



TRAINING AGREEMENT

STUDENT INTERN DETAILS

Name : JIMUEL ANGELO A. SALVANERA Telephone : _____
 Degree Program : _____ E-mail : _____
 Address : _____
 Parent/Guardian : _____ Telephone : _____
 Course Title : _____ Course Code : _____
 Term & School Year : _____ Section : _____

INDUSTRY PARTNER DETAILS

Name : COBRA ITECH SERVICES CORP. Telephone : _____
 Address : Jade Place Condo, 33 Visayas Ave. Vasra, Q.C.
 Nature of Business : Technology and Business

TRAINING DETAILS

Supervisor : Denise Ericka Coronado Position : Project Manager
 Department : _____ E-mail : erickadc323@gmail.com
 Telephone : _____ Fax : _____
 Intern Position : _____ Covered Internship Period: _____
 Responsibilities : _____
 Project : _____ Duration : 520 HOURS
 Work Schedule : Mondays to Fridays 10:00 am to 6:00 pm

Note: This training /internship plan is for the purpose of outlining the responsibilities among the school, the student intern, and the Industry Partner on the conditions of training specified under CHED Memorandum (CMO) No. 104 Series of 2017.

INDUSTRY PARTNER'S RESPONSIBILITIES

1. The Industry Partner will adhere to all regulations regarding employment, labor laws, **and health and safety law.**
2. The Industry Partner will give course-related work assignments to student interns, to supplement their formal learning with practical knowledge, competencies, and to gain hands on experience in their respective programs, fostering professional ethics in interns.
3. The Industry Partner will assign an internship supervisor to properly guide, orient, train, and oversee the work of the intern while assigned in their company.
4. The internship supervisor will make periodic evaluation of the job progress of the intern.
5. The internship supervisor will arrange a meeting with the Industry-Academe Linkage, Alumni, and Placement (IALAP) Office when a concern occur involving intern.
6. The Industry Partner will provide necessary safety instruction throughout the internship period.
7. The Industry Partner will not take in interns to displace regular employees.
8. Interns will not be exposed to hazardous work.
9. Interns will not be given any Saturday work schedule as they are expected to report to school for their Internship Class.
10. The Industry Partner will inform IALAP Office if:
 - a. the student intern will be assigned on graveyard shift;
 - b. assigned outside office premises or will have out of town trips; and
 - c. there are any special engagements, projects and activities which will be assigned to the students.
11. It is the responsibility of the Industry Partner to fulfill commitments made to their clients.



STUDENT INTERN'S RESPONSIBILITIES

1. Attend IALAP's Internship Orientation. The Intern has understood and will abide by the policies and procedures governing the Internship Program.
2. Besides the College's Policies, interns must abide by the policies of the internship site.
3. Interns must fulfill all commitments made to the Industry Partner.
4. The student intern agrees to perform the assigned duties in a loyal manner and to work for the best interest of all concerned.
5. The student intern will report job problems to the internship supervisor and IALAP Office.
6. The student intern must be punctual and must complete the required attendance at the industry partner and in school. If unable to report to work or school, the internship supervisor and internship adviser will be notified before the start of the regular work or class.
7. Internship of the student will be terminated automatically upon withdrawal from school or failure in course.
8. The student intern will report to school for the Internship Class and designated meetings.
9. The student intern shall be responsible to monitor requirements that must be submitted, like Training Agreement, Monthly Attendance Records, Internship Project Reports, Evaluations, Certificate of Completion, and Waivers for graveyard shift, outside office premises assignments, and out-of-town trips.
10. The student shall be responsible in informing his parent/guardian with details of his work (including but not limited to: working hours, shift overtime, field duty etc.) and other pertinent information related to his internship class.
11. The student shall maintain confidentiality, when and where applicable, during and after his internship period of all data, business or trade secrets where such information is not public and is specifically understood to be of confidential nature.
12. The student intern shall be responsible for any and all liabilities or damage to property or injury to Industry Partner, its employees, or to third persons, which may be occasioned by a student intern's intentional or negligent acts or omissions, in the course of the student's internship in the Industry Partner. The student intern shall protect, defend, save and hold harmless FEU Tech against and from any and all claims, damages, losses, or any expenses pertaining to and arising from any fault, intentional or negligent act or omission of the student intern.
13. The student shall be responsible in informing the Industry Partner and IALAP Office of any health concerns (including but not limited to: asthma, hypertension, psychological condition or issues etc.) and other sensitive health conditions which can affect his internship.
14. The student intern has read and understood the CMO 104 and Internship Manual/Plan. This is accessible through the student portal.
15. In accordance with RA 10173 or Data Privacy Act of 2012, the student intern has given his consent to the collection, use, processing and disclosure of his personal data and other required data sharing with accredited industry partners for internship purposes.

FEU - DILIMAN'S RESPONSIBILITIES


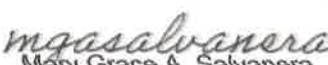
1. The INTERNSHIP PROGRAM is under the direct supervision of the (IALAP) office.
2. IALAP office assigned personnel will investigate compatibility of job circumstances with the internship course requirements for the student intern's attainment of advanced standing in the program.



FEU DILIMAN

3. The student intern will receive related instructions from the IALAP office personnel prior to deployment.
4. A Faculty coordinator may visit the student intern and training supervisor on a regular basis at the Industry Partner site.
5. Students enrolled in internship courses are covered by the school insurance.

We, the undersigned, agree to the conditions and statements indicated above.

	05-23-2022		05-23-2022
Jimuel Angelo A. Salvanera	Date	Mary Grace A. Salvanera	Date
Student Intern		Parent/Guardian	
Signature Over Printed Name		Signature Over Printed Name	
(sgd.) Carmenciate C. Suarez, RPT		Denise Ericka Coronado	
SIPP Coordinator / IALAP Director	Date	IP Representative	Date
Signature Over Printed Name		Signature Over Printed Name	

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in Quezon City, on this 23 MAY 2022 day of MAY personally appeared the persons named below who have exhibited to me competent proof of their identities:

NAME EVIDENCE OF IDENTITY DATE/PLACE ISSUED 1. _____
2. _____
3. _____
4. _____

Known to me and known to be the same persons who executed the foregoing Training Agreement consisting of two pages including this acknowledgement is written and acknowledged before me that the same is their free will and voluntary act and deed and that of the Industry and Company they respectively represent.

WITNESS MY HAND AND SEAL, at the place and on date herein above mentioned.

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Series No. 2022

ATTY. KRISLEEN GRACE T. URDAS
Notary Public
Notary Public
Until December 31, 2022
Until December 31, 2022 / 11-29-21-QC
PTR No. PTR No. 1529130 / 8-9-21-QC
Issued at Roll No. 63450
Issued at TIN 313-914-928-000
Issued On MCLE No. V-002811 / VI-0017357
TIN No. B.M. No. 3795 (Re: Request for
Extension of Existing Notarial
Commission beginning
(January 01, 2022 until June 30, 2022)
Add: 100 Pontiac cor. Consul St.,
Fairview, Quezon City