

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Understanding made and executed, by and between:

De La Salle University - Dasmariñas, a non-stock, non-profit educational institution, duly organized and existing under Philippine Laws with office/business address at Dasmariñas, Cavite 4115 represented herein by **MS. MARIVIC R. MITSCHK**, the Dean of College of Information and Computer Studies hereinafter referred to as the **UNIVERSITY**.
and

St. Dominic College of Asia, a corporation duly organized and existing under Philippine Laws with office/business address at Emilio Aguinaldo Highway Bacoar City, Philippines 4102, represented herein by Ms. Christine Joy Alcantara, hereinafter referred to as the **COMPANY**.

Witnesseth:

WHEREAS, De La Salle University- Dasmariñas intends to provide On-the-Job Training (OJT) to its students and immersion program for its faculty;

WHEREAS, De La Salle University- Dasmariñas intends to guarantee that its students and faculty members get the right training from reputable companies while securing their welfare as trainees.

WHEREAS, the COMPANY is committed to search and recruit qualified student and/or faculty applicants for their OJT/immersion Programs to address their need on human resources and in the bigger perspective, help develop responsible professional work force in the country, through partnership with similar reputable universities.

NOW THEREFORE, FOR AND CONSIDERATION OF THE FOREGOING, all parties recognize the considerable value of this **Memorandum of Understanding** to address their needs. The COMPANY believes that this **MOU** will greatly help them in recruiting qualified student applicants as their trainees while giving no promise of employment; the UNIVERSITY sees this as opportunity to provide excellent training experiences to its students and faculty members while securing their welfare. Thus, they have agreed to pursue this partnership.

Duties and Responsibilities of the University:

1. The UNIVERSITY shall be responsible in the selection process of students who would like to apply as OJT and faculty members interested to undergo immersion program to the COMPANY;
2. The UNIVERSITY shall be responsible for the briefing of OJT students/faculty members on proper work values, behavior, and discipline to ensure proper orientation to the practicum course/immersion program;
3. The UNIVERSITY shall help develop Training Plans and Immersion Programs for its OJT students and faculty members;
4. The UNIVERSITY shall issue an official endorsement vouching for the academic qualification and proper orientation of OJT students and/or faculty members which shall be used by the COMPANY to process their application to the COMPANY;
5. The UNIVERSITY shall issue the performance evaluation form for the assessment of the performance of the students/faculty members to the immediate head/supervisor from the company handling them.

6. The UNIVERSITY shall voluntarily withdraw OJT students and/or faculty members who are found to misbehave and/or act in defiance to existing standards, rules, and regulations of the COMPANY and impose necessary sanctions based on university policies.

Duties and Responsibilities of the Company:

1. The COMPANY shall provide a Training Plan and Immersion Program to the UNIVERSITY for its OJT students and faculty members;
2. The COMPANY may require qualified OJT students to submit themselves to examinations, interviews, and file pertinent documents to support their application;
3. The COMPANY assigns OJT students and/or faculty to departments and/or specific task in accordance to the agreed Training plan/Immersion program;
4. The COMPANY may grant allowance and/or insurance to OJT student/s amenable to the COMPANY’s existing rules and regulations;
5. The COMPANY shall immediately report misconduct and liabilities of OJT students and/or faculty members arising from negligence while under the training/immersion program for the proper action of the UNIVERSITY;
6. The COMPANY shall issue a certification to the students/faculty upon completion of the training/immersion program.
7. The COMPANY shall accomplish the performance evaluation form provided by the University for the assessment of the performance of the students/faculty members.

Effectivity

This **Memorandum of Understanding** shall become effective upon signing of both parties and implementation will begin immediately and shall continue to be valid hereafter until written notice is given by either party thirty (30) days prior to the date of intended termination.

Settlement of Concerns

Any dispute arising from the interpretation or implementation of this Memorandum of Understanding shall be settled amicably by mutual consultation or negotiation between the two parties.

This Memorandum of Understanding is "non-exclusive", thus permits both parties concerned to be involved in similar activities with other institutions even while this Memorandum of Understanding is still in force.

In witness whereof the parties have signed this Memorandum of Understanding at Dasmariñas, Cavite this ____day of _____, 20__.

**DE LA SALLE UNIVERSITY-
DASMARINAS**

(COMPANY)

MS. MARIVIC R. MITSCHKEK
Dean, College of Information and Computer Studies
CTC No.:
Date Issued:
Date Issued:
Place issued: City of Dasmariñas

(Name)
(Position)
CTC No.:

Place issued:

SIGNED IN THE PRESENCE OF

MS. SHERRY B. NAZ
Chair,
Information Technology Department

(Name)
(Position)

ACKNOWLEDGEMENT

Before me, a Notary Public in the province of Cavite, personally appeared _____ and _____ with Community Tax Certificates indicated above, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free will and voluntary deed and that of the institutions herein represented.

Witness my hand and seal on this _____ day of _____ 20__ in Dasmariñas, Cavite.

Doc. No. _____:
Page No. _____:
Book No. _____:
Series of _____: