
20th June 2025

Dela Cruz, Juan
123 Maria Clara Street
Ibarra, Manila

Dear Mr. Dela Cruz

INTERNSHIP CONTRACT AGREEMENT

This Internship Contract (this "Agreement") is made as of this 20th day of June, 2025 (the "Effective Date") by and between **Media Track Representative Office** located at Unit 2007 Jollibee Plaza, Building, F. Ortigas Jr. Rd., Ortigas Centre Pasig City (the Company) and **Juan Dela Cruz** ("the Intern"). Company and Intern may each be referred to in this Agreement as a "Party" and collectively as the "Parties"

1. SERVICES

1.1 Intern shall perform duties and tasks as may be agreed upon by the Parties.

2. COMPENSATION

2.1 In consideration for Intern's performance of the duties and tasks, Company shall pay Intern _____ **Php / monthly**. Intern will be paid on a semi-monthly basis, that is every 15th and end of the month.

2.2 Any bonus or declarations of bonus shall be made at the sole and absolute discretion of the Company. In determining the amount of bonus, the Company shall evaluate the work performance, amongst other factors.

2.3 Except as otherwise specified in this Agreement, Company shall reimburse Intern for all pre-approved, reasonable and necessary costs and expenses incurred in connection with the performance of the duties and tasks.

3. WORKING HOURS

3.1 Intern will work _____ **Hours per week**, from Monday to Friday.

3.2 Intern may be required to work beyond the normal working hours to discharge his duties at the sole discretion of the Company. Overtime pay will be allocated at the sole discretion of the Company based on the reasons for the extension of working hours.

3.3 The Company reserves the right, at its sole discretion, to revise, amend or extend working hours should the need arise.

4. Intern

- 4.1 The Parties agree and acknowledge that Intern is an Intern and is not, for any purpose, an employee of Company. Intern does not have any authority to enter into agreements or contracts on behalf of Company, and shall not represent that it possesses any such authority.
- 4.2 Company shall not be obligated to pay Intern's government mandatory benefits (SSS, Philhealth, Pagibig), withholding taxes or other taxes for or on behalf of the Intern in connection with the performance of the tasks and duties under this Agreement. Nothing contained in this Agreement shall be deemed or construed by the Parties to create the relationship of a partnership, a joint venture or any other fiduciary relationship.

5. TERMINATION AND NOTICE;

- 5.1 The parties agree and acknowledge that this Agreement and Intern's engagement with Company under this Agreement shall terminate upon the completion by Intern of the duties and tasks.
- 5.2 At the time of termination, Intern agrees to return to the Company all documents, records, items and materials in possession or custody belonging to the Company or shall not retain any copies (including electronic or soft copies) thereof.
- 5.3 After expiration or termination of this agreement, Intern agrees to respect the confidentiality of the Company's patents, trademarks, and trade secrets, and not to disclose them to anyone and not to make use of research done in the course of work done for the Company. Independent agree to pay liquidated damages as ordered by court if any violation of this paragraph is proved or admitted.

6. CONFIDENTIALITY AND SECURITY

- 6.1 Intern shall not disclose to any third party any confidential information obtained during his course of service unless expressly authorized by the Company.
- 6.2 Confidential information for the purposes of this agreement includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the Company's competitive position.
- 6.3 Intern's obligations to maintain confidentiality and secrecy shall apply after his service until such time that the information is no longer confidential or has been made public by the Company.
- 6.4 Intern shall not without prior written consent of the Company destroy, make copies or reproduce in any form the Company's confidential information.
- 6.5 Intern's will not disclose any communication, information, physical and/or digital assets with other employees of the Company without explicit consent from the Company.
- 6.6 Intern shall not attempt to reverse engineer or gain access to digital assets that have not been made available to him.
- 6.7 Intern shall clear the history, cache, cookies and saved credentials from any access terminal that does not belong to him when he end his service.

7. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of Singapore and the law of the current country where the Intern currently reside.

Please confirm your acceptance of the above terms and conditions by signing and returning to us the duplicate copy of this Letter within **seven (7) days** from the date of this Agreement.

Yours faithfully
For and on behalf of
Media Track R.O.

(Officer in Charge of the Internship)

INTERN'S ACKNOWLEDGEMENT

I accept and agree to the above-stated terms and conditions.

Signature :

Name :

Date :

Bank Account Details:
(Preferably BPI Account)