



TRAINING AGREEMENT

STUDENT INTERN DETAILS

Student Intern's Name : ANSON, JYSNEY ZHALOM T. Mobile No :
Degree Program : BSITAGD E-mail :
Address :
Parent/Guardian's Name: Mobile No :
Course Title : INTERNSHIP 2 Course Code:
Term & School Year : 3TSY2425 Section :

INDUSTRY PARTNER DETAILS

Company Name : SAN JUAN CDRMO Landline No :
Address :
Nature of Business :

TRAINING DETAILS

Supervisor's Name : Position :
Department : E-mail :
Landline No : Mobile No :
Student Intern's Position: Covered Internship Period:
Project : Number of Hours: 520 HOURS
Work Schedule : Work Set Up : FACE-TO-FACE SET-UP

Note: This **Training Agreement/Internship Manual/Plan** is for the purpose of outlining the responsibilities among the school, the student intern, and the Industry Partner on the condition of training specified under CHED Memorandum (CMO) No. 104 Series of 2017.

INDUSTRY PARTNER RESPONSIBILITIES

1. The Industry Partner will adhere to all regulations regarding employment, labor laws, and health and safety law.
2. The Industry Partner will give course-related work assignments to student interns, to supplement their formal learning with practical knowledge, competencies, and to gain hands-on experience in their respective programs fostering professional ethics.
3. The Industry Partner will assign an internship supervisor to properly guide, orient, train, and oversee the work of the intern.
4. The internship supervisor will make periodic evaluations of the job progress of the intern.
5. The internship supervisor will arrange meetings with the Industry-Academe Linkage, Alumni, and Placement (IALAP) Office when concerns occur involving the student intern.
6. The Industry Partner will provide necessary safety instruction throughout the internship period.
7. The Industry Partner will not take in student interns to displace regular employees.
8. The Industry Partner must ensure that student interns will not be exposed to hazardous work.
9. The Industry Partner ensures that the student interns will not be given any Saturday work schedule as the student interns are expected to report to school for their Internship Class.
10. The Industry Partner will inform the IALAP Office if:
 - a. the student intern will be assigned on graveyard shift;
 - b. assigned outside office premises /out of town trips;
 - c. there are any special engagements, out of the ordinary projects and activities which will be assigned to the student intern.
11. It is the responsibility of the Industry Partner to fulfill commitments made to their clients.
12. Internship will be automatically terminated if a student intern withdraws enrollment / drop out.

STUDENT INTERN'S RESPONSIBILITIES

1. The student intern must be at least eighteen (18) years of age.
2. The student intern must attend IALAP's Pre-internship Orientation, a prerequisite for deployment to internship sites.
3. The student intern must abide by the policies of the College as well as that of the Industry Partner.
4. The student intern is required to submit the following to the appropriate offices:
 - a. Medical/Physical Examination Valid Results (Within the last 6 months) to the Health Services Unit of the College
 - b. Certificate of Registration (proof of enrollment)
5. The student intern must fulfill all commitments made to the Industry Partner.
6. The student intern agrees to perform the assigned duties in a loyal manner and to work for the best interest of all concerned by observing professionalism at all times in the likes of following the prescribed dress code, exercising punctuality in reporting for work and in submitting work outputs, etc.
7. The student intern will report job problems to the internship supervisor and the designated adviser in the IALAP Office.
8. The student intern must be punctual and must complete the required attendance at the Industry Partner and in school during Saturday classes and meetings. If unable to report to work or school, the internship supervisor and the internship adviser will be notified before the start of the regular work or class.
9. The student intern shall be responsible to monitor requirements that must be submitted which are the Internship Monitoring Form, Training Agreement, Internship Project Reports, Internship Performance Evaluations, Certificate of Completion, and Waivers for graveyard shift, outside office premises assignments, and out-of-town trips; and surveys.
10. The student intern shall be responsible in informing his parent/guardian with details of his work (including but not limited to: working hours/shift, overtime, field duty, etc.) and other pertinent information related to his internship class.
11. The student intern shall maintain confidentiality, when and where applicable, during and after his internship period of all data, business or trade secrets where such information is not public and is specified or understood to be of confidential nature.
12. The student intern shall be responsible for any and all liabilities or damage to property or injury to the Industry Partner, its employees, or to third persons, which may be occasioned by a student intern's intentional or negligent acts or omissions, in the course of the student's internship in the Industry Partner. The student intern shall protect, defend, save and hold harmless FEU Tech against and from any and all claims, damages, losses, or any expenses pertaining to and arising from any fault, intentional or negligent act or omission of the student intern.
13. The student intern must abide by the health and safety protocols set by the Industry Partners by informing them and the IALAP Office of any health concerns or other sensitive health conditions which can affect his internship and other people.
14. The student intern has read and understood the CMO 104 and this Training Agreement /Internship Manual/Plan. The CMO 104 is accessible through the student portal.



FEU - TECH'S RESPONSIBILITIES

- 1. The Internship Program is under the direct supervision of the IALAP Office.
- 2. The student intern will receive related instructions from the IALAP Office associate prior to deployment. IALAP will provide Pre- Internship Orientation to student interns which should cover topics on requirements, application process, do's and don'ts in internship, harassment and work abuse policies, and etc.
- 3. The IALAP may visit the student intern and the internship supervisor as necessary at the Industry Partner site.
- 4. The school provides insurance to enrolled students in Internship courses.
- 5. In accordance with RA 10173 or Data Privacy Act of 2012, the school shall collect, use, process, and disclose the student intern's personal data and other required data sharing with accredited Industry Partners for internship purposes only.

We, the undersigned, read, understand, and abide by the Agreement.

Student Intern Signature Over Printed Name	Date	Parent/Guardian Signature Over Printed Name	Date
Ms.Alessandra Mares Peñaverde	04/28/2025		
Internship 2 Adviser Signature Over Printed Name	Date	Industry Partner Supervisor Signature Over Printed Name	Date

ACKNOWLEDGMENT

(REPUBLIC OF THE PHILIPPINES
MANILA CITY S.S.)

BEFORE ME, a Notary Public for and in Manila City, on this__day of__personally appeared the persons named below who have exhibited to me competent proof of their identities:

NAME	EVIDENCE OF IDENTITY	DATE/PLACE ISSUED
1. Ms. Alessandra Mares A. Peñaverde	2024-03856	December 10, 2024 FEU TECH
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Known to me and known to be the same persons who executed the foregoing Training Agreement consisting of two pages including this Acknowledgement is written and acknowledged before me that the same is their free will and voluntary act and deed and that of the Industry and Company they respectively represent.

WITNESS MY HAND AND SEAL, at the place and on date herein above mentioned.

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

Notary Public
Until December 31, 20____
PTR No. _____
Issued at _____
Issued On _____
TIN No. _____

