



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE JOURNAL OF THE 30TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO HELD ON 02 FEBRUARY 2026, 1:20 P.M. AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

Municipal Vice Mayor Robert S. Quiatchon	- Presiding Officer
Councilor Lucille T. Bacay	- Member
Councilor Marietta R. Pajila	- Member
Councilor David D. De La Cruz	- Member
Councilor Michael O. Pongyan	- Member
Councilor King Philip B. Dimapilis	- Member
Councilor Christopher Y. Carvajal	- Member
Councilor Gualberto V. Magno	- Member
Councilor Robert A. Baticos	- Member
Councilor Hermis S. Catapang	- President, Liga ng Barangay
Councilor Sheikinah Grace C. Sanz	- Member, MSKF President

Absent:

NONE

MUNICIPAL ORDINANCE NO. 10

Series of 2026

**AN ORDINANCE INSTITUTIONALIZING THE
DEPLOYMENT OF STUDENT INTERNS IN OFFICES OF
THE MUNICIPAL GOVERNMENT OF ROXAS, ORIENTAL
MINDORO**

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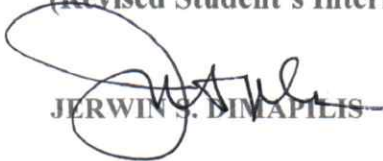
Councilor **MARIETTA R. PAJILA, PHD**

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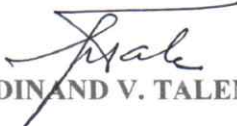
Councilor **LUCILLE T. BACAY**
Councilor **DAVID D. DE LA CRUZ**
Councilor **MICHAEL O. PONGYAN**
Councilor **KING PHILIP B. DIMAPILIS**
Councilor **CHRISTOPHER Y. CARVAJAL**
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Councilor **ROBERT A. BATICOS**
Councilor **HERMIS S. CATAPANG**
Councilor **SHEIKINAH GRACE C. SANZ**

Section 1, Article XIV of the Philippine Constitution provides for the right of all citizens to quality education at all levels and that appropriate steps should be taken by the government to make such education accessible to all. Towards this end, local government units, like the Municipal Government of Roxas, are encouraged to take into consideration the diverse needs of learners and provide services that will facilitate the learning process of learners.

In 2022, Commission of Higher Education (**CHED**) issues guidelines, particularly adapting to the pandemic with key documents regarding **CMO No.104**, series 2017 (**Revised Student's Internship Program of the Philippines -SIPP guidelines**) as the

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foundational policy, supplemented by the specific memos like **CMO no.1, s. 2022** for limited face-to face classes and potentially a **Memo no.5 s.2022 (for pre-service teachers)** adapting clinical /in-campus teaching during the new normal” emphasizing safety, clear MOA’s and monitoring overarching goal of strengthening academe -industry links.

Technical Educations Skills and Development Authority (**TESDA**) guidelines for OJT (now Supervised Industry Learning -SIL) for students are primarily detailed in TESDA Circular 089, s.2019 which replaced the old OJT/SIT term, mandating actual workplace experience for TVET learners to gain competencies, with recent updates under TESDA Circular 107, s.2021 making SIL mandatory for most registered programs (WTR& NTR >100 hrs.).focusing on skill enhancement and work readiness with specific rules for attendance (80% minimum) and reporting by Technical Vocational Institutions (TVI’s).

At present, various universities and colleges utilize national and local agencies as venue for their student internship program. The objective of which is to provide students with opportunities to complement their formal learning with practical knowledge, skill, and desirable attitude and to gain hands-on experience in various workplaces. The Municipality of Roxas is one of those that values the importance of strong partnership with the academe in providing quality education.

Thus, in order to support the promotion of well-being of tertiary students, guarantee the quality of their learning and exposure and ensure their safety while undergoing their internship, this Ordinance is hereby proposed.

BE IT ORDAINED, as it is hereby ordained, by the Sangguniang Bayan in session assembled:

Section 1. TITLE. This ordinance shall be known as an Ordinance Institutionalizing the Deployment of Students Interns in Offices of the Municipal Government of Roxas, otherwise known as "**Students Internship Deployment Ordinance**".

Section 2. STATEMENT OF POLICY. It shall be the policy of the Municipal Government of Roxas to adopt a system of monitoring and evaluating performance of student interns admitted in various offices to guarantee the quality of their learning and exposure and ensure their safety while undergoing internship.

Section 3. PURPOSES. This ordinance shall have the following purposes:

- 3.1 Immerse student interns to real work environment where their educational experiences can be enhanced and enriched through exposure to actual and practical work in local government offices;
- 3.2 Provide local government offices with assistance of qualified interns specializing in various fields;
- 3.3 Contribute to economy measures adopted by the government of Roxas in rationalizing manpower requirements to complement the need of certain offices for additional work force; and
- 3.4 Foster strong partnership between the local government of Roxas and higher educational institutions in providing student interns opportunities to apply the theories, principle and ideas learned in the classrooms.

Section 4. DEFINITION OF TERMS. The terms used in this ordinance are as herein defined:


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4.1 Higher Education Institutions (HEIs) – refers to an institution of higher learning with students' internship programs recognized and accredited by the Commission on Higher Education;

4.2 Internship – refers to the application of classroom learning to actual work such as but not limited to commercial and industrial services, government, and non-government agencies;

4.3 Memorandum of Internship Agreement – is a written training contract wherein the local government of Roxas binds itself to train the student interns and the latter, in turn, agrees to perform activities for the local government offices;

4.4 Internship Plan – refers to outlined goals and objectives, knowledge, skills, and competencies that student interns should acquire in each training area, assignment, and schedule of activities, among others which is formulated or developed by the HEI and the local government of Roxas and duly signed by the concerned coordinators or respective heads. The internship plan shall be prepared and approved by both parties;

4.5 Faculty Internship Coordinator – refers to the faculty member designated by an HEI to monitor/supervise the student trainees on the whole duration of internship program.

4.6 TESDA – Technical Education and Skills Development Authority, it is a government agency in the Philippines responsible for managing and supervising technical education and skills development (TESD). TESDA provides training programs, assessments, and certifications to enhance the skills of Filipino workers and improve their employability both locally and abroad.

Section 5. IDENTIFICATION OF TASKS FOR INTERNSHIP. The heads of offices of the local government of Roxas shall be responsible in identifying typical tasks open for student internship and submit the same to the Human Resource Management Office (HRMO) for consolidation.

Section 6. ELIGIBILITY OF THE STUDENT INTERN. A student intern may only be admitted for deployment if he or she:

- 6.1 Is officially enrolled in the current school year as required by his/her program of study;
- 6.2 Is formally endorsed by the Dean/Faculty Internship Coordinator;
- 6.3 Has an approved internship plan;
- 6.4 Has parental consent;

Section 7. BASIC SKILL AND COMPETENCIES REQUIRED FOR A STUDENT INTERN. A student intern is expected to be:

- 7.1 Knowledgeable in English and Filipino language;
- 7.2 Demonstrating keen interest personal commitment to serve the local government of Roxas; and
- 7.3 Demonstrating the ability to interact with employees and the public as well.

Section 8. FORMAL ENDORSEMENT. An interested student who wishes to be admitted as intern in any office of the local government of Roxas shall be formally endorsed by the HEI together with the submission of the following documents to the HRMO:


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- 8.1 Duly approved internship application;
- 8.2 Most recent copy of a resume or curriculum vitae;
- 8.3 Copy of the approved internship plan;
- 8.4 Medical and health assessment indicating fitness for internship; and

Section 9. DEPLOYMENT OF STUDENT INTERN. Deployment plotting shall be done by the HRMO depending on the specialization of the student intern and officially endorsed to the heads of offices concerned. Once the deployment is arranged, the HRMO shall inform the department concerned and provide details on where and to whom the student intern shall report on the first day.

Section 10. ADMINISTRATION. The administration of the student internship program shall be under the charge of the HRMO in coordination with the heads of the different offices. Prior to Actual deployment, the HRMO shall coordinate with concerned offices to determine their needs and capacity to absorb student interns and come up with work program as basis for deployment.

Section 11. DURATION OF INTERNSHIP ASSIGNMENT. The duration of internship in offices shall be dependent on the requirement of a particular program of study. Internship assignments are available on a part-time (broken time) and full-time (straight duration) basis throughout the year depending on the availability of meaningful assignment and the needs and capacity of offices to receive and supervise student interns.

Section 12. DEPLOYMENT STATUS OF STUDENT INTERN. A student intern shall be trainee and shall not expect any benefit or cash, but the Municipal Government may provide travel allowance subject to availability of funds. He or she cannot represent the office in any official capacity.

Section 13. THIRD PARTY CLAIMS. The local government of Roxas or any of its office shall not be responsible for any claim by any party where the loss of or damage to his/her property, death or personal injury caused by the action or omission of action by the student during internship.

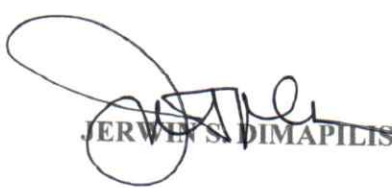
Section 14. STUDENTS INTERN'S EXPENSE. A student intern shall not be financially remunerated. But cost incurred by a student intern undertaking official travel at the request of the local government of Roxas in the discharge of functions related to the internship activities shall be paid by the local government of Roxas subject to existing accounting rules and regulations.

Section 15. INSURANCE COVERAGE. As a condition for admission of a student intern in any office of the local government of Roxas, proof of a valid medical/ life insurance coverage shall be shown. It must include adequate coverage in the event of injury or illness during internship.

Section 16. WORKING CONDITION. During internship assignment, a student intern shall be provided with a workstation/ desk and chair and shall be allowed access to the work area, phone, and computer facility of the local government of Roxas. The exact number of days previously determined in the internship contract may be shortened if an intern has performed duties outside of the time allotted, in which said duties may be considered in the computation of the required number of hours as employed.

Section 17. SUBSEQUENT EMPLOYMENT. Should there be an opportunity for employment in the local government of Roxas, a student intern can only be considered after the termination of internship.

Section 18. ROLES AND RESPONSIBILITIES. The roles and responsibilities of parties are herein defined:


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18.1 Receiving Office – The Receiving Office shall seek to create a working environment conducive to student intern' s substantive learning and professional development. It shall be important to emphasize that the student intern will not be allowed access to sensitive information about the local government of Roxas.

Internship Focal Person who also gain access to sensitive or classified information shall be held responsible should the student intern misuse such information.

The Receiving Office Shall:

- a. Prepares the terms of reference describing the task of student interns in the office;
- b. Seek to ensure that student intern's assignment is related to his/her field of study that is meaningful for the office and the student intern, and at appropriate level of complexity and variety; and
- c. At the end of the internship period, prepares an evaluation of intern' s performance and organize a meeting with the student intern to provide constructive feedback.

18.2 Internship Focal Person – Each office shall have an Internship Focal Person, preferably one of the staff in the office who will carry out the following responsibilities in relation to internship assignments;

- a. Ensure that colleagues in the office are aware of the guidelines and procedures to be followed when supervising an intern;
- b. Monitor and track the internship activities of the students;
- c. Keep the records of interns shall;
- d. Maintain a database of student interns who have good potentials for short and long-term assignments in the offices.

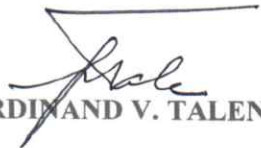
The list/ rooster of Internship focal persons shall be forwarded to the HRMO for coordination purposes, especially those involving lateral coordination.

18.3 Student Interns – The student interns shall:

- a. Observe all applicable rules, regulations, instructions, procedures and directives of the local government of Roxas;
- b. Not communicate at any time, unless otherwise authorize, to the media or to any institution, person, government or any other external source any information which has become known to him/her or ought to have known and has not been made public and may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with the local government of Roxas.
- c. Refrain from any conduct that would adversely reflect on the local government of Roxas or on the receiving office and will not engage in any activity which is incompatible with the goals and objectives of the local government of Roxas.


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