KNOW ALL PERSONS BY THESE PRESENTS:

This **AGREEMENT** is made and entered into by and between: **Bohol Island State University-Main Campus**, a state university established by virtue of RA 9722, with office address at CPG Avenue, Tagbilaran City duly represented in this instance by **PROCESO M. CASTIL, EdD.**, Campus Director hereinafter referred to as the **FIRST PARTY**;

- and -

**Upland Stock Feed Inc.** (cooperating agency) with business address at **P.L. Sanchez Street, Greenview Subdivision, Barangay Pagsabungan Mandaue City, Cebu** duly represented by MR. hereinafter referred to as the **SECOND PARTY**;

- and -

**ROGELIO C. SUGANOB JR.** (name of student), **Bachelor of Science in Computer Engineering** (course) student, residing at **Tabalong, Dauis, Bohol** (address) herein after referred to as the **INTERN** and if a minor represented by **ROGELIO S. SUGANOB** (name of parent/guardian) hereinafter to as his/her **GUARDIAN.**

**WITNESSETH:**

WHEREAS, the FIRST PARTY is offering **BS Computer Engineering** (course) and the **INTERN** is enrolled with the FIRST PARTY on the above-said course for **AY 2022 - 2023**;

WHEREAS, part of the curriculum of **BS Computer Engineering** (course) is a completion of an **Internship** for a period of at least **240** hours for the **2nd** Semester/s of **AY 2022 - 2023**, which is from **FEBRUARY 2023** to \_\_\_\_\_\_\_\_\_\_;

WHEREAS, the SECOND PARTY accepts, cooperates and trains the **INTERN**.

NOW WHEREFORE, premises considered, the PARTIES agree to the following:

1. The FIRST PARTY shall

1.1 orient the **INTERN** on the requirements, procedures and other related information prior to deployment;

1.2 ensure that the **INTERN** enrolls

in the semester when OJT is to be done;

1.3 see to it that the **INTERN** has registered in the “Student Medicare System”.

1.4 communicate with the SECOND PARTY regarding the performance of the **INTERN** and for the improvement of the **Internship** Program;

1.5 monitor the conduct of **Internship** of the **INTERN** to evaluate student’s progress and to discuss training problems;

1.6 conduct exit conference with the SECOND PARTY; and

1.7 send **INTERN’s** Rating Sheet to SECOND PARTY for grading purposes.

1.8 has the authority to blacklist Training Establishments if found to have committed the violations of the guidelines stated in the CMO 104 s 2017.

2. The **SECOND PARTY** shall

2.1 conduct orientation/briefing on the work environment, nature of **INTERN’s** participation and the company’s rules and regulations;

2.2 equip the **INTERN** the necessary in-plant/company training related to the intern’s field of specialization which will not be less than **240** hours for the **2nd** Semester/s of **AY 2022 – 2023** which is from **FEBRUARY 2023** to \_\_\_\_\_\_\_\_\_\_;

2.3 provide the best mentors for the **INTERN**;

2.4 allow the FIRST PARTY to monitor the activities of the **INTERN**;

2.5 monitor and evaluate the performance of the **INTERN**;

2.6 notify the FIRST PARTY on the performance and conduct of the **INTERN**; and

2.7 issue a Certificate of Training indicating the total number of hours rendered for **Internship** by the **INTERN**.

2.8 shall abide with the rules and regulations, policies and responsibilities as stipulated in the CMO 104 s 2017.

2.9 inform the FIRST PARTY in case of accidents or problems encountered by the **INTERN** during the internship

3.0 may provide the following privileges to the **INTERN** (if applicable):

a. allowance

b. lodging

c. duty meals

d. uniform

e. insurance

3. The INTERN shall

3.1 enrol the **Internship** as a subject before reporting for in-plant training;

3.2 submit all required documents to the FIRST PARTY;

3.3 cooperate with both FIRST and SECOND Parties for the purposes of acquiring and developing competencies of chosen course;

3.4 attend orientations done by both the FIRST PARTY and the SECOND PARTY prior to the conduct of the training;

3.5 abide by the rules, regulations, and policies implemented by both the FIRST PARTY and the SECOND PARTY

3.6 attend the **Internship** within the premises of the SECOND PARTY equivalent to eight (8) hours per day and a day/s off within the week starting on **FEBRUARY 2023** and ending on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

3.7 keep a record of his/her attendance and accomplishment on daily basis during the period of the **Internship** in-plant/company training;

3.8 shall be held liable to the SECOND PARTY for any damage incurred due to intentional or negligent acts; and

3.9 not hold both the FIRST PARTY and SECOND PARTY liable for any injury or accident in the course of **Internship**.

4. The FIRST PARTY, SECOND PARTY and the INTERN agree to the modification/ termination of the contract on the following grounds, to wit;

4.1 by agreement among parties upon one (1) month notice; or

4.2 by breach of contract, such as:

4.2.1 failure to continue the internship for the whole term,

4.2.2 habitual tardiness and absenteeism in internship and duly approved activities,

4.2.3 unsatisfactory training performance

4.2.4 violation of rules and policies of THE

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 that the signatories herein or their authorized representative.

This shall take effect immediately upon signing by all parties concerned and shall remain enforced unless sooner terminated by mutual consent by serving a written notice of any party to the other two parties at least fifteen (15) working days before the actual date of termination, stating the reasons thereof.

IN WITNESS WHEREOF, the parties have hereunto affix their signatures this 14TH day of February2023 at Bohol Island State University – Main Campus, Tagbilaran City, Bohol.

**BOHOL ISLAND STATE UNIVERSITY** **UPLAND STOCK FEED INC.**

Main Campus (Name of Cooperating Agency)

**DR. PROCESO M. CASTIL**  **MR.** **JAN DAVIS CO**

Campus Director Representative of Cooperating Agency

**FIRST PARTY**

**Director, Upland Stock Feed Inc.**

Designation

**MR. ROGELIO C. SUGANOB JR.**

**INTERN** **SECOND PARTY**

With my/our consent:

**MR. ROGELIO S. SUGANOB**

Parent/Guardian

Signed in the presence of:

**ENGR. JULIUS C. CASTRO DR. DEANNE CAMEREN P. EVANGELISTA**

Dean, College of Engineering and Internship Coordinator/Witness

Architecture

**ACKNOWLEDGEMENT**

**REPUBLIC OF THE PHILIPPINES>**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_> S.S.

This \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 20\_\_\_ at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ personally appeared before me

**NAME CTC Number Issued at Issued on**

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All known to me the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary deed.

**WITNESS MY HAND AND SEAL** on the date and at the place first above written.