

**STUDENT INTERNSHIP PROGRAM  
MEMORANDUM OF AGREEMENT**

KNOW ALL BY MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into by and between:

**NATIONAL COLLEGE OF BUSINESS AND ARTS**, a duly organized educational institution, existing and operating under the laws of the Republic of the Philippines, with principal office address at **Commonwealth Avenue Corner Regalado Street, Fairview, Quezon City** herein represented by **Atty. Concepcion Nancy T. Pasion**, President, hereinafter referred to as **NCBA**.

and

**LAND TRANSPORTATION OFFICE**, a duly organized industry existing and operating under the laws of the Republic of the Philippines with principal office address at **East Avenue, Quezon City** represented hereinafter **Ladie Lyn G. Fuderanan, OIC, HRD Section** and hereinafter referred to as **HOST TRAINING ESTABLISHMENT (HTE)**.

Whereas the Commission on Higher Education (CHED) of the Philippines has issued **CMO No. 104 Series of 2017** to provide the guidelines in the implementation of the Student Internship Program in the Philippines.

Whereas, the NCBA, to strengthen and enrich its degree programs, want its students, who are qualified to undergo training based on the standard set by the aforementioned CMO, to develop their competencies, knowledge and skills in real working environment through training in reputable establishments and corporation in the country;

Whereas, the student-trainee shall not be charge fees other than the approved practicum fee unless the additional fees are duly noted by CHED;

Whereas, the HTE can provide the appropriate training program and is willing to accept for training the students of NCBA;

Now, therefore, for and in consideration of the foregoing premises and mutual stipulation hereinafter set forth, the parties agree as follows:

- I. The NCBA and HTE shall jointly:
  1. Develop a schedule of activities/training manual for the program which shall form part of this agreement;
  2. Monitor and evaluate performance of STUDENT-TRAINEES based on the prescribed schedule of activities/ training manual agreed upon by the parties;
  3. Give tasks which can be performed onsite;
- II. The NCBA shall:
  1. Pre-qualify STUDENT-TRAINEES/INTERNS in accordance with school off campus training policies and requirements of the HTE;
  2. Appoint a faculty SIPP Coordinator per program for all aspects of the Internship Program including policy implementation, monitoring and evaluation;
  3. Monitor the STUDENT-TRAINEE and attend to his/her needs including coordinating with HTE, CHED, and other concerned agencies, if necessary;
  4. Conduct general orientation for qualified student-trainees and their guardian/parents;
  5. Subject to disciplinary process any STUDENT-TRAINEE found guilty of violating any provision of guidelines of the program;
  6. Issue a Certificate of Participation upon completion of training of the student-trainee to the HTE;
- III. The HTE shall:
  1. Provide supervised applied training experience for STUDENT-TRAINEES in accordance with the schedule of activities/training manual;
  2. Follow the evaluation of the student performance provided by NCBA;
  3. Conduct a post training review and evaluation of the program including the performance of the NCBA;
  4. Issue Certificate of Completion to STUDENT-TRAINEES two weeks after completion of training;
  5. May provide any incentives at its option, as may be necessary or desirable, for meals and transportation;
  6. Facilitate the processing of documents of STUDENTS-TRAINEES regarding the training in coordination with NCBA;

7. Assign the student-trainee tasks which can be performed on site.
- IV. This agreement does not guarantee training slots for NCBA and becomes effective only upon the acceptance and the signing of the particular Training Contract for a student of NCBA by the HTE.
- V. Any party may terminate this Agreement any time by giving 30 days advance notice to the other party, unless sooner terminated during a training period for a cause.

IN WITNESS WHEREOF, the parties have hereunto their affixed their signatures this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ in Fairview, Quezon City, Philippines.

**NATIONAL COLLEGE OF BUSINESS AND ARTS**

**LAND TRANSPORTATION OFFICE**

By: \_\_\_\_\_  
**Atty. Concepcion Nancy T. Pasion**  
President

By: \_\_\_\_\_  
**Ladie Lyn G. Fuderanan**  
OIC, HRD Section

SIGNED IN THE PRESENCE OF

\_\_\_\_\_  
**Jenny C. Morales**  
Practicum Coordinator

\_\_\_\_\_  
**JUVEN D. COMETA**  
JST COORDINATOR  
HTE Representative

**ACKNOWLEDGEMENT**

**REPUBLIC OF THE PHILIPPINES)**  
**City of Quezon )**

BEFORE ME, a Notary Public personally appeared the following with their respective ID with their photo and signature.

	<b>VALID ID Type</b>	<b>ID Number</b>
<b>Atty. Concepcion Nancy T. Pasion</b>	UMID ID	CRN-0003-2501479-7
<b>Ladie Lyn G. Fuderanan</b>	LTO ID	3948

Known to me and to me known to the same persons who executed this contract, signed by the parties their witnesses on each and every page and which they acknowledge to be their own free and voluntary act and deed, and the corporation they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_

**QUEZON CITY**

Doc. No. 196  
Page No. 25  
Book No. 30  
Series of 20 2023

**ATTY ELISEO S. CALIMA, JR.**  
Notary Public  
Until December 31, 2023  
PTR No. 2452240 / 13-22 Q.C.  
IBP No. 10056 / 13-22 Q.C.  
Roll No. 13-22  
Adm Matter No. NF 061 (2022-2023)  
MCLE No. VII-0006924  
20 Kamagong St., Sapamai Village  
East Fairview, Quezon City



**STUDENT INTERNSHIP PROGRAM  
Training Contract**

KNOW ALL BY MEN BY THESE PRESENTS:

This Training Contract is made and entered into by and between:

**NATIONAL COLLEGE OF BUSINESS AND ARTS**, a duly organized educational institution, existing and operating under the laws of the Republic of the Philippines, with principal office address at **Commonwealth Avenue Corner Regalado Street, Fairview, Quezon City** herein represented by its President, **Atty. Concepcion Nancy T. Pasion**, hereinafter referred to as **NCBA**.

and

**LAND TRANSPORTATION OFFICE**, a duly organized industry existing and operating under the laws of the Republic of the Philippines with principal office address **East Avenue, Quezon City** represented herein by its **OIC, HRD Section, Ladie Lyn G. Fuderanan** and hereinafter referred to as **HOST TRAINING ESTABLISHMENT (HTE)**.

and

**LOUELA R. TEORICA**, a bona fide student of NCBA, Department of **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**, **22 years of age**, a Filipino and resides **Blk 28 Lot 9 Neovista Homes Barangay 171, Caloocan City** hereinafter referred to as **STUDENT-TRAINEE**.

WITNESSETH: That

Whereas the Commission on Higher Education (CHED) of the Philippines has issued **CMO No. 104 Series of 2017** to provide the guidelines in the implementation of the Student Internship Program in the Philippines.

Whereas, the NCBA, has established linkage with reputable establishments in the country willing to support the NCBA's goal to enrich its programs by developing the competencies, knowledge and skills of its qualified students in real working environment through training in reputable establishments and corporation in the country;

Whereas, the student-trainee has complied with the requirements of the program in accordance with **CMO No. 104 Series of 2017** as well as that of NCBA and the selected establishment where he/she will undergo training;

Whereas, the student-trainee is willing to undergo training in the establishment selected by NCBA;

Now, therefore, for and in consideration of the foregoing premises and mutual stipulation hereinafter set forth, the parties agree as follows:

- I. The NCBA shall:
  1. Conduct initial and regular inspection of HTE to ensure safety of the STUDENT-TRAINEE;
  2. Conduct general orientation for qualified student-trainees and their guardian/parents;
  3. Monitor and evaluate performance of STUDENT-TRAINEE based on prescribed schedule of activities through a designated faculty coordinator jointly with the HTE;
  4. Issue a final grade of the STUDENT-TRAINEE upon completion of the requirements on the prescribed period;
  5. Enforce the appropriate disciplinary measures to STUDENT-TRAINEE found guilty of violating any of the provision in his/her program;
  6. Require students to look for companies that offer onsite On-the-Job training following proper health protocol;
- II. The HTE shall:
  1. Provide supervised training experience for STUDENT-TRAINEE in accordance with the prescribed schedule of activities which form part of this contract;
  2. Follow the evaluation of the student performance provided by NCBA;
  3. Issue Certificate of Completion to STUDENT-TRAINEES two weeks after completion of training;
  4. Facilitate the processing of documents of STUDENT-TRAINEE regarding the training in coordination with NCBA;
  5. Assign the student-trainee tasks which can be performed onsite;
- III. The STUDENT-TRAINEE shall:
  1. Undergo the required orientation/training program conducted by NCBA and other training programs required by the HTE prior to the deployment;
  2. Comply at all times with the rules and regulation of the HTE, NCBA and CHED;
  3. Maintain norms of behavior and conduct that will enhance his/her training performance;

7. Submit the waiver duly signed by parent/guardian.
- IV. The training period shall be for a total 600 hours not to extend beyond May 2023.
- V. The implementation and monitoring of the program shall be the joint responsibility of NCBA and THE as provided in their existing Memorandum of Agreement.
- VI. If the contract is due to the resignation or other causes, the STUDENT-TRAINEE shall be given final grades on the basis of NCBA's grading system after considering the circumstances surrounding such termination.
- VII. This contract shall be binding and effective upon the signing of all parties until the end of the prescribed training period.

IN WITNESS WHEREOF, the parties have hereunto their affixed their signatures this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ in Fairview, Quezon City, Philippines.

**NATIONAL COLLEGE OF BUSINESS AND ARTS**

**LAND TRANSPORTATION OFFICE**

By: \_\_\_\_\_  
**Atty. Concepcion Nancy T. Pasion**  
 President

By: \_\_\_\_\_  
**Ladie Lyn G. Fuderanan**  
 OIC, HRD Section

\_\_\_\_\_  
**LOUELA R. TEORICA**  
 Printed Name and Signature of Student-trainee

1. This is to certify that I am allowing my child/ward, Louela R. Teorica to undergo On-the-job Training/Practicum.
2. It is understood that he/she shall abide with the rules and regulations and safety measures that may be imposed by the Training Supervisor for his/her welfare and safety.
3. I/We hereby waive any right/s of my child/ward or I/We, as parent/guardian, may otherwise have against this school for any damage or injury that may occur during his/her training OJT/Practicum Program.

With my parental consent  
 \_\_\_\_\_  
**MARJORIE R. TEORICA**  
 Printed Name and Signature of Guardian

**ACKNOWLEDGEMENT**

**REPUBLIC OF THE PHILIPPINES)**  
**City of Quezon )**

BEFORE ME, a Notary Public personally appeared the following with their respective ID with their photo and signature.

	VALID ID Type	ID Number
<b>Atty. Concepcion Nancy T. Pasion</b>	UMID ID	CRN-0003-2501479-7
<b>Ladie Lyn G. Fuderanan</b>	LTO ID	3948
<b>Marjorie R. Teorica</b>	PHILHEALTH ID	02-250573863-6

Known to me and to me known to the same persons who executed this contract, signed by the parties their witnesses on each and every page and which they acknowledge to be their own free and voluntary act and deed, and the corporation they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

Doc. No. 197  
 Page No. 34  
 Book No. 22  
 Series of 20 2023

**QUEZON CITY**  
**ATTY ELISEO S. PALMA, JR.**  
 Notary Public  
 Until December 31, 2023  
 PTR No 2454199-13-22 Q.C.  
 IBF No 154411-122 Q.C.  
 Rol No 5143



**STUDENT INTERNSHIP PROGRAM**  
**Training Contract**

KNOW ALL BY MEN BY THESE PRESENTS:

This Training Contract is made and entered into by and between:

**NATIONAL COLLEGE OF BUSINESS AND ARTS**, a duly organized educational institution, existing and operating under the laws of the Republic of the Philippines, with principal office address at **Commonwealth Avenue Corner Regalado Street, Fairview, Quezon City** herein represented by its President, **Atty. Concepcion Nancy T. Pasion**, hereinafter referred to as **NCBA**.

and

**LAND TRANSPORTATION OFFICE**, a duly organized industry existing and operating under the laws of the Republic of the Philippines with principal office address **East Avenue, Quezon City** represented herein by its **OIC, HRD Section, Ladie Lyn G. Fuderanan** and hereinafter referred to as **HOST TRAINING ESTABLISHMENT (HTE)**.

and

**HARRIET PINK C. PEREY**, a bona fide student of NCBA, Department of **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**, **21 years of age**, a Filipino and resides **Ph4 Pkg2 Blk18 Lot 24 Bagong Silang, Caloocan City** hereinafter referred to as **STUDENT-TRAINEE**.

WITNESSETH: That

Whereas the Commission on Higher Education (CHED) of the Philippines has issued **CMO No. 104 Series of 2017** to provide the guidelines in the implementation of the Student Internship Program in the Philippines.

Whereas, the NCBA, has established linkage with reputable establishments in the country willing to support the NCBA's goal to enrich its programs by developing the competencies, knowledge and skills of its qualified students in real working environment through training in reputable establishments and corporation in the country;

Whereas, the student-trainee has complied with the requirements of the program in accordance with **CMO No. 104 Series of 2017** as well as that of NCBA and the selected establishment where he/she will undergo training;

Whereas, the student-trainee is willing to undergo training in the establishment selected by NCBA;

Now, therefore, for and in consideration of the foregoing premises and mutual stipulation hereinafter set forth, the parties agree as follows:

- I. The NCBA shall:
  1. Conduct initial and regular inspection of HTE to ensure safety of the STUDENT-TRAINEE;
  2. Conduct general orientation for qualified student-trainees and their guardian/parents;
  3. Monitor and evaluate performance of STUDENT-TRAINEE based on prescribed schedule of activities through a designated faculty coordinator jointly with the HTE;
  4. Issue a final grade of the STUDENT-TRAINEE upon completion of the requirements on the prescribed period;
  5. Enforce the appropriate disciplinary measures to STUDENT-TRAINEE found guilty of violating any of the provision in his/her program;
  6. Require students to look for companies that offer onsite On-the-Job training following proper health protocol;
- II. The HTE shall:
  1. Provide supervised training experience for STUDENT-TRAINEE in accordance with the prescribed schedule of activities which form part of this contract;
  2. Follow the evaluation of the student performance provided by NCBA;
  3. Issue Certificate of Completion to STUDENT-TRAINEES two weeks after completion of training;
  4. Facilitate the processing of documents of STUDENT-TRAINEE regarding the training in coordination with NCBA;
  5. Assign the student-trainee tasks which can be performed onsite;
- III. The STUDENT-TRAINEE shall:
  1. Undergo the required orientation/training program conducted by NCBA and other training programs required by the HTE prior to the deployment;
  2. Comply at all times with the rules and regulation of the HTE, NCBA and CHED;
  3. Maintain norms of behavior and conduct that will enhance his/her training performance;
  4. Not accept any job (even part-time) aside from his/her on-the-job;
  5. Complete the agreed duration of the training program;
  6. Not divulge any confidential information about HTE;

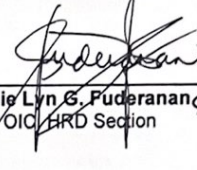
7. Submit the waiver duly signed by parent/guardian.
- IV. The training period shall be for a total 600 hours not to extend beyond May 2023.
- V. The implementation and monitoring of the program shall be the joint responsibility of NCBA and THE as provided in their existing Memorandum of Agreement.
- VI. If the contract is due to the resignation or other causes, the STUDENT-TRAINEE shall be given final grades on the basis of NCBA's grading system after considering the circumstances surrounding such termination.
- VII. This contract shall be binding and effective upon the signing of all parties until the end of the prescribed training period.

IN WITNESS WHEREOF, the parties have hereunto their affixed their signatures this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ in Fairview, Quezon City, Philippines.

NATIONAL COLLEGE OF BUSINESS AND ARTS

LAND TRANSPORTATION OFFICE


By:   
Atty. Concepcion Nancy T. Pasion  
President

By:   
Ladie Lyn G. Fuderanan  
OIC/HRD Section

  
HARRIET PINK C. PEREY  
Printed Name and Signature of Student-trainee

1. This is to certify that I am allowing my child/ward, Harriet Pink C. Perey to undergo On-the-job Training/Practicum.
2. It is understood that he/she shall abide with the rules and regulations and safety measures that may be imposed by the Training Supervisor for his/her welfare and safety.
3. I/We hereby waive any right/s of my child/ward or I/We, as parent/guardian, may otherwise have against this school for any damage or injury that may occur during his/her training OJT/Practicum Program.

With my parental consent

  
CATHERINE C. PEREY  
Printed Name and Signature of Guardian

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
City of Quezon )

BEFORE ME, a Notary Public personally appeared the following with their respective ID with their photo and signature.

	VALID ID Type	ID Number
Atty. Concepcion Nancy T. Pasion	UMID ID	CRN-0003-2501479-7
Ladie Lyn G. Fuderanan	LTO ID	3948
Catherine C. Perey	SSS ID	3366343864

Known to me and to me known to the same persons who executed this contract, signed by the parties their witnesses on each and every page and which they acknowledge to be their own free and voluntary act and deed, and the corporation they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ QUEZON CITY

Doc. No. 198  
Page No. 20  
Book No. 38  
Series of 20 7023

Notary Public  
ATTY ELISEO S. PALMA, Jr.

Notary Public  
Until December 31, 2023  
PTR No 2454359D / 1-3-22 Q.C  
IBP No 183547 / 1-31-22 Q.C  
ROR No 30213  
Adm Matter No 45 062 (2022-2023)  
MCLE No VII-0006924  
20 Kamagong St., Sapamai Village  
East Fairview, Quezon City



**STUDENT INTERNSHIP PROGRAM  
Training Contract**

KNOW ALL BY MEN BY THESE PRESENTS:

This Training Contract is made and entered into by and between:

**NATIONAL COLLEGE OF BUSINESS AND ARTS**, a duly organized educational institution, existing and operating under the laws of the Republic of the Philippines, with principal office address at **Commonwealth Avenue Corner Regalado Street, Fairview, Quezon City** herein represented by its President, **Atty. Concepcion Nancy T. Pasion**, hereinafter referred to as **NCBA**.

and

**LAND TRANSPORTATION OFFICE**, a duly organized industry existing and operating under the laws of the Republic of the Philippines with principal office address **East Avenue, Quezon City** represented herein by its **OIC, HRD Section, Ladie Lyn G. Fuderanan** and hereinafter referred to as **HOST TRAINING ESTABLISHMENT (HTE)**.

and

**METCHIE ANN D. BERNARDINO**, a bona fide student of NCBA, Department of **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**, 22 years of age, a Filipino and resides **12 Remarville Avenue Bagbag Novaliches, Quezon City** hereinafter referred to as **STUDENT-TRAINEE**.

WITNESSETH: That

Whereas the Commission on Higher Education (CHED) of the Philippines has issued **CMO No. 104 Series of 2017** to provide the guidelines in the implementation of the Student Internship Program in the Philippines.

Whereas, the NCBA, has established linkage with reputable establishments in the country willing to support the NCBA's goal to enrich its programs by developing the competencies, knowledge and skills of its qualified students in real working environment through training in reputable establishments and corporation in the country;

Whereas, the student-trainee has complied with the requirements of the program in accordance with **CMO No. 104 Series of 2017** as well as that of NCBA and the selected establishment where he/she will undergo training;

Whereas, the student-trainee is willing to undergo training in the establishment selected by NCBA;

Now, therefore, for and in consideration of the foregoing premises and mutual stipulation hereinafter set forth, the parties agree as follows:

I. The NCBA shall:

1. Conduct initial and regular inspection of HTE to ensure safety of the STUDENT-TRAINEE;
2. Conduct general orientation for qualified student-trainees and their guardian/parents;
3. Monitor and evaluate performance of STUDENT-TRAINEE based on prescribed schedule of activities through a designated faculty coordinator jointly with the HTE;
4. Issue a final grade of the STUDENT-TRAINEE upon completion of the requirements on the prescribed period;
5. Enforce the appropriate disciplinary measures to STUDENT-TRAINEE found guilty of violating any of the provision in his/her program;
6. **Require students to look for companies that offer onsite On-the-Job training following proper health protocol;**

II. The HTE shall:

1. Provide supervised training experience for STUDENT-TRAINEE in accordance with the prescribed schedule of activities which form part of this contract;
2. Follow the evaluation of the student performance provided by NCBA;
3. Issue Certificate of Completion to STUDENT-TRAINEES two weeks after completion of training;
4. Facilitate the processing of documents of STUDENT-TRAINEE regarding the training in coordination with NCBA;
5. **Assign the student-trainee tasks which can be performed onsite;**

III. The STUDENT-TRAINEE shall:

1. Undergo the required orientation/training program conducted by NCBA and other training programs required by the HTE prior to the deployment;
2. Comply at all times with the rules and regulation of the HTE, NCBA and CHED;
3. Maintain norms of behavior and conduct that will enhance his/her training performance;
4. Not accept any job (even part-time) aside from his/her on-the-job;
5. Complete the agreed duration of the training program;
6. Not divulge any confidential information about HTE;

7. Submit the waiver duly signed by parent/guardian.
- IV. The training period shall be for a total 600 hours not to extend beyond May 2023.
- V. The implementation and monitoring of the program shall be the joint responsibility of NCBA and THE as provided in their existing Memorandum of Agreement.
- VI. If the contract is due to the resignation or other causes, the STUDENT-TRAINEE shall be given final grades on the basis of NCBA's grading system after considering the circumstances surrounding such termination.
- VII. This contract shall be binding and effective upon the signing of all parties until the end of the prescribed training period.

IN WITNESS WHEREOF, the parties have hereunto their affixed their signatures this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ in Fairview, Quezon City, Philippines.

NATIONAL COLLEGE OF BUSINESS AND ARTS

LAND TRANSPORTATION OFFICE

By: Atty. Concepcion Nancy T. Pasion  
President

By: Ladie Lyn G. Fuderanan  
DIC, HRD Section

METCHIE ANN D. BERNARDINO  
Printed Name and Signature of Student-trainee

1. This is to certify that I am allowing my child/ward, Metchie Ann D. Bernardino to undergo On-the-job Training/Practicum.
2. It is understood that he/she shall abide with the rules and regulations and safety measures that may be imposed by the Training Supervisor for his/her welfare and safety.
3. I/We hereby waive any right/s of my child/ward or I/We, as parent/guardian, may otherwise have against this school for any damage or injury that may occur during his/her training OJT/Practicum Program.

With my parental consent  
ARNOLD D. BERNARDINO  
Printed Name and Signature of Guardian

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
City of Quezon )

BEFORE ME, a Notary Public personally appeared the following with their respective ID with their photo and signature.

	VALID ID Type	ID Number
Atty. Concepcion Nancy T. Pasion	UMID ID	CRN-0003-2501479-7
Ladie Lyn G. Fuderanan	LTO ID	3948
Arnold D. Bernardino	PHILHEALTH ID	19-050062748-8

Known to me and to me known to the same persons who executed this contract, signed by the parties their witnesses on each and every page and which they acknowledge to be their own free and voluntary act and deed, and the corporation they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_

QUEZON CITY

ATTY. ELISIO C. CALDERON, Notary Public

Notary Public Until

Until December 31, 2023

PTR No. 2454389, 11-3-22 Q.C.

IBP No. 183531, 11-31-22 Q.C.

Roll No. 18283

Adm. Matter No. NF-162 (2022-2023)

MCLE No. VII-0006924

20 Karangang St., Sapamai Village  
East Fairview, Quezon City

Doc. No. 197  
Page No. 37  
Book No. 20  
Series of 2022