



Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Office of the Vice President for Campuses  
**PARAÑAQUE CITY CAMPUS**



MEDICAL SERVICES DEPARTMENT

Certificate of Compliance

This is to certify that, LACANIENTA, GILDA FEB 1221 F1 BS IT 4-2  
Name Age Sex College/Office

has no pending submission on the required documents of the Medical Services Department for  
the purpose of ON-THE-JOB TRAINING, issued on MARCH 07, 2025

Date

HONEYLEE B. MAGTIBAY, RN  
LICENSE NO. 0972267

Nurse on duty

PUP Paranaque Campus, Col. E de Leon St. Wawa, Brgy. Sto. Nino, Paranaque city  
Direct line: (02) 8553 8623 | Website: www.pup.edu.ph | Email:  
[paranaque@pup.edu.ph](mailto:paranaque@pup.edu.ph) | Inquiries: <https://bit.ly/PUPSINTA>





# PARAÑAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.

#0459 Quirino Avenue, Don Galo, Paranaque City

Tel. No.: 852-1908 / 748-6822

## MEDICAL EXAMINATION REPORT

I. NATURE OF EXAMINATION     PRE-EMPLOYMENT     ANNUAL     OTHERS    PUP PARANAQUE

### II. SIGNIFICANT MEDICAL HISTORY:

Personal and Family History :	<input checked="" type="checkbox"/> HPN   FATHER SIDE <input type="checkbox"/> DM	<input type="checkbox"/> CVD	<input type="checkbox"/> CA	<input type="checkbox"/> ASTHMA
Past Disease :	<input checked="" type="checkbox"/> CHICKEN POX	<input type="checkbox"/> MUMPS	<input type="checkbox"/> MEASLES	
Accident and Operations :	<input checked="" type="checkbox"/> NONE	<input type="checkbox"/> YES		
Allergies and Idiosyncrasies :	<input checked="" type="checkbox"/> NONE	<input type="checkbox"/> YES		
Last Menstrual Period :	FEB.11, 2025	OB SCORE:	<input type="checkbox"/> NSD	<input type="checkbox"/> CESARIAN SECTION
Others :				

### III. GENERAL DATA:

A. Blood Pressure :	100/70 mmHg	F. Visual Acuity:	Uncorrected	Corrected
B. Respiratory Rate :	20 cpm	Near	O.S. = <u>20/25</u>	O.S. =
C. Pulse Rate :	82 bpm	Distant	O.D. = <u>20/25</u>	O.D. =
D. ISHIHARA TEST :	<input type="checkbox"/> ADEQUATE	<input type="checkbox"/> INADEQUATE	Near	O.S. =
E. Hearing :	<input checked="" type="checkbox"/> Normal	<input type="checkbox"/> Defective	Distant	O.D. =

IV. DENTAL ASSESSMENT: **M** = Missing    **X** = Extraction    **C** = Caries    **D** = Dentures    **O** = Others

	Upper Right	Lower Right	Upper Left	Lower Left
	8 - 7 - 6 - 5 - 4 - 3 - 2 - 1	8 - 7 - 6 - 5 - 4 - 3 - 2 - 1	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8	1 - 2 - 3 - 4 - 5 - 6 - 7 - 8

### V. PHYSICAL EXAMINATION:

PART EXAMINED	NORMAL	FINDINGS
Scalp, Head & Neck	<input checked="" type="checkbox"/>	
Eyes & Ears	<input checked="" type="checkbox"/>	
Teeth & Gums	<input checked="" type="checkbox"/>	
Nose, Mouth & Throat	<input checked="" type="checkbox"/>	
Heart	<input checked="" type="checkbox"/>	
Lungs	<input checked="" type="checkbox"/>	
Spine, Upper Extremities	<input checked="" type="checkbox"/>	
Spine, Lower Extremities	<input checked="" type="checkbox"/>	
Abdomen, Anus, Genital	<input checked="" type="checkbox"/>	
Skin & Glands	<input checked="" type="checkbox"/>	
Reflexes	<input checked="" type="checkbox"/>	

### VI. ECG REPORT:

Within Normal Limits     Significant Findings

### VII. X-RAY AND LABORATORY REPORT

- A.  CHEST PA:     APICOLORDOTIC VIEW:     LATERAL VIEW:  
 NORMAL CHEST  
 SIGNIFICANT FINDINGS:
- B. COMPLETE BLOOD COUNT:  
 Normal    Hgb: 132 gm/L    Findings:
- C. URINALYSIS:  
 Normal    PC 2-4 /hpf    Findings:
- D. STOOL EXAMINATION:  
 Normal    /hpf    Findings:
- E. SEROLOGICAL TEST (VDRL):  
 Not Required     Non-Reactive     Reactive
- F. PREGNANCY TEST:     Negative     Positive
- G. HbsAg:     Non-Reactive     Reactive
- H. BLOOD TYPE:
- I. DRUGTEST     Negative     Positive
- J. OTHERS:

### CERTIFICATION

Name: LACANIENTA, GILDA FEB DELA CRUZ

Address:

Date of Birth: 2/3/2003

Employer:

Job applied for:



Contact No :

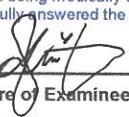
Age : 22    Height : 4'11

Gender : FEMALE    Weight : 49.85 kg.

Civil Status : SINGLE

Date of Exam: 3/3/2025

I certify that I am the same person being medically examined whose name appears on this medical record and that I have truthfully answered the questions asked regarding my well-being.

  
Signature of Examinee

LENELYN MOHAMMAD

Prepared by

I CERTIFY THAT I HAVE EXAMINED AND FOUND THE APPLICANT TO BE PHYSICALLY FIT/UNFIT FOR EMPLOYMENT.

#### RATING:

- CLASS A. Fit for all types of work
- CLASS B. Fit for all types of work, however:  
*80% min. Pyuna & Henfina*
- CLASS C. Fit for work but limited to less strenuous activities.
- CLASS D. Employment at Risk and Discretion of management.
- PENDING
- UNFIT

#### REMARKS:

*Anmnl regrachn; 10P1*

ADRIANNE FELIZ SANTAYANA, MD

Family Medicine

License No. 0112111

Examining Physician    Lic. No.:



**DEPARTMENT OF HEALTH  
PARAÑAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.  
0459 QUIRINO AVENUE, DONGALO, PARAÑAQUE CITY**

Phone Number 852-1908/8522425

**DRUG TEST REPORT**

**QJ910303**

**98**

CCF No: 202503040007  
 Name: LACANIENTA, GILDA FEB DELA CRUZ  
 Birthdate: 02/03/2003 Age: 22 Gender: F

Transaction Date Time: 3/4/2025 9:28:00AM  
 Report Date Time: 3/4/2025 10:40:16AM

**Test Method** TEST KIT

**Purpose**

**Requesting Parties**

Others

PUP- PARAÑAQUE

**Result**

<b>Drug/Metabolite</b>	<b>Result</b>	<b>Remarks</b>
METHAMPHETAMINE	NEGATIVE	PASSED
TETRAHYDROCANNABINOL	NEGATIVE	PASSED

**Test Conducted By**

90 MA TERESA CRISTOBAL MACARANAS

**Analyst**

**Approved By**

DR. MINNIE JANE A. PINEDA

99

**Head of Laboratory**

**Valid Within 12 Month/s from Transaction Date**

*This is a DOH-DDB IDTOMIS generated report*



# PARAÑAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.

## DONGALO BRANCH

# 0459 Qurino Avenue, Don Galo, Paranaque City

Tel. No.: 852-1908 / 748-6822



"Your partner to a healthy life"

## HEMATOLOGY

PATIENT NAME : LACANIENTA, GILDA FEB DELA CRUZ

Monday, March 3, 2025

COMPANY : PUP-PARAÑAQUE

AGE/ SEX : 22 / FEMALE

COMPLETE BLOOD COUNT	RESULT	NORMAL VALUES	RBC INDICES	RESULT	NORMAL VALUES
HEMOGLOBIN	132	140 - 170gm/L (M) 120 - 150 gm/L (F)	MCV	92.6	76.0 - 96.0 fL
HEMATOCRIT	0.39	0.40- 0.50 (M) 0.35 - 0.44 (F)	MCH	31.0	27.0 - 32.0 pg
RED BLOOD CELL COUNT	4.2	4.5 - 5.5 x 10^12/L (M), 3.8 - 4.5 x 10^12/L (F)	MCHC	335	300 - 350 g/L
WHITE BLOOD CELL COUNT	6.9	4.5 - 11.0 x 10(9)/L	RDWsd	43.7	46.0 - 59.0 fL
PLATELET COUNT	296	140 - 440 x 10^9/L	RDWcv	13.3	0.0 - 16 (%)
DIFFERENTIAL COUNT					
SEGMENTERS	0.54	0.55 - 0.65	RETICULOCYTE COUNT		5 - 15 x 10^3
STAB CELLS		0.03 - 0.06	SEDIMENTARY RATE		0-10 mm/h (M) 0-20 mm/h (F)
LYMPHOCYTES	0.38	0.25 - 0.35	BLEEDING TIME		2-4 min
EOSINOPHILS	0.03	0.02 - 0.05	CLOTTING TIME		2-5 min
MONOCYTES	0.05	0.02 - 0.08	ABO TYPE		
BASOPHILS		0.0 - 0.01	RH TYPE		
RED BLOOD CELLS MORPHOLOGY:					

*[Signature]*  
PRINCESS AGATHA MEI JAPAY, RMT

LIC. NO.: 0115586

MEDICAL TECHNOLOGIST

*[Signature]*  
DR. MINNIE JANE PINEDA, MD, FPSP

Lic. No. 98896

PATHOLOGIST



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PATIENT NAME : LACANIENTA, GILDA FEB DELA CRUZ

Monday, March 3, 2025

COMPANY : PUP-PARAÑAQUE

AGE/ SEX : 22 / FEMALE

### SEROLOGY

EXAMINATION	RESULT
HBs Ag (screening)	NONREACTIVE
VDRL / RPR	
Anti-HAV IgM (Screening)	

*(Signature)*  
PRINCESS AGATHA MEI JAPAY, RMT

LIC. NO.: 0115586

MEDICAL TECHNOLOGIST

*(Signature)*  
DR. MINNIE JANE PINEDA, MD, FPSP

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PATHOLOGIST



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## CLINICAL URINALYSIS REPORT

PATIENT NAME : LACANIENTA, GILDA FEB DELA CRUZ

Monday, March 3, 2025

COMPANY : PUP-PARAÑAQUE

AGE : 22 GENDER : FEMALE

COLOR	YELLOW	EPITHELIAL CELLS	MANY	PUS CELLS	2-4	/HPF
TRANSPARENCY	SLIGHTLY TURBID	AMORPHOUS URATES	FEW	RED BLOOD CELLS	1-2	/HPF
ALBUMIN	NEGATIVE	MUCUS THREADS	FEW	CALCIUM OXALATES		
SUGAR	NEGATIVE	BACTERIA	FEW	URIC ACID CRYSTALS		
pH	6.0	RENAL CELLS		CAST		
SPECIFIC GRAVITY	1.020	YEAST CELLS		PREGNANCY TEST		

*Agw*  
PRINCESS AGATHA MEI JAPAY, RMT

LIC. NO.: 0115586

MEDICAL TECHNOLOGIST

*Minnie Jane Pineda*  
DR. MINNIE JANE PINEDA, MD, FPSP

Lic. No. 98896

PATHOLOGIST



# PARAÑAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.

## DONGALO BRANCH

# 0459 Quirino Avenue, Don Galo, Paranaque City

Tel. No.: 852-1908 / 748-6822



## CLINICAL FECALYSIS REPORT

PATIENT NAME : LACANIENTA, GILDA FEB DELA CRUZ

Monday, March 3, 2025

COMPANY : PUP-PARAÑAQUE

AGE : 22 GENDER : FEMALE

PHYSICAL EXAMINATION		RESULT
COLOR		BROWN
CONSISTENCY		FORMED
MICROSCOPIC EXAMINATION		
PUS CELLS		0-1
RED BLOOD CELLS		0-1
OTHERS		N

PRINCESS AGATHA MEI JAPAY, RMT

LIC. NO.: 0115586

MEDICAL TECHNOLOGIST

DR. MINNIE JANE PINEDA, MD, FPSP

Lic. No. 98896

PATHOLOGIST

# GILDA FEB D. LACANIENTA

- gildafebl@gmail.com
  - (+64) 929-770-8585
  - City of San Jose del Monte, Bulacan, Philippines
-  <https://github.com/GildaFeb>



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**SUMMARY** A passionate and result-driven Information Technology student with a strong foundation in software development and database management. Proficient in multiple programming languages and frameworks, with practical experiences acquired from academic projects, freelancing and independent learning.

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**TECHNICAL SKILLS**

- Programming Languages: C#, Java, Python, C
- Frameworks/Tools: Xamarin, Asp.Net MVC Core, PyQt5, Leaflet JS, LocationIQ
- Databases: MySQL, MSSQL, MS Access, SQLite
- Version Control: GitHub
- Development Environments: Visual Studio, Eclipse, Android Studio, Brackets

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**ACADEMIC AND FREELANCE PROJECTS**

**CivicLink (2024-2025)**

- A web-based integration of beneficiary management and geo-visualization map for Parañaque City Social Welfare and Development Department (CSWDD).
- Collaborated with another capstone group for case management to discuss and refine database structure.
- Developed back-end functionalities including integration of geo-mapping for the web-based beneficiary management system using Leaflet JS, LocationIQ, OpenStreetMap and MSSQL for mapping and geospatial application, resulting to an optimized workflow and better data visualization of beneficiaries' records.

**Human Resource Information Management System with Fingerprint Biometrics (2024)**

- Implemented functionalities and Integrated HID Digital persona U.are.U 4500 Fingerprint Scanner with attendance and payroll management using ASP.Net Core MVC and MSSQL to increase attendance accuracy and reduce data entry errors.

**BlueTracks (2023)**

- Transaction management system for blue dawn digital printing services business.
- Designed UI/UX, implemented front-end and managed database connection in a windows application utilizing PyQt5 for GUI and MS Access for database management to optimize process of tracking customer's orders and specification.

**Finfo (2021)**

- Online Monitoring System for STI College San Jose Del Monte's Guests and Students with No ID.
- Responsible for the entire development of mobile application using Xamarin and SQLite to improve monitoring efficiency via automated check-ins.

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**EDUCATION**

Bachelor of Science in Information Technology	Oct 2021 - Present
Polytechnic University of the Philippines (Parañaque Campus)	
• ICT Quiz Bee Champion (2022), Best in Data Management (2023), and Top Lister (2024)	
IT in Mobile App and Web Development	Oct 2019 - Aug 2021
STI College San Jose Del Monte	
• With High Honors	



March 7, 2025

**ARTHUR D. TORRES**

IT Development Manager – Distriphil  
3/F Alexcy One Building  
51 President's Avenue, BF Homes,  
Phase 1, Parañaque City

Sir:

We are pleased to introduce and recommend **Gilda Feb D. Lacanienta**, our graduating student in Bachelor of Science in Information Technology. They are required to undergo **500 hours** of on-the-job-training with the following objectives and target work exposure:

**Objectives:**

1. To be exposed to the host organization's operations aligned with the student's field of study.
2. To apply in an actual workplace the knowledge and skills acquired from the academe.
3. To gain familiarity with and learn from the duties and responsibilities of the people involved in the organization's operations.

**Target Work Exposure:**

1. Diagnose, troubleshoot, and/or repair computer networks and hardware peripherals.
2. Assist systems developers, analysts, and programmers in conceptualizing, implementing, or maintaining the organization's applications or information systems.
3. Coordinate with the organization's employees.
4. Communicate orally and in writing through the organization's standard channels and language.

We look forward for a Letter of Acceptance as a response to this Recommendation Letter and to have you sign up a Memorandum of Agreement with us. It shall be a great opportunity for us if you can accommodate our students and provide them the needed exposure, and your issuance of Certificate of Completion at the end of the training.

With your kind support, we can work together to contribute to our country's progress through equipping future industry leaders and workers with globally qualified competence. If you have any questions, you can reach us at [paranaque@pup.edu.ph](mailto:paranaque@pup.edu.ph) or 8553-8623.

Truly yours,

  
**RIBERT R. ENIERGA**  
OJT Coordinator  
3/7/25

Noted:

  
**SHERYL R. MORALES**  
Campus Director

## MEMORANDUM OF AGREEMENT

Know All Men By These Presents:

This MEMORANDUM OF AGREEMENT (hereinafter "Agreement") is made and entered into by and between:

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**, a government educational institution with principal address at Anonas St., Sta. Mesa, Manila, duly represented by its Vice President for Branches and Satellite Campuses, **PROF. PASCUALITO B. GATAN**, hereinafter referred to as the "UNIVERSITY";

-and-

**DISTRIPHIL**, a National Pharmaceutical Distribution Company duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with business address at 3<sup>rd</sup> Floor Alexcy One Building, #51 President's Avenue, BF Homes, Phase 1, Parañaque City, duly represented by its HR Manager, **Crissa Joy E. Matias**, hereinafter referred to as the "Host Training Establishment" or "HTE".

The UNIVERSITY and the HTE shall be referred to individually as a "Party" and collectively as the "Parties".

### WITNESSETH:

WHEREAS, the Commission on Higher Education (CHED), on 29 August 2022, issued CHED Memorandum Order No. 09, Series of 2022, also known as the "Updated Guidelines on the Implementation of Face-to-Face Classes to Prevent and Mitigate COVID-19 Infections in Higher Education." The CMO states that off-campus activities for the completion of course requirements such as internship/practicum/training are allowed subject to the approval of the Local Government Unit (LGU), where off-campus activities will be held. It also states that Higher Education Institutions (HEIs) are encouraged to coordinate with their partner institutions to allow unvaccinated students to participate in OJT/internship/fieldwork/practicum;

WHEREAS, pursuant to the aforementioned memorandum, the Office of the Vice President for Academic Affairs (OVPAA), on 13 October 2022, issued Memorandum Order No. 11, Series of 2022, which states that effective the first semester of the academic year 2022-2023, in-person or onsite on-the-job training /internship is resumed, subject to the health protocols and alert level of the local government unit where the HTE is situated. It also states that online/virtual and work-from-home arrangements of training are still allowed;

WHEREAS, the UNIVERSITY, has established an Internship Program as part of its curriculum. The program is designed to supplement the learnings and to train students to become competitive and technologically innovative professionals through actual exposure to a professional workplace or through the online platform to address the new normal brought about by COVID-19;

WHEREAS, the HTE supports this program and is willing to give the students of the UNIVERSITY course-related work assignments and expose them to actual learning experiences;

NOW, THEREFORE, for in consideration of the foregoing premises, the parties hereby bind themselves to undertake this Agreement under the following terms and conditions:

#### A. Responsibilities of the University

1. The University shall instruct the College to conduct pre-internship orientation for the student intern, as a pre-requisite to his/her deployment to internship venues, on work

environment issues, including but not limited to, proper work ethics and laws against sexual harassment.

2. The University shall take appropriate action on any complaint against the student intern in accordance with its policies. It may unilaterally withdraw the student intern who is found to misbehave and/or act in defiance of existing standards, rules, and regulations of the HTE and impose the necessary University sanctions against the said student intern.
3. The University shall issue a final grade to the student intern upon completion of the requirements within the prescribed period in accordance with its regulations on the grading system and performance assessment of the HTE.

#### **B. Responsibilities of the HTE**

1. The HTE shall commit to take in the student intern to undergo the Internship Program consistent with the requirements of the University.
2. The HTE shall orient the student intern on the standard rules and regulations of their establishment.
3. The HTE shall provide free relevant instruction, exposure, and training to the student intern, consistent with its policies, rules, and regulations. It shall treat the student intern in a professional manner, and shall ensure that the student intern, in the course of the internship, shall not be exposed to any form of harassment/unethical practice or tasks and work assignments that are unreasonably risky, dangerous or unrelated to the purposes of the Internship Program.
4. The HTE shall issue a Certificate of Completion to the student intern within ten (10) working days after the completion of the internship.

#### **C. Responsibilities of the Student Intern**

1. The student intern shall execute an Internship Agreement with the HTE which includes the notarized written consent of the parent/guardian allowing his/her son/daughter to undergo the Internship Program with the HTE.
2. The student intern shall maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business, or trade secrets where such information is not within the public domain and is indicated and understood as confidential.
3. The student intern shall adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment.
4. The student intern shall be personally responsible for any and all liabilities arising from gross negligence in the performance of his/her duties and functions while under the internship.

#### **D. General Provisions**

1. The OJT and Quality Assurance Coordinator/Faculty Adviser shall determine the duration of the internship and shall inform the HTE of the same through an endorsement letter.
2. The internship shall be for a maximum of eight (8) hours per day, between 8:00 am to 5:00 pm, Mondays to Fridays only.
3. The student intern shall not be subjected to mandatory overtime (OT) nor be required to work during holidays.

4. The HTE and the University shall jointly develop an Internship Plan for the student intern specifying objectives, knowledge, and competencies that the student intern should acquire in each learning area, assignment, and/or activity covered by the Internship Plan.
5. The HTE is not obliged to employ the student intern upon completion of the internship. The HTE, however, upon consultation with the University, may invite qualified students to submit themselves to examinations, interviews, and file pertinent documents in support of their application.
6. There is no employer-employee relationship between the HTE and the student intern. The student intern shall not be entitled to compensation/benefits accorded to an employee. However, the HTE may grant the student intern a training allowance, if possible, in accordance with the HTE's existing rules and regulations.
7. The Parties shall claim co-ownership for whatever output/result/technologies generated from the internship that will merit intellectual property application, publications, or use, subject to the policies of the University relating to copyright and intellectual property rights.
8. The Parties shall not divulge any information that it may have access to, and any such information will only be used for academic purposes.

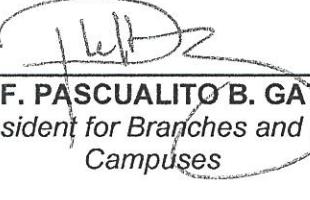
#### **E. Termination, Entirety of the Agreement, Period, and Governing Law**

1. The Parties shall have the right to pre-terminate the internship contemplated by this Agreement by serving a written notice to the other party at least thirty (30) days prior to the intended date of termination and based on the following grounds:
  - a. The student intern substantially violates the rules and regulations of HTE, or in cases of serious misconduct of the student intern;
  - b. The HTE is proven to fail in providing the safety of the student intern and quality of training contemplated by this Agreement; and
  - c. There is any material violation of the foregoing covenants that will warrant the cancellation of this Agreement.PROVIDED, that the terminating party shall formally inform the OJT and Quality Assurance Coordinator/Faculty Adviser of the grievance before any decision to terminate is made and finalized. The OJT and Quality Assurance Coordinator /Faculty Adviser shall intervene to rectify the situation in the interest of all parties concerned.
2. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof. It excludes and supersedes everything else which has occurred between the parties whether written or oral, including all other communication with respect to the subject matter hereof. Any amendment hereto shall be mutually agreed upon in writing by the Parties.
3. This Agreement shall take effect on the date of signing by both parties and shall continue to be in force for a period of three (3) years unless earlier terminated for just cause, by either Party, after thirty (30) days prior written notice to the other Party.
4. The three-year period shall be applicable to cover other prospective student interns who may likewise be required to undergo an internship with the HTE during the effectiveness of this Agreement.
5. Any renewal of this Agreement shall be through the mutual written consent of both parties.
6. This Agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines.

IN WITNESS WHEREOF, the parties hereby affix their signatures this MAY 12 2023  
20\_\_ at \_\_\_\_\_, Philippines.  
Parañaque City

POLYTECHNIC UNIVERSITY  
OF THE PHILIPPINES

By:

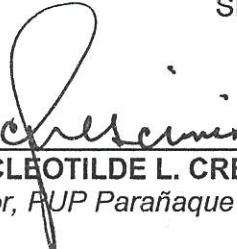
  
**PROF. PASCUALITO B. GATAN**  
Vice President for Branches and Satellite  
Campuses

DISTRIPHIL

By:

  
**CRISSA JOY E. MATIAS**  
HR Manager of Distriphil

SIGNED IN THE PRESENCE OF:

  
**DR. CLEOTILDE L. CRESCINI**  
Director, PUP Parañaque Campus

  
**DONALD G. DE CASTRO**  
IT Manager of Distriphil

ACKNOWLEDGMENT

Republic of the Philippines  
City of \_\_\_\_\_ ) S.S.

Parañaque City MAY 12 2023

BEFORE ME, a Notary Public, for and in the City of \_\_\_\_\_, this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_, personally appeared:

	Valid Proof of Identity	Issued at/on
<b>PROF. PASCUALITO B. GATAN</b>	PUP ID #3100	MANILA
<b>CRISSA JOY E. MATIAS</b>	License	Las Pinas

known to me to be the same persons who executed this instrument and acknowledged the same  
to me as their free and voluntary act and deed, and of the entities they respectively represent.

This document consists of four (4) pages including the page where this Acknowledgment  
is written, and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on the place and date first above written.

Doc. No. 477  
Page No. 86  
Book No. 101  
Series of 1003

Notary Public  
**ATTY. MARCUS AURELIUS M. SANARES**  
Notary Public for Parañaque  
Commission No. 259-2022  
Until Dec. 31, 2023  
Roll No. 58093 / 1/31/10  
IBP No. 262549 / 01/03/23 / Pasig City  
PTR No. 3198717 / 01/03/23 / Pque City  
MCLE Comp. No. VII-0012540 / 03/08/22 / Pasig City



HON. JOHNNY C. CO

Punong Barangay  
STRONG BARANGAY

KAGAWAD  
  
KGD. ARDOIS PAUL C. NERY  
Committee Chairman on  
Education and Communication



KGD. DANTE R. CANTORIA  
Committee Chairman on Health and  
Nutrition, Bids and Awards,  
Ways and Means



KGD. JOSE M. ALVAREZ JR.  
Committee Chairman on Peace and Order  
and Transportation



KGD. EMMANUEL V. SAN MATEO  
Committee Chairman on Urban Mission  
Land Zoning & Housing  
Cooperative



KGD. LANY S. CRUZ  
Committee Chairman on Environment  
Protection, Cleanliness, Beautification &  
Sanitation and Women & Children  
Protection,



KGD. ROMULO C. VALENZUELA  
Committee Chairman on Disaster &  
Calamity Preparedness and  
Appropriation



KGD. JOMAR J. VALENCIA  
Committee Chairman on Livelihood &  
Employment, Senior Citizen  
and Infrastructure



SK ALDRIN P. DECREPITO  
Committee Chairman on Youth and Sports,  
Cultural and Arts

## BARANGAY CLEARANCE

This is to certify that below listed person is a bona fide resident of this barangay with details as follows:

Name: **GILDA FEB D. LACANIENTA**

Age: **22 YEARS OLD**

Status: **SINGLE**

Resident of: **8930 MAYON STREET**

Barangay Sto Niño, City of Parañaque, since: **2022**

Precint No.:

House: **RENTER**

This certification is being issued upon the request of the subject person for:

### **OJT REQUIREMENTS**

Issued on this **7<sup>TH</sup>** day of **MARCH, 2025** at Barangay Sto Niño, City of Parañaque.

**HON. JOHNNY C. CO**

Punong Barangay

\*Not Valid w/o Official Seal,  
Valid For 90 Days

## CONSENT FORM

We, Gilda Feb D. Lacanienta and Kenneth M. Lacanienta Jr., hereby execute this Consent Form allowing my daughter to undergo on-the-job training/ practicum for a minimum of **500 hours** beginning March 2025 until June 2025 at Distribution Solutions Phils., Inc. with office address at 3rd Floor Alexcy One Building, #51 President's Avenue BF Homes, Phase 1, Parañaque City in partial fulfillment of the requirement for the Bachelor of Science in Information Technology.

We are aware that the immediate superior within the company will take all the necessary precautions to keep the students safe. On-the-Job Training supervisors will also be there to periodically monitor the performance and safety of the students.

We execute this Consent Form in accordance with our free will, realizing the benefits that the student-trainee shall obtain from the said on-the-job training/ practicum.



GILDA FEB D. LACANIENTA  
Student/Trainee



KENNETH M. LACANIENTA JR.  
Parent

REPUBLIC OF THE PHILIPPINES )  
CITY OF PARANAQUE CITY ) S.S.

Subscribed and sworn to before me, this MAR 07 2025 at  
PARANAQUE CITY, Philippines, affiants exhibiting valid proofs of  
their identity as follows:

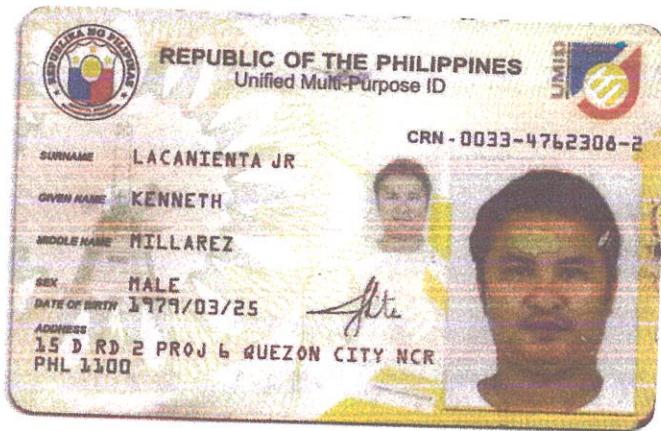
Name	ID No.	Issued at/on
<u>Gilda Feb D. Lacanienta</u>	<u>2021-00048-PQ-D</u>	<u>January 27, 2023</u>
<u>Kenneth M. Lacanienta</u>	<u>0033-4762308-2</u>	<u>1999</u>

They acknowledged to me that the foregoing Consent Form was executed in accordance with their own free will.

Doc. No. 19;  
Page No. 81;  
Book No. XIV;  
Series of W5.

NOTARY PUBLIC

**ATTY. JOHNSEN A. SALAZAR**  
Notary Public Parañaque City  
Roll No. 57307/IBP Lifetime No. 010075  
PTR NO. 3740142 01/02/2025 Parañaque  
MCLE Compliance No. VIII-0006856 2/15/24  
Not. Com. No. 311-2025 Valid Until 12/31/2025





# PARAÑAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.

## DONGALO BRANCH

# 0459 Qurino Avenue, Don Galo, Paranaque City  
Tel. No.: 852-1908 / 748-6822

"Your partner to a healthy life"

## RADIOGRAPHIC REPORT



PATIENT NAME : **LACANIENTA, GILDA FEB DELA CRUZ**

Tuesday, March 4, 2025

REQUESTED BY :

AGE/ SEX : 22 / FEMALE

COMPANY : PUP

X-RAY # : 08192025-488

### APICOLORDOTIC VIEW

COMPARISON: 3-3-2025

#### FINDINGS:

Apicolordotic view shows clear lung apices.

### SYSTEM GENERATED REPORT

NORAISA S. ABDULBAYAN, RRT

  
RADIOLOGIC TECHNOLOGIST

  
R. JUSTIN J. R. RAGASA, MD, FPCR, FUSP

RADIOLOGIST



"Your partner to a healthy life"

# PARAÑAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.

## DONGALO BRANCH

# 0459 Qurino Avenue, Don Galo, Paranaque City  
Tel. No.: 852-1908 / 748-6822



## RADIOGRAPHIC REPORT

PATIENT NAME : **LACANIENTA, GILDA FEB DELA CRUZ**

Monday, March 3, 2025

REQUESTED BY :

AGE/ SEX : 22 / FEMALE

COMPANY : PUP

X-RAY # : 08192025-488

### **CHEST PA**

Suspicious opacities are seen in the left upper lung.  
The pulmonary vascular markings are normal.  
The heart is not enlarged.  
The diaphragm and sulci are intact.

### **IMPRESSION**

**Apicolordotic view is suggested for further evaluation**

SYSTEM GENERATED REPORT

NORAISA B. ABDULBAYAN, RRT

RADIOLOGIC TECHNOLOGIST

GLENN ERIC BASILAN M.D., DPBR.

RADIOLOGIST



# PARAÑAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.

## DONGALO BRANCH

# 0459 Qurino Avenue, Don Galo, Paranaque City

Tel. No.: 852-1908 / 748-6822



## HEMATOLOGY

PATIENT NAME : AGNAS, JERU EZRA

Friday, February 28, 2025

COMPANY :

AGE/ SEX : 21 / MALE

COMPLETE BLOOD COUNT	RESULT	NORMAL VALUES	RBC INDICES	RESULT	NORMAL VALUES
HEMOGLOBIN	166	140 - 170gm/L (M) 120 - 150 gm/L (F)	MCV	92.6	76.0 - 96.0 fL
HEMATOCRIT	0.47	0.40- 0.50 (M) 0.35 - 0.44 (F)	MCH	32.4	27.0 - 32.0 pg
RED BLOOD CELL COUNT	5.1	4.5 - 5.5 x 10^12/L (M), 3.8 - 4.5 x 10^12/L (F)	MCHC	351	300 - 350 g/L
WHITE BLOOD CELL COUNT	8.7	4.5 - 11.0 x 10(9)/L	RDWsd	41.3	46.0 - 59.0 fL
PLATELET COUNT	300	140 - 440 x 10^9/L	RDWcv	12.6	0.0 - 16 (%)
DIFFERENTIAL COUNT					
SEGMENTERS	0.73	0.55 - 0.65	RETICULOCYTE COUNT		5 - 15 x 10^3
STAB CELLS		0.03 - 0.06	SEDIMENTARY RATE		0-10 mm/h (M) 0-20 mm/h (F)
LYMPHOCYTES	0.20	0.25 - 0.35	BLEEDING TIME		2-4 min
EOSINOPHILS	0.03	0.02 - 0.05	CLOTTING TIME		2-5 min
MONOCYTES	0.04	0.02 - 0.08	ABO TYPE		
BASOPHILS		0.0 - 0.01	RH TYPE		
RED BLOOD CELLS MORPHOLOGY:					

*[Signature]*  
ABIGAIL JENINE D. CABANETE, RMT

LIC.NO.: 0085407

MEDICAL TECHNOLOGIST

*[Signature]*  
DR. MINNIE JANE PINEDA, MD, FPSP

Lic. No. 98896

PATHOLOGIST



**PARAÑAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.  
DONGALO BRANCH**

# 0459 Quirino Avenue, Don Galo, Paranaque City  
Tel. No.: 852-1908 / 748-6822



"Your partner to a healthy life"

PATIENT NAME : **AGNAS, JERU EZRA**

**Friday, February 28, 2025**

COMPANY :

AGE/ SEX : **21** / **MALE**

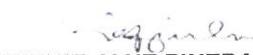
**SEROLOGY**

EXAMINATION	RESULT
HBs Ag (screening)	<b>NONREACTIVE</b>
VDRL / RPR	
Anti-HAV IgM (Screening)	

  
**ABIGAIL JENINE D. CABANETE, RMT**

LIC. NO.: 0085407

MEDICAL TECHNOLOGIST

  
**DR. MINNIE JANE PINEDA, MD, FPSP**

Lic. No. 98896

PATHOLOGIST



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# PARAÑAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.

## DONGALO BRANCH

# 0459 Qurino Avenue, Don Galo, Paranaque City  
Tel. No.: 852-1908 / 748-6822



## CLINICAL URINALYSIS REPORT

PATIENT NAME : AGNAS, JERU EZRA

Friday, February 28, 2025

COMPANY :

AGE : 21 GENDER : MALE

COLOR	DARK YELLOW	EPITHELIAL CELLS	RARE	PUS CELLS	10-12 SIC	/HPF
TRANSPARENCY	HAZY	AMORPHOUS URATES	RARE	RED BLOOD CELLS	0-2	/HPF
ALBUMIN	TRACE	MUCUS THREADS	FEW	CALCIUM OXALATES		
SUGAR	NEGATIVE	BACTERIA	RARE	URIC ACID CRYSTALS		
pH	6.0	RENAL CELLS		CAST		
SPECIFIC GRAVITY	1.020	YEAST CELLS		PREGNANCY TEST		

  
ABIGAIL JENINE D. CABANETE, RMT

LIC. NO.: 0085407

MEDICAL TECHNOLOGIST

  
DR. MINNIE JANE PINEDA, MD, FPSP

Lic. No. 98896

PATHOLOGIST



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# PARAÑAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.

## DONGALO BRANCH

# 0459 Quirino Avenue, Don Galo, Paranaque City

Tel. No.: 852-1908 / 748-6822



## CLINICAL FECALYSIS REPORT

PATIENT NAME : AGNAS, JERU EZRA

Friday, February 28, 2025

COMPANY :

AGE : 21 GENDER : MALE

PHYSICAL EXAMINATION	RESULT
COLOR	BROWN
CONSISTENCY	SEMI FORMED
MICROSCOPIC EXAMINATION	
PUS CELLS	0-1
RED BLOOD CELLS	0-1
OTHERS	NO INTESTINAL PARASITES SEEN

ABIGAIL JENINE D. CABANETE, RMT

LIC.NO.: 0085407

MEDICAL TECHNOLOGIST

DR. MINNIE JANE PINEDA, MD, FPSP

Lic. No. 98896

PATHOLOGIST

VO



QI960603

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**DEPARTMENT OF HEALTH  
PARAÑAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.  
0459 QUIRINO AVENUE, DONGALO, PARAÑAQUE CITY**

Phone Number 852-1908/8522425

**DRUG TEST REPORT**

CCF No:	202502280024	Transaction Date Time:	2/28/2025 12:37:00PM
Name:	AGNAS, JERU EZRA	Report Date Time:	2/28/2025 1:05:23PM
Birthdate:	07/06/2003	Age:	21
		Gender:	M

**Test Method** TEST KIT

**Purpose**

Others

**Result**

**Requesting Parties**

PUP-PARAÑAQUE

Drug/Metabolite	Result	Remarks
METHAMPHETAMINE	NEGATIVE	PASSED
TETRAHYDROCANNABINOL	NEGATIVE	PASSED

**Test Conducted By**

05 MA TERESA CRISTOBAL MACARANAS

Analyst

**Approved By**

DR. MINNIE JANE A. PINEDA

90

Head of Laboratory

*Valid Within 12 Month/s from Transaction Date*

*This is a DOH-DDB IDTOMIS generated report*



Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Office of the Vice President for Campuses  
**PARAÑAQUE CITY CAMPUS**



**MEDICAL SERVICES DEPARTMENT**

**Certificate of Compliance**

This is to certify that, AGNIAS JERU ERLA 1211M1 BS IT 4-2  
Name Age Sex College/Office

has no pending submission on the required documents of the Medical Services Department for  
the purpose of ON-THE-JOB TRAINING, issued on MARCH 07, 2025

Date

HONEYCA MANGIBAY, RN  
LICENCE NO. 0972267

Nurse on duty

PUP Paranaque Campus, Col. E de Leon St. Wawa, Brgy. Sto. Nino, Paranaque city  
Direct line: (02) 8553 8623 | Website: www.pup.edu.ph | Email:  
paranaque@pup.edu.ph | Inquiries: <https://bit.ly/PUPSINTA>





REPUBLIC OF THE PHILIPPINES  
BARANGAY BF HOMES  
PARAÑAQUE CITY

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This is to certify that the person whose name, signature and thumbmarks appeared below has requested a clearance from this barangay for specific purpose and results are stated below.

CLEARANCE NO.	DATE
25-3-252	MARCH 6, 2025

FULL NAME JERU EZRA AGNAS			NICKNAME JERU
BIRTHDAY JULY 6, 2003	AGE 21	CITIZENSHIP FIL.	CIVIL STATUS SINGLE
ADDRESS #7 DOÑA INCHA , IRENEVILLE 1, BF HOMES P'QUE CITY			

REMARKS HAS NO ADVERSE DEROGATORY REPORT AGAINST HIM/HER ON RECORD IN THIS BARANGAY AS OF THIS DATE			
---	--	--	--

PURPOSE OJT REQ.		ENDORSED BY HOA	PROCESSED BY CECILLE B.
		<input type="checkbox"/> VALID AS RESIDENCY CERTIFICATE <input type="checkbox"/> VALID AS GOOD MORAL CERTIFICATE	

LEFT THUMBMARK	RIGHT THUMBMARK	THIS CLEARANCE IS VALID FOR 90 DAYS FROM THE DATE OF ISSUANCE. ANY UNAUTHOURIZED ALTERATIONS MADE TO ANY PART OF THIS DOCUMENT SHALL RENDER THIS CLEARANCE INVALID. THIS CLEARNCE IS NOT VALID WITHOUT VALIDATING SIGNATURE AND SEAL
----------------	-----------------	--

APPLICANT SIGNATURE OVER PRINTED NAME	 HON. JEREMY S. MARQUEZ PUNONG BARANGAY
---------------------------------------	---



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## PARANAQUE ULTRASOUND DIAGNOSTIC CENTER, INC.

### DONGALO BRANCH

# 0459 Qurino Avenue, Don Galo, Paranaque City

Tel. No.: 852-1908 / 748-6822

## RADIOGRAPHIC REPORT

PATIENT NAME : AGNAS, JERU EZARA

Friday, February 28, 2025

REQUESTED BY :

AGE/ SEX : 21 / MALE

COMPANY : PUP

X-RAY # : 08192025-378

Clinical data: Physical exam

Comparison: Nonc.

Technique: Chest PA view.

Findings:

Lungs are clear.

Heart is not enlarged.

Diaphragm and sulci are intact.

Osseous structures are unremarkable.

### IMPRESSION:

Unremarkable chest study.

SYSTEM GENERATED REPORT

  
NORAISA S. ABDULBAYAN, RRT

RADIOLOGIC TECHNOLOGIST



SARAH AGNES MARY R. LIM, M.D, FPCR, FUSP, FCTMRISP

RADIOLOGIST



# JERU EZRA AGNAS

**Address:** 7 Doña Irenia, Irenville 1, B.F. Homes, Parañaque City

**Phone:** +63948-442-2661

**Email:** jeruezraagnas@gmail.com

**LinkedIn:** <https://www.linkedin.com/in/jeruezra/>

## SUMMARY

Passionate BSIT student, full-stack developer, and aspiring cloud engineer with essential skills in multiple programming languages. Fundamentally understood front-end technologies including HTML, CSS, Javascript, Tailwind, and back-end frameworks of Python, C/C#, and SQL databases. Focus on upgrading technical knowledge and staying updated on industry trends like DevOps, cloud computing, and Agile methodologies.

## PROJECTS

**Lead Developer, Classifyre** Aug 2024 - Jan 2025

- Lead the development of a scheduling management system to improve operational efficiency of the Office of Academic Head.
- Implemented constraint satisfaction problem strategies, boosting conflict detection of the system.

**Full-Stack Developer, Cashee** June 2024 - July 2024

- Developed and debugged back-end solutions, as well as user authentication and security.
- Accomplished user-centric design and optimizations to address potential strains.
- Integrated APIs to enhance overall system capabilities and assure timeliness.

**Back-End Developer, Blue Dawn Transaction Management System** June 2023 - Aug 2023

- Modularized transaction-related methods as well as printing specifications to digitize day-to-day operations.
- Communicated with the client to address logic requirements and processes.

**Self-led, DiamondDash** Oct 2022

- Applied mathematical modeling to simulate and study collision dynamics and object-oriented physics.

## EDUCATION

**Bachelor of Science in Information Technology** Oct 2021 - Present

Polytechnic University of the Philippines - Parañaque Campus

- President's Lister

**Science, Technology, Engineering, and Mathematics Graduate** June 2015 - April 2021

Ina ng Buhay Catholic School

- With Honors (2015-2021); Most Trustworthy (2015 & 2021)
- Relevant coursework in Project Management for two research projects.

## ADDITIONAL INFORMATION

- **Technical Skills:** Database Management, Git for Version Control, ASP.NET for Web Development, AES and OAuth for Cybersecurity, Kotlin, Data Analysis, CI/CD
- **Soft Skills:** Trustworthy, Attention to Detail, Adaptability, Public Speaking, Work Ethics, Attention Span, Collaboration Tools
- **Activities:** Joined the Google Development Groups PUP as a Cloud Engineer Cadet to improve networking fundamentals as well as learning from various departmental-wide sessions.



## CONSENT FORM

We, Jeru Ezra Agnas and Edna F. Agnas, hereby execute this Consent Form allowing my son/daughter to undergo on-the-job training/practicum for a minimum of **500 hours** beginning **March 2025** until **June 2025** at Distribution Solutions Phils., Inc. with office address at **3rd Floor Alexcy One Building, #51 President's Avenue BF Homes, Phase 1, Parañaque City** in partial fulfillment of the requirement for the **Bachelor of Science in Information Technology**.

We are aware that the immediate superior within the company will take all the necessary precautions to keep the students safe. On-the-Job Training supervisors will also be there to periodically monitor the performance and safety of the students.

We execute this Consent Form in accordance with our free will, realizing the benefits that the student-trainee shall obtain from the said on-the-job training/ practicum.



---

**JERU EZRA AGNAS**  
Student/Trainee



---

**EDNA F. AGNAS**  
Parent

REPUBLIC OF THE PHILIPPINES  
CITY OF **Parañaque City** ) S.S.

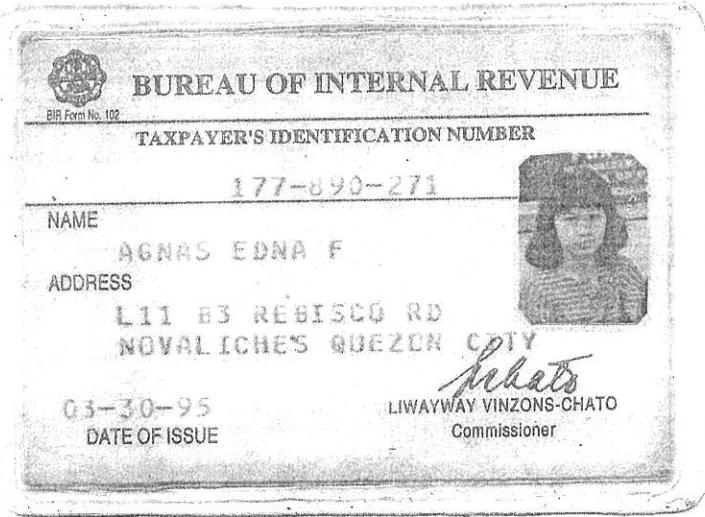
Subscribed and sworn to before me, this **MAR 07 2025** at \_\_\_\_\_ Philippines, affiants exhibiting valid proofs of their identity as follows **Parañaque City**

Name	ID No.	Issued at/on
_____	_____	_____
_____	_____	_____
_____	_____	_____

They acknowledged to me that the foregoing Consent Form was executed in accordance with their own free will.

Doc. No. 4853;  
Page No. 27;  
Book No. 10;  
Series of 2025

ATTY. MARCUS AURELIUS M. BAÑARES  
Notary Public for Parañaque  
Commission No. 259-2024  
Until Dec. 31, 2025  
Roll No. 58093 / 4/31/10  
IBP No. 482065 / 12/10/24 / Pasig City  
PTR No. 3739833 / 01/02/25 / Pque City  
MCLE Comp. No. VII-0012540 / 03/08/22 / Pasig City



**TAXPAYER'S SIGNATURE**  
*E Agnes*

THIS CARD BEARS YOUR PERMANENT IDENTIFICATION NUMBER (TIN): ALWAYS INDICATE YOUR TIN IN ALL RETURNS/DOCUMENTS FILED WITH THE BIR.

REPORT IMMEDIATELY THE LOSS OF THIS CARD AND CHANGE OF NAME OR ADDRESS TO YOUR REVENUE DISTRICT OFFICER.

ANY PERSON WHO SECURES AND OR USES MORE THAN ONE TAXPAYER IDENTIFICATION NUMBER SHALL BE CRIMINALLY LIABLE AND SHALL BE PUNISHABLE BY FINE AND IMPRISONMENT.

## MEMORANDUM OF AGREEMENT

Know All Men By These Presents:

This MEMORANDUM OF AGREEMENT (hereinafter "Agreement") is made and entered into by and between:

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**, a government educational institution with principal address at Anonas St., Sta. Mesa, Manila, duly represented by its Vice President for Branches and Satellite Campuses, **PROF. PASCUALITO B. GATAN**, hereinafter referred to as the "UNIVERSITY";

-and-

**DISTRIPHIL**, a National Pharmaceutical Distribution Company duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with business address at 3<sup>rd</sup> Floor Alexcy One Building, #51 President's Avenue, BF Homes, Phase 1, Parañaque City. duly represented by its HR Manager, **Crissa Joy E. Matias**, hereinafter referred to as the "Host Training Establishment" or "HTE".

The UNIVERSITY and the HTE shall be referred to individually as a "Party" and collectively as the "Parties".

### WITNESSETH:

WHEREAS, the Commission on Higher Education (CHED), on 29 August 2022, issued **CHED Memorandum Order No. 09, Series of 2022**, also known as the "Updated Guidelines on the Implementation of Face-to-Face Classes to Prevent and Mitigate COVID-19 Infections in Higher Education." The CMO states that off-campus activities for the completion of course requirements such as internship/practicum/training are allowed subject to the approval of the Local Government Unit (LGU), where off-campus activities will be held. It also states that Higher Education Institutions (HEIs) are encouraged to coordinate with their partner institutions to allow unvaccinated students to participate in OJT/internship/fieldwork/practicum;

WHEREAS, pursuant to the aforementioned memorandum, the Office of the Vice President for Academic Affairs (OVPAA), on 13 October 2022, issued **Memorandum Order No. 11, Series of 2022**, which states that effective the first semester of the academic year 2022-2023, in-person or onsite on-the-job training /internship is resumed, subject to the health protocols and alert level of the local government unit where the HTE is situated. It also states that online/virtual and work-from-home arrangements of training are still allowed;

WHEREAS, the UNIVERSITY, has established an Internship Program as part of its curriculum. The program is designed to supplement the learnings and to train students to become competitive and technologically innovative professionals through actual exposure to a professional workplace or through the online platform to address the new normal brought about by COVID-19;

WHEREAS, the HTE supports this program and is willing to give the students of the UNIVERSITY course-related work assignments and expose them to actual learning experiences;

NOW, THEREFORE, for in consideration of the foregoing premises, the parties hereby bind themselves to undertake this Agreement under the following terms and conditions:

#### A. Responsibilities of the University

1. The University shall instruct the College to conduct pre-internship orientation for the student intern, as a pre-requisite to his/her deployment to internship venues, on work

environment issues, including but not limited to, proper work ethics and laws against sexual harassment.

2. The University shall take appropriate action on any complaint against the student intern in accordance with its policies. It may unilaterally withdraw the student intern who is found to misbehave and/or act in defiance of existing standards, rules, and regulations of the HTE and impose the necessary University sanctions against the said student intern.
3. The University shall issue a final grade to the student intern upon completion of the requirements within the prescribed period in accordance with its regulations on the grading system and performance assessment of the HTE.

#### **B. Responsibilities of the HTE**

1. The HTE shall commit to take in the student intern to undergo the Internship Program consistent with the requirements of the University.
2. The HTE shall orient the student intern on the standard rules and regulations of their establishment.
3. The HTE shall provide free relevant instruction, exposure, and training to the student intern, consistent with its policies, rules, and regulations. It shall treat the student intern in a professional manner, and shall ensure that the student intern, in the course of the internship, shall not be exposed to any form of harassment/unethical practice or tasks and work assignments that are unreasonably risky, dangerous or unrelated to the purposes of the Internship Program.
4. The HTE shall issue a Certificate of Completion to the student intern within ten (10) working days after the completion of the internship.

#### **C. Responsibilities of the Student Intern**

1. The student intern shall execute an Internship Agreement with the HTE which includes the notarized written consent of the parent/guardian allowing his/her son/daughter to undergo the Internship Program with the HTE.
2. The student intern shall maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business, or trade secrets where such information is not within the public domain and is indicated and understood as confidential.
3. The student intern shall adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment.
4. The student intern shall be personally responsible for any and all liabilities arising from gross negligence in the performance of his/her duties and functions while under the internship.

#### **D. General Provisions**

1. The OJT and Quality Assurance Coordinator/Faculty Adviser shall determine the duration of the internship and shall inform the HTE of the same through an endorsement letter.
2. The internship shall be for a maximum of eight (8) hours per day, between 8:00 am to 5:00 pm, Mondays to Fridays only.
3. The student intern shall not be subjected to mandatory overtime (OT) nor be required to work during holidays.

4. The HTE and the University shall jointly develop an Internship Plan for the student intern specifying objectives, knowledge, and competencies that the student intern should acquire in each learning area, assignment, and/or activity covered by the Internship Plan.
5. The HTE is not obliged to employ the student intern upon completion of the internship. The HTE, however, upon consultation with the University, may invite qualified students to submit themselves to examinations, interviews, and file pertinent documents in support of their application.
6. There is no employer-employee relationship between the HTE and the student intern. The student intern shall not be entitled to compensation/benefits accorded to an employee. However, the HTE may grant the student intern a training allowance, if possible, in accordance with the HTE's existing rules and regulations.
7. The Parties shall claim co-ownership for whatever output/result/technologies generated from the internship that will merit intellectual property application, publications, or use, subject to the policies of the University relating to copyright and intellectual property rights.
8. The Parties shall not divulge any information that it may have access to, and any such information will only be used for academic purposes.

#### E. Termination, Entirety of the Agreement, Period, and Governing Law

1. The Parties shall have the right to pre-terminate the internship contemplated by this Agreement by serving a written notice to the other party at least thirty (30) days prior to the intended date of termination and based on the following grounds:
  - a. The student intern substantially violates the rules and regulations of HTE, or in cases of serious misconduct of the student intern;
  - b. The HTE is proven to fail in providing the safety of the student intern and quality of training contemplated by this Agreement; and
  - c. There is any material violation of the foregoing covenants that will warrant the cancellation of this Agreement.PROVIDED, that the terminating party shall formally inform the OJT and Quality Assurance Coordinator/Faculty Adviser of the grievance before any decision to terminate is made and finalized. The OJT and Quality Assurance Coordinator /Faculty Adviser shall intervene to rectify the situation in the interest of all parties concerned.
2. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof. It excludes and supersedes everything else which has occurred between the parties whether written or oral, including all other communication with respect to the subject matter hereof. Any amendment hereto shall be mutually agreed upon in writing by the Parties.
3. This Agreement shall take effect on the date of signing by both parties and shall continue to be in force for a period of three (3) years unless earlier terminated for just cause, by either Party, after thirty (30) days prior written notice to the other Party.
4. The three-year period shall be applicable to cover other prospective student interns who may likewise be required to undergo an internship with the HTE during the effectiveness of this Agreement.
5. Any renewal of this Agreement shall be through the mutual written consent of both parties.
6. This Agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines.

IN WITNESS WHEREOF, the parties hereby affix their signatures this MAY 12 2023

, 20\_\_ at \_\_\_\_\_, Philippines.

Parañaque City

POLYTECHNIC UNIVERSITY  
OF THE PHILIPPINES

DISTRIPHIL

By:

**PROF. PASCUALITO B. GATAN**  
Vice President for Branches and Satellite  
Campuses

By:

**CRISSA JOY E. MATIAS**  
HR Manager of Distriphil

SIGNED IN THE PRESENCE OF:

**DR. CLEOTILDE L. CRESCINI**  
Director, PUP Parañaque Campus

**DONALD G. DE CASTRO**  
IT Manager of Distriphil

ACKNOWLEDGMENT

Republic of the Philippines  
City of \_\_\_\_\_ ) S.S.

Parañaque City

MAY 12 2023

BEFORE ME, a Notary Public, for and in the City of \_\_\_\_\_, this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_, personally appeared:

Valid Proof of Identity

Issued at/on

**PROF. PASCUALITO B. GATAN**

PUP ID #3020

MANILA

**CRISSA JOY E. MATIAS**

License

Las Pinas

known to me to be the same persons who executed this instrument and acknowledged the same  
to me as their free and voluntary act and deed, and of the entities they respectively represent.

This document consists of four (4) pages including the page where this Acknowledgment  
is written, and the parties signed at the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on the place and date first above written.

Doc. No. 472  
Page No. 86  
Book No. 1  
Series of 1000

Notary Public  
**ATTY. MARCUS AURELIUS M. BAÑARES**  
Notary Public for Parañaque  
Commission No. 259-2022  
Until Dec. 31, 2023  
Roll No. 58093 / 431/10  
IBP No. 262549 / 01/03/23 / Pasig City  
PTR No. 3198717 / 01/03/23 / Pque City  
MCLE Comp. No. VII-0012540 / 03/08/22 / Pasig City



March 7, 2025

**ARTHUR D. TORRES**

IT Development Manager – Distriphil  
3/F Alexcy One Building  
51 President's Avenue, BF Homes,  
Phase 1, Parañaque City

Sir:

We are pleased to introduce and recommend **Jeru Ezra Agnas**, our graduating student in Bachelor of Science in Information Technology. They are required to undergo **500 hours** of on-the-job-training with the following objectives and target work exposure:

**Objectives:**

1. To be exposed to the host organization's operations aligned with the student's field of study.
2. To apply in an actual workplace the knowledge and skills acquired from the academe.
3. To gain familiarity with and learn from the duties and responsibilities of the people involved in the organization's operations.

**Target Work Exposure:**

1. Diagnose, troubleshoot, and/or repair computer networks and hardware peripherals.
2. Assist systems developers, analysts, and programmers in conceptualizing, implementing, or maintaining the organization's applications or information systems.
3. Coordinate with the organization's employees.
4. Communicate orally and in writing through the organization's standard channels and language.

We look forward for a Letter of Acceptance as a response to this Recommendation Letter and to have you sign up a Memorandum of Agreement with us. It shall be a great opportunity for us if you can accommodate our students and provide them the needed exposure, and your issuance of Certificate of Completion at the end of the training.

With your kind support, we can work together to contribute to our country's progress through equipping future industry leaders and workers with globally qualified competence. If you have any questions, you can reach us at [paranaque@pup.edu.ph](mailto:paranaque@pup.edu.ph) or 8553-8623.

Truly yours,

RIBERT R. ENIERGA  
OJT Coordinator

Noted:

SHERYL R. MORALES  
Campus Director