**MEMORANDUM OF AGREEMENT**

KNOW ALL MEN BY THESE PRESENT:

This Agreement made and entered into by between:

**COLLEGE OF INFORMATION TECHNOLOGY AND COMPUTER STUDIES**, an educational institution of higher learning duly recognized and existing under Philippine Laws with principal office at University Road, Poblacion, City of Muntinlupa, represented in this agreement by its College Dean, **ASSOC. PROF. ALAIN J. ANUEVO, MIT**, in hereafter referred to as **ACADEMIC INSTITUTION:**

-and-

**Knowles Training Institute, IT Department** with principal/postal address 60 Paya Lebar Road, #07-54 Paya Lebar Square, Singapore409051 existing under the laws of the Republic of the Philippines, represented herein by its HR Manager, Alfienell Encarnacion, after herein referred to as **HOST TRAINING ESTABLISHMENT**

WITNESSETH

**WHEREAS, the ACADEMIC INSTITUTION** offers **Bachelors of Science in Computer Science (BSCS)** and **Bachelors of Science in Information Technology (BSIT)** programs. Where in qualified students undergo internship upon graduation for 250 hours for BSCS while BSIT will undergo 500 hour in order to be adequately familiar with actual field activities and industrial practices as stated in **CITCS OJT TRAINING PROGRAM** to augment their formal training;

**WHEREAS**, the **ACADEMIC INSTITUTION** proposes that its students be allowed to undergo on-the-job training at the **HOST TRAINING ESTABLISHMENT** facilities and offices, which proposal was accepted/approved by the latter subject to terms and conditions provided for in this Memorandum of Agreement.

**WHEREAS,** the **HOST TRAINING ESTABLISHMENT** is interested in undertaking a strategic partnership with the **ACADEMIC INSTITUTION** by way accepting students in its establishment to do their practicum and providing its students a suitable workplace conducive for learning activities.

**NOW THEREFORE**, for and in consideration of the foregoing and the agreements herein set forth parties have agreed.

1. **The ACADEMIC INSTITUTION shall:**
2. Designate an Internship Coordinator who will supervise the internship program and coordinate with the **HOST TRAINING ESTABLISHMENT** regarding the various activities/requirements under this program and will also prepare an assessment to the **HOST TRAINING ESTABLISHMENT**
3. Pre-select and recommend qualified students in form of recommendation letter who will undergo the internship taking into consideration the requirement of the **HOST TRAINING ESTABLISHMENT** in terms of qualification and number of interns needed, it is being understood that only students taking courses wherein Internship is an academic requirement and only those students of the **ACADEMIC INSTITUTION** who are enrolled in internship program will be recommended.
4. Submit to the **HOST TRAINING ESTABLISHMENT** the resume, certificate of matriculation official endorsement letter, vaccination card,and all other documents required under this program which shall serve as the basic of the **HOST TRAINING ESTABLISHMENT** to screen select and deploy specific student for Internship;
5. Determine the qualifications of the student-interns based on the following:
6. Must be enrolled in PLMUN:
7. At least 18 years old;
8. Currently enrolled in pertinent practicum as required by the school curriculum;
9. With at least 80 percent of the curriculum units that have been credited (without any form of deficiencies or technical issues may result discredit of units).
10. The student must be matured physiologically physically mentally, spiritually and emotionally balanced
11. Possesses the written approval or consent/ waiver from parents/guardians.
12. Not involved in any prohibited drugs, elements or chemicals or any illegal or criminal activities.
13. Conduct pre-internship orientation/training to student interns, as a prerequisite to their deployment to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment while discussing goals and objectives, knowledge, skills, conducts and competencies that the student should acquire in each learning area, assignment and schedule of activities.
14. Conduct on-site visitation of student-interns to ensure safety of the student-interns while helping the **HOST TRAINING ESTABLISHMENT** in monitoring attendance and facilitating the work productivity of the students.
15. Voluntarily withdraw a student-intern who is reported by **HOST TRAINING ESTABLISHMENT** and found to misbehave and/or act in defiance to existing standards, rules and regulations of the **HOST TRAINING ESTABLISHMENT** and impose necessary university-based sanctions to the said student-trainee.
16. Comply with the provisions of this agreement and require its students to observe all house rules and policies of the **HOST TRAINING ESTABLISHMENT.**
17. Allow the student intern to withdraw from the Internship Program once accepted by the **HOST TRAINING ESTABLISHMENT,** in respect with the time and effort exerted with their orientation and training, in the event that there are material violations of any HOST TRAINING ESTABLISHMENT policy, by serving a written notice to the HOST TRAINING ESTABLISHMENT.
18. **The HOST TRAINING ESTABLISHMENT (HTE) shall**
19. Designate trainer who is qualified to assist, teach and monitor student-trainee’s performance presence in the work place while ensuring that three student-trainee per trainer deployment policy is strictly enforced and observed:
20. With due notice allow and permit the authorized representative of the ACADEMIC INSTITUTION to perform their duties and transactions not limited to official meetings,

courtesy calls, on-site visitations within period student-trainees are conducting their internship inside the premises of the **HOST TRAINING ESTABLISHMENT**.

1. Require qualified students to submit themselves to examinations, interviews and file pertinent documents to support their application.
2. Adhere to all regulations regarding labor laws pertaining to internship of learner’s programs, as well as health and safety laws, it is being understood that **HOST TRAINING ESTABLISHMENT** provides orientation and safety instruction throughout the internship period.
3. Adopt and enforce rules that will govern the conduct of the program. Said rules shall be made known to the **ACADEMIC INSTITUTION** and student-interns before the start of the training.
4. Accomplish the necessary forms required by the **ACADEMIC INSTITUTION** in connection with the internship of the students.
5. Provide supervised applied learning experience for student interns in accordance with agreed internship plan and schedule of activities. Ensure that training program is followed and guarantee that alignment of all the activities based on field of specialization of student-trainee is strictly observed as stated in the Internship training program and learning plan.
6. Provide monitoring and evaluation reports or other information on the student intern’s performance as may be required by the Academic Institution. Designate a representative who will supervise the students of the **ACADEMIC INSTITUTION** deployed in the different departments of the business and directly coordinates and communicates to the Internship Coordinator of the **ACADEMIC INSTITUTION** regarding matters related to the internship program and activities.
7. Make available, accurate and current records and provide access to Academic Institution of such records while on internship;
8. Notify and provide at least 30 working days written notice to the Academic Institution of a student intern’s breach of contract or misconduct in the internship premises prior to HTE’s decision to suspend or terminate the contact; and
9. Participate to events set and organized by **ACADEMIC INSTITUTION** that requires **HOST TRAINING ESTABLISHMENT** presence not limited to Curriculum Enhancement, Stakeholder’s Summits. Focus Group Discussion, Industry Conventions Surveys, Faculty Immersion or any similar programs that will surely contribute to the total human, educational, and social development of the **ACADEMIC INSTITUTION** and its community.
10. Issue certificate of completion to student-interns who successfully finish their training under this program. In contrary, a certificate of attendance for students-interns who discontinued at any reason signifying the sum of hours rendered by the student-interns approved and acknowledged by **HOST TRAINING ESTABLISHMENT**.
11. Submit a report to **ACADEMIC INSTITUTION** at the end of the internship program, regarding student’s overall performance and the task they were given during their internship program.
12. The Host Training Establishment shall honor the internship period if the student-intern is absorbed, ensuring that the transition to direct employment with the company follows the proper procedure in accordance to labor law. This is to avoid any overlap that could negatively affect the employee’s benefits and remuneration from the Host Training Establishment.
13. Under this memorandum of Agreement, the following terms and conditions are likewise included:
14. It is expressly understood that there will be no employer-employee relationship between the **HOST TRAINING ESTABLISHMENT** and the student interns of the ACADEMIC INSTITUTION.
15. This agreement shall strictly follow the **FACE-TO-FACE** and/or **ONLINE** scheme of Internship
16. The student interns will be personally responsible for any and all liabilities for damage to property or injury third persons, which may be occasioned by their intentional or negligent acts in the course of the internship
17. The student-interns shall abide the **HOST TRAINING ESTABLISHMENT** rules and regulations and comply with those imposed for the program: otherwise INDUSTRY PARTNER or
18. That **HOST TRAINING ESTABLISHMENT** shall be accountable for any injury that the students may sustain or any loss that they may suffer personal or pecuniary provided that cause of such event or circumstances work related and/or inside the premises of **HOST TRAINING ESTABLISHMENT**
19. **Duration:**

This agreement shall take effect immediately upon signing here of and shall continue within the academic year 2024-2025, provided however that any provision of this Agreement may be amended by written consent of both parties herein provided further that the **HOST TRAINING ESTABLISHMENT** or the **ACADEMIC INSTITUTION** reserves the right to withdraw its participation in the agreement upon written notice.

IN WITNESS THEREOF, the parties have hereunto affixed their signatures this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Muntinlupa City, Philippines

COLLEGE OF INFORMATION TECHNOLOGY AND COMPUTER STUDIES

By:

**ASSOC. PROF. ALAIN J. ANUEVO, MIT**

College Dean

KNOWLES TRAINING INSTITUTE

By:

**Ms. ALFIENELL ENCARNACION**

Manager, Human Resource

**MARK ANTHONY M. ESGUERRA**

*Director, Center for Internship,*

*Placement and Alumni*

**DANILO B. SOLAYAO, EdD**

Vice President for Academic Affairs

Signed in the Presence of

**ROCLYN B. YAMSON**

Internship Coordinator

**Company Representative**

Signature over printed name

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES

/Muntinlupa City/ S.S

BEFORE ME, personally appearing on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2025 at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the following persons:

Name Government ID No. Date and Place Issued

ALAIN J. ANUEVO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALFIENELL ENCARNACION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who are known me to be the same persons who executed and signed the foregoing instrument and who acknowledged to me that the same are their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and at the place above written and those of the entities they represent,

NOTARY PUBLIC

Until December 31, 2025

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