



## Supplementary Form

Date \_\_\_\_\_

Dean, \_\_\_\_\_  
This University

Sir/Madam:

I have the honor to inform the office that I have taken the subjects reflected in the form shown below in order to finish and complete the academic requirements under the \_\_\_\_\_ curriculum during the \_\_\_\_\_ Semester, school year \_\_\_\_\_ to \_\_\_\_\_.

In view of the fact that rating for all the subjects last taken prior to my Internship cannot be released by the officer of the University Registrar due to material time, I have sought the certification from my subject instructor/professors the status or conditions regarding the subjects taken and is evidenced in the accomplished form below.

Subject Taken	Instructor/Professor	Signature	Remarks

Very truly yours,

\_\_\_\_\_  
(Name of Student Intern Applicant)



## Recommendation Letter

\_\_\_\_\_

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Warm Greetings!

Mr./Ms. \_\_\_\_\_, a \_\_\_\_\_ year student of the university and officially enrolled in the Student Internship Program of the University under the Program/curriculum \_\_\_\_\_ major in \_\_\_\_\_ school year 20 – 20 , is hereby recommended to undergo \_\_\_\_\_ hours of Internship in this company/agency.

Attached here are the complete set of documents required by the University for submission upon entrance to the company or agency.

For a smooth and harmonious working relationship with your good office, I remain.

Very truly yours,

\_\_\_\_\_  
Program Internship Coordinator

Noted:

**GIL O. AMOYAN, Ph.D.**  
Director, Student Internship Program

**GINA U. ESPAÑO, Ph.D.**  
Vice President for Student Affairs and Services

## STUDENT INTERNSHIP

### CURRICULUM VITAE

2"X2" ID

NAME



DATE OF BIRTH



MOBILE NUMBER



E-MAIL



UNIVERSITY

Samar State University



UNIVERSITY ADDRESS

Catbalogan City, Samar



WEBSITE

www.ssu.edu.ph



PHONE

(055) 251- 2139 / 251- 2016

### AREA OF EXPERTISE

- 
- 
- 

### PERSONAL SKILLS

Highly motivated.  
Work well with others.  
Hardworking and diligent.  
Active, full of life, vigorous, an energetic worker.  
Others: \_\_\_\_\_

### PERSONAL DATA

Father's Name :

Mother's Name :

Home Address :

:

Nationality :

Languages :

Marital Status :

Religion :

### CAREER INTERNSHIP OBJECTIVE

### EDUCATIONAL QUALIFICATIONS

University : SAMAR STATE UNIVERSITY

Course/Year :

Major :

### EXPERIENCE

### REFERENCES

Persons

Contact #

Program Internship Coordinator

GIL O. AMOYAN, Ph.D.

Director, Student Internship Program

09499535566

Signature over printed name

## INTERNSHIP CONTRACT/AGREEMENT

The Internship Contract/Agreement include among others the following:

1. The Samar State University will permit \_\_\_\_\_  
(Student-Trainee)  
to enter this company/agency, \_\_\_\_\_ for  
(Name of Company/agency)  
getting knowledge and work experience as a student-trainee.
2. The Internship is to run for \_\_\_\_\_ hours with a minimum of \_\_\_\_\_ hours per week in this company/agency.
3. The student-trainee, while in the process of training, will have the status of an Internship Trainee, neither displacing a regular worker now employed nor substituting for a worker in the company/agency.
4. All complaints from arising from the Internship shall be addressed to and decided by the President of the University assisted by the Dean of the concerned college, the Program Internship Coordinator and the Director of the Internship Program.
5. The parent or guardian shall be responsible for the personal conduct of the student-trainee while in the training with this company/agency.
6. The university Program Internship Coordinator or the SIP Director, in consultation with responsible persons in the company/agency, has the authority to transfer or withdraw the student-trainee from the training anytime, after deliberations of his/her case.
7. The student intern, may be provided by the HTE necessary compensation and benefits among others, such as travel allowances, lodging, free duty meals, uniform, insurance, working hours and days off.
8. The acceptance of the student-trainee shall conform to all national, provincial and local laws and regulations.

As reflected in the Memorandum of Agreement, Samar State University and Company/Agency/Industry/Corporation further agree that:

10. It is expressly understood that there will be no employee-employer relationship between the student intern and the company/agency/industry/corporation. The student interns will be personally responsible for all liabilities for damage to property or injury to third persons which may be occasioned by their intentional or negligent acts during the internship.
11. The student interns and the university student internship coordinators shall abide by the company/agency/industry/corporation rules and regulations and with those imposed by the University; otherwise they shall be excluded from further participation.
12. Company/agency/industry/corporation shall notify the University through a written notice of a student intern's breach of contract or misconduct in the internship premises, providing at least thirty (30) working days prior to the decision to suspend or terminate the contract.
13. Samar State University may withdraw any student intern from the internship upon prior written notice to be sent to the company/agency/industry/corporation within one (1) week before the suspension or termination of contract.
14. Notices for both university and company/agency/industry/corporation shall be delivered by hand, by registered airmail, facsimile, or be emailed to the addresses.



15. All parties involved in the internship program for both University and company/agency/industry/corporation shall abide by the provisions in CMO No. 104, s. 2017.
16. The grounds for blacklisting of the company/agency/industry/corporation and the University, if found to have committed the violations of the internship guidelines, shall be meted with the appropriate sanctions stated in the CMO.
17. Both the university and the company/agency/industry/corporation shall not constitute a partnership or joint venture within their parties, or either the university or the company/agency/industry/corporation shall not constitute nor be deemed to constitute any party as an affiliate to the party for any purpose whatsoever.
18. The University and the HTE and any of their personnel involved in all internship transactions, which indicate the personal information of the student interns, shall strictly adhere to R.A. 10173, otherwise known as the "Data Privacy Act of 2012."

This agreement, as well as its terms and conditions herein, shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other than the signatory herein or their authorized representative.

Conformed:

_____ Program Internship Coordinator Date Date signed: _____ ID No. _____	_____ Student-Trainee Date signed: _____ ID No. _____
_____ Director, Student Internship Program Date signed: _____ ID No. <u>ACAD 119</u>	_____ Parent/Guardian Date signed: _____ ID No. _____
_____ College Dean Date signed: _____ ID No. _____	_____ Owner/Head of the Company/Agency Date signed: _____

**GINA U. ESPAÑO, Ph.D.**  
 Vice President for Students Affairs and Services  
 Date signed: \_\_\_\_\_

SUBSCRIBED AND SWORN TO ME before me this \_\_\_\_\_ day of \_\_\_\_\_,  
 20\_\_\_\_, affiant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_  
 issued at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Administering Officer

### **STUDENT PLEDGE AND COMMITMENT**

I, \_\_\_\_\_, \_\_\_\_\_ years of age, and a student taking up \_\_\_\_\_ in Samar State University, Catbalogan City, Samar, hereby depose and say that:

1. I promise to obey and abide by all the rules and regulations promulgated and to be enforced in and by the Samar State University, its officials and other duly constituted authorities.
2. I promise to adhere to the existing rules and regulations of the agency/industry where I am accepted for internship including health and safety protocol and the proper use of tools, facilities, instruments, machines, and equipment;
3. I promise to perform the tasks and activities indicated in the internship plan with utmost commitment to work of a responsible individual;
4. I promise to maintain utmost confidentiality, when and where appropriate, of all the data, business or trade secrets during and after internship period as such information is not within the public domain and is indicated or understood to be confidential;
5. I promise to perform the tasks and activities to the best of my ability and to engage in responsible and ethical behavior;
6. I have read and fully understood the contents of this Student's Pledge and Commitment, and I affix my signature hereon freely and voluntarily.

IN WITNESS WHEREOF, I hereby sign my name this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at Catbalogan City, Samar, Philippines.

\_\_\_\_\_  
Student Name/Signature

### **PARENT'S OR GUARDIAN'S AGREEMENT**

I, \_\_\_\_\_, of legal age, single/married and a resident of \_\_\_\_\_, whose signature appears below, have read and understood the contents of the foregoing pledge and commitment signed by my son/daughter/ward and hereby freely and voluntarily state that I agree with the concur on the same and without any qualifications or mental reservation.

I hereby certify to the correctness and accuracy of the above statements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

SUBSCRIBED AND SWORN TO ME before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Administering Officer



## INTERNSHIP WEEKLY ACCOMPLISHMENT RECORD SHEET

Month \_\_\_\_\_, 20\_\_\_\_

Name of Trainee: \_\_\_\_\_ Curriculum & Year \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

Date <i>Write the Date</i>	NATURE OF JOB OR SKILL PERFORMED <i>NOTE! Attached Daily Time Record (DTR) per Month</i>	Hours	Employer's Evaluation (Please check the appropriate level of Performance)		
			Poor	Very Good	Excellent
Week 1					
Week 2					

I hereby certify that the above attachment is true and correct to the best of knowledge and belief.

\_\_\_\_\_  
Printed Name & signature of Trainee

Verified True and Correct:

\_\_\_\_\_  
Head of Agency/ On-site Supervisor





## INTERNSHIP WEEKLY ACCOMPLISHMENT RECORD SHEET

Month \_\_\_\_\_, 20\_\_\_\_

Name of Trainee: \_\_\_\_\_ Curriculum & Year \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

Date <i>Write the Date</i>	NATURE OF JOB OR SKILL PERFORMED <i>NOTE! Attached Daily Time Record (DTR) per Month</i>	Hours	Employer's Evaluation (Please check the appropriate level of Performance)		
			Poor	Very Good	Excellent
Week 3					
Week 4					

I hereby certify that the above attachment is true and correct to the best of knowledge and belief.

\_\_\_\_\_  
Printed Name & signature of Trainee

Verified True and Correct:

\_\_\_\_\_  
Head of Agency/ On-site Supervisor



## MEMORANDUM OF AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT is made and entered into by and between:

**Samar State University** a higher educational institution duly recognized by the Commission on Higher Education (CHED) with office address at Catbalogan City, Samar herein represented by its present University President **Dr. Redentor S. Palencia** of legal age, Filipino with office address at Catbalogan City, Samar who is duly authorized to represent in this transaction herein after referred to as Samar State University (SSU);

and

\_\_\_\_\_  
(Name of Company/Agency/Corporation)

a company/Corporation/Agency/Establishment duly recognized as existing under and by virtue of laws of the republic of the Philippines with business address at

\_\_\_\_\_  
(Address of Company/Agency/Corporation)

represented herein by \_\_\_\_\_ of legal age,  
(Name of Authorized Representative / Head of agency)

Filipino who is duly authorized to represent in this transaction, hereinafter referred to as the

\_\_\_\_\_  
(Name of Company/Agency/Corporation)

### WITNESSETH:

**WHEREAS, SAMAR STATE UNIVERSITY** is providing advanced instruction and professional training in the arts, philosophy, social sciences, fishery, science and technology, engineering and education programs wherein the students are required to undergo internship, on-the-job training, practicum, or field practice to promote quality education and given the opportunity to expose/apply their skills, knowledge and values, thereby augmenting their formal education.

**WHEREAS, SAMAR STATE UNIVERSITY**, recognizes that the students shall undergo internship, on-the-job training, practicum, or field practice at Company/Agency/Industry/Corporation, which proposal is accepted by the latter subject to the terms and conditions provided for in this Memorandum of Agreement.

**WHEREAS,** \_\_\_\_\_ recognizes further  
(Name of Company/Agency/Corporation)  
that Industry-University collaboration has proved beneficial to the student, school and company to develop prospective labor force, according to the company's specifications and at the same time serve as the venue for the OJT/practicum/internship of college students.

**WHEREAS,** \_\_\_\_\_ in  
(Name of Company/Agency/Corporation)  
its concern to enhance the knowledge, skills, attitudes and values of prospective career professionals, has agreed to provide internship training to the student interns in the form of actual exposure in the various departments or units of the company.

**NOW, THEREFORE,** for and in consideration of the foregoing premises; both parties  
SAMAR STATE UNIVERSITY and \_\_\_\_\_  
(Name of Company/Agency/Corporation)

do hereby agree and stipulate the following terms and conditions of this Memorandum of Agreement.

**A. Samar State University and Company/Agency/Industry/Corporation further agree that:**

1. It is expressly understood that there will be no employee-employer relationship between the student intern and the company/agency/industry/corporation. The student interns will be personally responsible for all liabilities for damage to property or injury to third persons which may be occasioned by their intentional or negligent acts during the internship.
2. The student interns and the university student internship coordinators shall abide by the company/agency/industry/corporation rules and regulations and with those imposed by the University; otherwise they shall be excluded from further participation.
3. Company/agency/industry/corporation shall notify the University through a written notice of a student intern's breach of contract or misconduct in the internship premises, providing at least thirty (30) working days prior to the decision to suspend or terminate the contract.
4. Samar State University may withdraw any student intern from the internship upon prior written notice to be sent to the company/agency/industry/corporation within one (1) week before the suspension or termination of contract.
5. Notices for both university and company/agency/industry/corporation shall be delivered by hand, by registered airmail, facsimile, or be emailed to the addresses.
6. All parties involved in the internship program for both University and company/agency/industry/corporation shall abide by the provisions in CMO No. 104, s. 2017.
7. The grounds for blacklisting of the company/agency/industry/corporation and the University, if found to have committed the violations of the internship guidelines, shall be meted with the appropriate sanctions stated in the CMO.
8. Both the university and the company/agency/industry/corporation shall not constitute a partnership or joint venture within their parties, or either the university or the company/agency/industry/corporation shall not constitute nor be deemed to constitute any party as an affiliate to the party for any purpose whatsoever.

## B. NON DISCLOSURE PROVISION

It is expressly understood by Samar State University and the students that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw material purchasing, marketing, finance, and all other related documents, manuals, operational and technical matters that the Company shall make available to them shall be used for the sole purpose of student training. All of these matters are classified as confidential in nature and proprietary to the Company and thereby each student hereby undertakes to prevent transfer of such information from any of its members to any party outside of the Company.

## C. SEVERANCE AND SEPARABILITY

If any part or provision of this AGREEMENT thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or not enforceable only to that extent and no further.

If, for any reason, any part or provision of this AGREEMENT is declared invalid or unenforced, the remaining parts or provisions not affected thereby shall remain in full force, binding and effect.

## D. EFFECTIVITY

This Agreement is valid for One (1) year commencing on \_\_\_\_\_  
(Month/Year)  
and expiring on \_\_\_\_\_. This Agreement may be terminated by any party  
(Month/Year)  
by giving the other party a written notice thirty (30) days prior to the intended date of termination. Any amendment or extension of this Agreement shall be made in writing upon mutual agreement of the parties.

**In WITNESS WHEREOF**, the parties hereto have signed these presents on this day  
of \_\_\_\_\_ 20 \_\_\_\_.

SAMAR STATE UNIVERSITY and \_\_\_\_\_  
(Name of Company/Agency/Corporation)

By:

By:

**REDENTOR S. PALENCIA, Ed.D.**

University President

CEO/Manager/Authorized Representative

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_  
Program Internship Coordinator

\_\_\_\_\_  
Company/Corporation/Agency Witness

**GIL O. AMOYAN, Ph.D.**

\_\_\_\_\_  
Director, Student Internship Program

### ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES }  
\_\_\_\_\_  
} S.S

BEFORE ME, a notary public for and in the above-mentioned jurisdiction, personally appeared the following persons bearing their corresponding competent evidence of their identities indicated below.

Name	Evidence of Identity	Date and Place Issued
<b>Dr. Redentor S. Palencia</b> Samar State University	TIN No. <u>931-187-175</u>	<u>Catbalogan City, Samar</u>
_____ (Name of Authorized Representative / Head of agency)	TIN No. _____	_____
_____ (Name of Company/Agency/Corporation)		

The above-mentioned persons are all known to me to be the same persons who executed the foregoing instrument and acknowledged the same as their own free will and deed and that of the agency/institution represented. The said agreement consists of four (4) pages, including this page on which this acknowledgment is written.

Witness my hand and seal on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ in \_\_\_\_\_ Philippines.

Doc. No. \_\_\_\_\_:  
Page No. \_\_\_\_\_:  
Book No. \_\_\_\_\_:  
Series of \_\_\_\_\_: