



Center for Linkages and Placement
INTERNSHIP CONSENT AND AGREEMENT FORM

I, **Rairen C. Serrano** of legal age, a student from the **College of Computing and Information Sciences** of the University of Makati (UMak) taking up **Bachelor of Science in Information Technology Major in Information and Network Security** hereby voluntarily agree to undergo **On-The-Job Training (OJT)/Internship** at **Makati City Hall** under the following terms and conditions:

- a. That I am officially enrolled in the OJT/Internship or Dualized University Education System as an academic requirement for graduation;
- b. That I am fully aware that my admission to the HTE is purely for internship purposes whereby no EMPLOYER-EMPLOYEE relationship exists between the HTE and myself, hence, I am not entitled to any benefits enjoyed by the regular employees of the HTE;
- c. That I shall abide by the rules and regulations of both UMak and the HTE, behave and show proper decorum at all times, and exercise care and due diligence in any task assigned to me under the training program;
- d. That I shall hold all information, documentation, data, or know-how disclosed to me confidential during the course of my training program in compliance with the Data Privacy Act of 2012;
- e. That I shall be responsible for any and all damages to property or injury to third persons resulting from my intentional or negligent acts while undergoing training;
- f. That the moment I am relieved with cause to the HTE shall mean discontinuance of my enrollment from the internship program, unless proven otherwise that such removal is unilateral, baseless, and devoid of any merit;
- g. That grave violation of the foregoing provisions of this Agreement and other policies governing On-The-Job Training/Internship shall mean automatic suspension from the program;
- h. That I understand the health and safety risks associated with the face-to-face internship which cannot be eliminated regardless of the due diligence exercised to avoid risks inherent in such activities, such as, but not limited to, physical activities, use of hazardous substances, operating machinery and use of common tools and equipment, etc.;
- i. That I am fully aware that off-campus activities for the completion of course requirements such as practicum, internship, training, fieldwork, etc. are subject to compliance with the applicable health and safety protocols laid down by UMak and relevant government agencies and offices for the prevention of the spread of the CoViD-19 virus;
- j. That I am aware that student trainees/interns are required to bring to the internship site their own personal hygiene kits which may contain alcohol or hand sanitizer, cleansing wipes/tissue paper/toilet paper/hand towel, extra face mask, and/or hand soap;
- k. That, in compliance with CHED Memorandum Order No. 104, Series of 2017 (Revised Guidelines for Student Internship Program in the Philippines for All Programs), I have submitted a Medical Certificate from a duly licensed medical doctor indicating that I am in good health and fit for internship deployment;
- l. That I shall not in any way hold UMak, the HTE, or the LGU responsible/liable from any accident, illness, or injury that I may suffer in the course of my OJT/internship deployment;
- m. That I agree to release or discharge University of Makati, its officers and employees, and its partner HTEs from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees, resulting in my participation in the face-to-face OJT/Internship;
- n. That I have read this Agreement, fully understanding its terms and conditions and acknowledging that I am signing it freely and voluntarily.

Signed on this **5th day of FEBRUARY 2025** at University of Makati.

RAIREN C. SERRANO

Signature over Printed Name of Student

With our Consent and Approval:

Mr. ROMEO B. SERRANO JR.

Signature over Printed Name of Parent/Legal Guardian

Prof. LILIBETH ARCALAS

Signature over Printed Name of College Internship Adviser

SWORN AND AFFIRMED before me this **5th day of FEBRUARY 2025**.

PROF. VIRGILIO B. TABBU

Vice President for Student Services and Community Development

Signature over Printed Name and Designation of Administering Officer

DISCLAIMER FOR UMAK OFFICES (PIP/PIC):
The Center for Linkages and Placement of the University of Makati (UMak) recognizes and protects your rights as a data subject by applying appropriate security measures in compliance with existing laws on data privacy, records management and cyber security. We only require the minimum amount of personal information or security information which are necessary for the processing of your transaction with us. By accessing or visiting our facebook page @UMakCLP & website umak.edu.ph/CLP, your data will be collected and handled by our designated personnel and will not be shared with third parties, with exceptions provided by law. Please check the box below, so we could process your transaction:

☐ I am giving my consent for the University of Makati to collect and process my data.

Contact us at:
General information: info@umak.edu.ph | Learning Hub: tbl.lms@umak.edu.ph | UMak email: itc_support@umak.edu.ph | Data Privacy Rights: dprms@umak.edu.ph
For follow ups on your transaction: clcdp_internships@umak.edu.ph // (02) 8883-1876