

MEMORANDUM OF AGREEMENT

This **Memorandum of Agreement** made and executed by and in between:

ASIAN COLLEGE OF TECHNOLOGY, a private educational institution duly organized and existing under the laws of the Republic of the Philippines with office/business address at N. Bacalso Avenue, Bulacao, City of Talisay, Cebu, represented herein by its College Dean, **LEIF JAY DE SAGUN, PhD**, hereinafter referred to as the **"FIRST PARTY"**;

and

Philippine Nurses Association Cebu Chapter Inc., a non-government organization, with branch office address at Capitol Site, Cebu City, Cebu, Philippines, represented in this act by its President, **MR. ROLLY G. VILLARIN**, hereinafter referred to as the **"SECOND PARTY"**.

and

JOSEPH C. ALEGIOJO, Filipino, of legal age, single and with residence and postal address at Basak San Nicolas Cebu City, here in after referred to as the **"STUDENT TRAINEE"**.

WITNESSETH:

WHEREAS, the **FIRST PARTY** has students in the Bachelor of Science in Information Technology who are required to undertake On-The-Job Training/Practicum as part of their respective curricula;

WHEREAS, the **SECOND PARTY** is willing to accommodate qualified students of the **FIRST PARTY** to undertake the On-The-Job Training/Practicum subject to certain rules and conditions;

WHEREFORE, the parties hereby bind themselves to undertake this **Memorandum of Agreement** for supporting the **FIRST PARTY'S** On-the-Job Training for the student-trainees under the following terms and conditions:

1. The **FIRST PARTY** shall inform the **SECOND PARTY** of its desire to assign students to undertake on-the-job training/practicum;
2. The **FIRST PARTY** shall be responsible for briefing the on-the-job student-trainees who intend to conduct practicum exposure in the **SECOND PARTY** as part of the students' respective curricula;
3. The **FIRST PARTY** shall equip the on-the-job student-trainees the basic orientation on work values, behavior, conduct and discipline to ensure smooth cooperation with the **SECOND PARTY**;
4. The **FIRST PARTY** shall issue an official endorsement vouching for the well-being and good moral of the on-the-job student-trainees which shall be used by the **SECOND PARTY** for processing the application of the student-trainees;
5. The **FIRST PARTY** shall voluntarily withdraw student-trainees who are found to misbehave and/or defy existing standards, rules, code of conduct and regulations of the **SECOND PARTY** and impose necessary **FIRST PARTY** sanctions to the said student-trainees;
6. The **SECOND PARTY**, upon consultation with the **FIRST PARTY**, may require qualified students to submit themselves to examinations, interviews, and file pertinent documents to support their applications;
7. The student-trainees shall render services free of charge and without compensation without prejudice to the right of the **SECOND PARTY** to provide allowance if it so desires, and purely on voluntary basis;
8. The **SECOND PARTY** is not obliged to employ the student-trainees upon completion of the training;
9. The student-trainees shall be personally liable for any and all liabilities, damages, theft and breakages arising from the intentional and negligent act in the performance of their duties and functions while under training;
10. There is no employer-employee relationship between the **SECOND PARTY** and the student-trainees;

- 11. The authorized Representative of the **SECOND PARTY** shall monitor the performance of the student-trainees, and shall provide the **FIRST PARTY** a written performance assessment/rating of the student-trainees;
- 12. The **SECOND PARTY** shall allow the representative of the **FIRST PARTY** to visit the student-trainees for purposes of monitoring their performance, provided that such visit shall in no case interfere nor disturb the normal office activities;
- 13. The trainees shall exercise due diligence in the performance of assigned tasks and the **SECOND PARTY** shall not be held liable for any untoward incident that may happen to the trainees during the course of their engagement that can be attributed to their negligence;
- 14. The duration of the program shall be equivalent to two hundred fifty (250) working hours;
- 15. Any violation of the foregoing covenants by the student-trainee/s will warrant the cancellation of this Memorandum of Agreement by the **SECOND PARTY** within thirty (30) days upon notice to the **FIRST PARTY**;
- 16. This Memorandum of Agreement shall become effective upon signature of both parties and implementation will begin immediately and shall continue to be valid thereafter until the students have complied with the required number of hours or until written notice is given by either party thirty (30) days prior to the date of intended termination;

IN WITNESS WHEREOF, the parties have signed this Memorandum of Agreement in Cebu City this _____ day of _____, 2025.

ASIAN COLLEGE OF TECHNOLOGY
FIRST PARTY

PHILIPPINE NURSES ASSOCIATION CEBU CHAPTER
SECOND PARTY

by:

by:

LEIF JAY B. DE SAGUN, PhD
College Dean

ROLLY G. VILLARIN
President

JOSEPH C. ALEGIOJO
STUDENT TRAINEE

Signed in the presence of:

JAY MAR C. VILVESTRE, MIT
Program Chair, ITE

GINA MACABALE
Office Staff

A C K N O W L E D G M E N T

Republic of the Philippines }
City of Cebu _____ }

BEFORE ME, a Notary Public for and in the City of Cebu, Philippines, this ____ day of _____, personally appeared:

Name	ID Name & Number	Expiry Date
LEIF JAY DE SAGUN, PhD First Party name	ACT-IEF 0200023701	_____
ROLLY VILLARIN Second Party name	PRC No.: 0756063	_____

who have satisfactorily proven to me their identity through their identification indicated above opposite their names, that they are the same persons who executed and voluntarily signed the foregoing Memorandum of Agreement of which they acknowledged before me as their free and voluntary act and deed, that they are acting as the representative/attorney-in-fact of Asian College of Technology and Philippine Nurses Association Cebu Chapter, respectively, and that they have the authority to sign in such capacity.

The foregoing Memorandum of Agreement consisting of Three (3) pages, including the page on which this acknowledgement is written has been signed on the left margin of each and every page by the parties and the witnesses.

WITNESS MY HAND AND SEAL, this ____ day of _____, 2025, in the City of Cebu.

Notary Public
Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2025.