAT MAY BE AGREED UPON BY BOTH PARTIES

Sponsors:

- Sangguniang Bayan Member ROMEO O. FALLARIA**
Chairperson, Committee on Rules, Privileges, Ordinances and Legal Matters
- Sangguniang Bayan Member JERUS JADE B. REYES**
Chairperson, Committee on Education, Arts and Culture

RESOLVED AS IT IS HEREBY RESOLVED, To: Authorize Honorable Lumelito M. Cabagay, Municipal Mayor to represent the

HON. GERMAN S. ACOSTA
HON. GUILLERMO G. SALAS, JR.
HON. MOSES M. OSORIO, SR.
HON. RAMON G. MAGBANUA
HON. JOEJIE R. NARCISO
HON. ROMEO O. FALLARIA
HON. JERUS JADE B. REYES
HON. NESTOR L. EGUILLO
HON. ACHERON U. CALINOG, JR.
HON. FRANCIS DAVE C. CANTOS
HON. ENRICO C. VILLAS

Local Government Unit of Bulalacao, Oriental Mindoro to enter into a Memorandum of Agreement with Clarendon College located at Sitio Odiong, Roxas, Oriental Mindoro represented by its President, Engr. Juanito A. Bacay, Jr. allowing and accommodating the following students mentioned below taking up Bachelor of Science in Business Administration to undergo On-The-Job Training (OJT) in the Local Government Unit of Bulalacao for a total of five hundred (500) hours including such other terms and conditions that may be agreed upon by both parties; to wit:

- i. Mary Jane Caring
- ii. Jay C. Dumalagui
- iii. Jimuel A. Esmorez

RESOLVED FURTHER, That: Any change or alteration in the Memorandum of Agreement originally presented shall have no effect and therefore null and void;

RESOLVED FINALLY, That: Any legal encumbrance that may arise in the execution and actual application of this Memorandum of Agreement shall be the sole responsibility of the heads of Implementing Offices or Units;

ON MOTION of SB Member Romeo O. Fallaria together with SB Member Jerus Jade B. Reyes duly seconded by SB Member Moses M. Osorio, Sr., foregoing was...

APPROVED": July 14, 2025, Bulalacao, Oriental Mindoro.

Hon. **GUILLERMO G. SALAS, JR.**
Sangguniang Bayan Member

Hon. **MOSES M. OSORIO, SR.**
Sangguniang Bayan Member

Hon. **RAMON G. MAGBANUA**
Sangguniang Bayan Member

Hon. **JOEJIE R. NARCISO**
Sangguniang Bayan Member

Hon. **ROMEO O. FALLARIA**
Sangguniang Bayan Member

Hon. **ROGER M. EVANGELIO, SR.**
Sangguniang Bayan Member

Hon. **JERUS JADE B. REYES**
Sangguniang Bayan Member

Hon. **NESTOR L. EGUILLON**
Sangguniang Bayan Member

Hon. **ENRICO C. VILLAS**
Pangulo, Liga ng mga Brgy.

Hon. **FRANCIS DAVE C. CANTOS**
SK Federation President

Hon. **ACERON U. CALINOG, JR.**
IPM Representative

CERTIFIED TRUE AND CORRECT:

PERLITA L. PAZ
Secretary to the Sanggunian

ATTESTED:

Hon. GERMAN S. ACOSTA
Municipal Vice Mayor/ Presiding Officer
Date Signed: July 22, 2025

MEMORANDUM OF AGREEMENT

KNOWN ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered this _____ 2025
in the Province of Oriental Mindoro, Philippines by and between:

CLARENDON COLLEGE, an educational institution duly organized and existing by virtue of and under the laws of the Republic of the Philippines with address at Odiong, Roxas, Oriental Mindoro, herein represented by its School President, **ENGR. JUANITO A. BACAY, JR.** And hereinafter referred to as **Clarendon**.

-and-

MUNICIPALITY OF BULALACAO ORIENTAL MINDORO-LOCAL GOVERNMENT UNIT, with principal address in Poblacion, Bulalacao, Oriental Mindoro herein represented by its Municipal Mayor, **HON. LUMELITO M. CABAGAY** referred to as **THE COMPANY**.

WHEREAS, Clarendon is desirous of sending its Bachelor of Science in Business Administration as on-the-job trainee/s for the course subject Practicum/OJT starting this Academic Year 2025-2026;

WHEREAS, THE COMPANY agrees to accommodate BSBA students listed on the endorsement letter as trainee/s for total of five hundred (500) hours;

WHEREAS, Clarendon College and the THE COMPANY, agrees that the OJTs shall not receive any form of remuneration, salary, and benefits from the THE COMPANY;

NOW THEREFORE, for and in consideration of the foregoing, parties hereby agree as follows:

Clarendon agrees to undertake the following:

1. Brief/Orient the On-The-Job students/trainees who intend to conduct practicum exposure in The Company;
2. Provide the trainee/s the basic orientation on work values, behavior, and discipline to ensure harmonious relationship and cooperation with The Company;
3. Issue an official recommendation or endorsement vouching for the well-being of the trainee/s which shall be used by The Company for the application of the trainee/s;
4. Inform The Company of the school activities that may cause the trainee/s to miss some of their duties in The Company;
5. Settle any problem of the trainee/related to the training program. Mutually with The Company;
6. Make visits, as necessary, to The Company to confer with the training Supervisor regarding the status or progress of the trainee/s work.

The Company agrees to do the following:

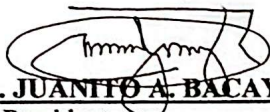
1. Require the qualified trainee/s to submit themselves to examinations, interviews, and file pertinent documents to support their applications;
2. Provide any administrative and clerical-related tasks and practical work exposure to the trainee/s;
3. Provide trainee/s with safe and decent working condition while undergoing the practicum;
4. Monitor the performance of the trainee/s and report to Clarendon any untoward behavior of the trainee/s;
5. Allow the trainee/s the opportunity to learn practical or actual know-how from the experience and knowledge of the office staff and superiors through voluntary coaching or training;
6. Require all trainee/s to observe and follow the existing working policies of The Company

7. Evaluate trainee/s performance by accomplishing provide evaluation instrument and Practicum Manual;
8. Issue a Certificate of Completion to the Trainee/s upon satisfactory compliance with all the practicum program requirements.

IN WITNESS WHEREOF, the parties hereby affixed their signatures above their printed names to the indicated their conformity to this Memorandum of Agreement this _____ at _____ Oriental Mindoro.

CLARENDON COLLEGE
First Party
By:

MUNICIPALITY OF BULALACAO
Second Party
By:


ENGR. JUANITO A. BACAY, JR.
School President


HON. LUMELITO M. CABAGAY
Municipal Mayor

Witnesseth:


NESTOR C. SALVACION, MPA
Dean of Student Affairs

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF ORIENTAL MINDORO)
MUNICIPALITY OF _____)

SUBSCRIBED AND SWORN BEFORE ME this _____ day of _____ at _____, Philippines.

IN WITNESS WHEREOF, I have set my hand and affixed my seal on the date and in the place above stated.

NOTARY PUBLIC

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Page No. _____
Book No. _____
Series of _____