TRAINING AGREEMENT

**Name of Intern: <your full name>**

**Course/School: <your school>**

**No. of Hours Required: <your number of hours required>**

**Staff Assignment: <your assigned designation at your chosen company>**

**Training Period: <duration of your OJT from start date to end date>**

**Time Schedule:** <**schedule e.g. Monday to Friday 8:00AM to 5:00PM**>

1. The Intern hereby agrees to abide by the rules and regulations prescribed by the office for the duration of his/her internship, particularly on the following:

* Office decorum and Protocol
* Office Attire
* Punctuality and attendance
* Requirements for submission

1. Before the start of the internship period, students must have complete and signed documents as well as proper endorsement of the endorsing college/university to the <name of company> in order for their rendered hours to be considered valid. Hours rendered without complete and unsigned documents or without proper endorsement of the endorsing college/university shall be considered invalid and void.
2. At the end of the internship period, the intern shall submit the following in three copies (one for the Staff where the intern was assigned, one for the Human Resource Development Division (HRDD), and one for the College:

* Summary of accomplishment report duly signed by the intern and his/her immediate supervisor;
* Accomplishment rating/evaluation sheet, duly signed by intern, and the Staff Immediate Supervisor; and
* Narrative report (insights and/or reflection on the training), duly signed by the intern and his/her immediate supervisor.

1. The endorsing college/university shall monitor the student intern’s performance/progress and coordinate with the <name of company> for the latter’s internship needs.
2. The <name of company> shall conduct an orientation to the student intern prior to his/her assignment to staff/offices. Attendance to the said orientation is mandatory.
3. The <name of company> shall ensure that the student intern shall be provided with a safe and conducive working environment. All necessary precautions shall be exerted by <name of company> to protect the intern from harm and abuse for the duration of the internship period.

1. The <name of company> Administrative Staff thru the HRDD shall certify the services rendered by the intern and transmit said document to the endorsing college/university.
2. This training agreement may be terminated for just cause by any person named in this memorandum, with the understanding that adequate notice shall be given to all interested parties.

<Name and Signature>

<Name and Signature>

Student Intern <company> Staff Immediate Supervisor

<Name and Signature>

<Name and Signature>

College Internship Coordinator <Company> Internship Coordinator