

University of Southeastern Philippines  
**INSTITUTE OF COMPUTING**  
Obrero, Davao City

**PROFESSIONAL WORK EXPERIENCE MEMORANDUM OF AGREEMENT**

1. The Name of company/organization accommodates Name of students(s) to undergo On the Job Training for the purpose of gaining practical knowledge of experience as a student trainee.
2. The training program is designed to run \_\_\_ days \_\_\_ hours daily on 5-day workweek. The same maybe extended, however, depending upon the supplementary agreements among the parties herein.
3. As a rule, the training shall be in accordance with the Job Activity Sheet or in some related activities in computer software occupation.
4. The status of the student, while training shall be that of the student-trainee and not employer-employee relationship.
5. The students while training shall progress from the job to another to gain experiences in all of the operations and duties as outlined in the Job Activity Sheet. The supervisor or anybody assigned by the company to handle student trainees should evaluate the trainee at the end of any activity/ies as provided for in the form.
6. The student-trainee as much as possible should report promptly in regular and notify the school OJT coordinator as well as the Name of company/organization in any case of unavoidable absences from the training area.
7. The Name of company/organization agrees to make a report to the OJT coordinator during his/her visit to the place/s where the student is assigned.
8. The student-trainee agrees to further observe and abide with the rules and regulations of the above Name of company/organization and with all implied stated terms and conditions as stipulated in the Memorandum of Agreement.

IN WITNESS WHEREOF, the parties have hereunto affix their signature on this \_\_\_\_\_.  
day of \_\_\_\_\_, 2011 at Davao City.

\_\_\_\_\_  
Signature over Printed Name  
Parent / Guardian

\_\_\_\_\_  
Signature over Printed Name  
Student

\_\_\_\_\_  
Signature over Printed Name  
Company Representative

\_\_\_\_\_  
IC - Dean