



UNIVERSITY COMPUTER CENTER UNIVERSITY OF THE PHILIPPINES, DILIMAN

INTERNSHIP CONTRACT/AGREEMENT

I. PURPOSE OF THE CONTRACT/AGREEMENT

This contract sets out the specific terms of the internship of the student YANNI JOSE C. ELLA (also referred to as "**The Intern**" in this document) in the UP DILIMAN UNIVERSITY COMPUTER CENTER (also referred to as "**The Company**" in this document) represented by MANUEL C. RAMOS, Jr. and KRISTIANNE ARIELLE GABRIEL, being done as part of the student's requirement in CS 195, the internship course being offered by the Department of Computer Science of the University of the Philippines Diliman (also referred to as "**DCS**" in this document), hereby represented by its Department Chair JOHN JUSTINE S. VILLAR and the Course Instructor WILSON M. TAN. It is also assumed that the student's parent or guardian (also referred to as "**The Guardian**" in this document) is allowing this internship to proceed.

II. PERIOD

The internship shall begin on **JUNE 17, 2025**, and end no later than **JULY 31, 2025**. The internship will consist of at least **224** hours.

III. DETAILED DESCRIPTION OF ROLES AND RESPONSIBILITIES

The following are the roles of the **COMPANY** under this agreement:

1. The **Company** shall assign KRISTIANNE ARIELLE GABRIEL with email address kdgabriel3@up.edu.ph as the **Internship Supervisor** of the **Intern**. The Internship Supervisor will provide the **necessary training to the interns**. The **Internship Supervisor** shall also **provide timely feedback in the form of weekly evaluation forms that will be provided by DCS**. Digital copies of the evaluation forms are to be submitted by the **Internship Supervisor** the **second Wednesday after the week being evaluated**. Only the **Internship Supervisor** has the authority to fill out and sign the form (no "Fors").
2. The **Internship Supervisor** shall also **fill out a Final Evaluation Form** which will be provided by **DCS** no later than a week after the internship has been completed. The Final Evaluation Form shall be returned to **DCS** no later than August 13, 2025.



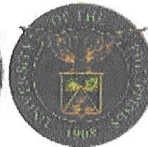
UNIVERSITY COMPUTER CENTER

UNIVERSITY OF THE PHILIPPINES, DILIMAN

3. The **Company** shall **provide a workplan** that will serve as the guide for the activities that will be undertaken by the **Intern**, before the start of the Internship. The workplan will be **subject to the approval of DCS**, specifically, the **Course Instructor**. The internship cannot proceed without an approved workplan. **The workplan MUST have a F2F or on-site component (at least 50%); purely remote work is NOT allowed. Location of tasks (where they will be carried out) must be clearly stated in the workplan.**
4. The **Company** shall **provide the Intern the necessary tools required for the Intern to carry out his or her tasks, as specified in the workplan.** These include, but are not limited to laptops, computers, devices, proprietary software, and internet connectivity. If the **Company** cannot provide some or any of the tools, then it must indicate so with the **Intern** and arrangements should be made by the **Company** with the **Intern**.
5. The **Company** must **provide an office or workspace to the Intern** if working onsite.
6. The **Company** should ensure that the **Intern** will **only work for a maximum of ten hours a day**, and within the time period of **7:00 AM – 7:00 PM**. Work during Sundays is also NOT allowed.
7. The **Company** must **provide a work environment in which the Intern is protected from bullying, sexual harassment, or other incidents that may compromise the safety, health, and dignity of the intern.**

The following are the roles of **DCS** under this agreement:

1. The **DCS**, specifically the Chair, JOHN JUSTINE S. VILLAR, shall assign Assoc. Prof. Wilson M. Tan as the **Course Instructor** of CS 195 and as the contact point on the side of **DCS** for all matters related to the internship.
2. The **DCS**, through the **Course Instructor**, shall ensure that the students who will enroll in CS 195 have met the necessary requirements to do internship.
3. The **Course Instructor** shall review the submitted workplan of the **Company**, and upon ascertaining that the planned activities will enhance the technical and professional capabilities of the **Intern**, approve it.



UNIVERSITY COMPUTER CENTER

UNIVERSITY OF THE PHILIPPINES, DILIMAN

4. The **DCS**, through the **Course Instructor**, shall **regularly monitor the condition of the Interns** in their respective host companies.
5. The **DCS**, through the **Course Instructor**, shall **involve the Company in determining the final grades** that the **Intern** shall get in CS 195 (through the weekly evaluation forms and the Final Evaluation Form).

The following are the roles of the **INTERN** under this agreement:

1. The **Intern** shall **fulfill at least 224 hours of internship** with the **Company**.
2. The **Intern** shall **fulfill tasks specified in the workplan** provided by the **Company** and approved by **DCS**.
3. The **Intern** shall **solicit the filled-out weekly evaluation forms from the Internship Supervisor, and submit the said form on time** (with the schedule specified in the CS 195 primer). The **Intern** shall be aware of the consequences of non- or late submissions of the said forms.

The following are the roles of the **GUARDIAN** under this agreement:

1. The **Guardian** gives permission to the **Intern** to participate in the internship.
2. The **Guardian** shall aid **DCS** in monitoring the condition of the **Intern**, and report cases of depression, mental health issues and other signs of problems possibly related to the **Intern's** working conditions to the **Course Instructor**.

To further ensure that the welfare of the **Intern** and the **Company**, the following provisions are to be adopted.

1. The **Company** can host at most ten (10) interns.
2. The **Company** has the right to terminate its hiring contract with the **Intern** at any time during the duration of the internship period, provided that it has informed the concerned **Intern** and **DCS** 3 days before the effectivity of the termination.



UNIVERSITY COMPUTER CENTER

UNIVERSITY OF THE PHILIPPINES, DILIMAN

3. The **DCS** has the right to pull out its interns from the **Company**, provided that it will give notice 3 days before the effectivity of the pull out.
4. All output that will be produced with respect to the internship shall be owned by the **Company**.
5. The **Company** may ask its interns to enter into a Non-Disclosure Agreement in cases where utmost confidentiality is required.
6. The **DCS** shall not, in any way, interfere, advise, question the interns with regards to matters related to their internship, where the **Intern** is bound by a Non-Disclosure Agreement.
7. In the event of site visits or work outside of the agreed upon office area, the **Intern**, upon the endorsement of the **Internship Supervisor**, shall inform **DCS**. The **DCS** shall not be liable in any untoward incident that may happen during such activities.

IV. PLACE OF ASSIGNMENT

This internship will be conducted both remotely and onsite. For the onsite component, the area and place of assignment is at the premises of the UNIVERSITY COMPUTER CENTER, UP DILIMAN. Specifically, the student intern will be working under the NETWORK AND SYSTEMS OPERATIONS TEAM, supervised by KRISTIANNE ARIELLE GABRIEL.

V. COMPENSATION AND BENEFITS

The following provisions may be included among others (if any):

None.

VI. CONFIDENTIALITY

The 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 than the signatories herein or their authorized representative.



UNIVERSITY COMPUTER CENTER

UNIVERSITY OF THE PHILIPPINES, DILIMAN

VII. DATA PRIVACY

The University will disclose or share relevant personal information and/or sensitive personal information of the student to the Host Training Establishment (THE) in relation to internship, employment, or other career opportunities with the student's consent. This is in order to carry out its mandate as an academic institution, comply with legal obligations, perform its contractual obligations to the student, promote and protect the student's interests, and pursue its legitimate interests or that of the HTE. UP shall disclose such information only when required or allowed by law, and with the student's consent.

Amor

fyb




UNIVERSITY COMPUTER CENTER

UNIVERSITY OF THE PHILIPPINES, DILIMAN

VIII. SIGNATURES OF PARTIES' PRINCIPALS

Student/Intern:


YANNI JOSE C. ELLA
2022 02031
June 14, 2025

NAME OF STUDENT

Student Number

Date

DCS, Chairman:

JOHN JUSTINE VILLAR, Ph.D.

Chair

Department of Computer Science

College of Engineering

University of the Philippines

Diliman

Company/host, CEO/Unit Head:

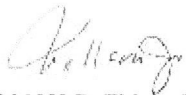

MANUEL C. RAMOS, Jr., PhD

Director

University Computer Center

UP Diliman

Parent/Guardian:


WILLIAM R. ELLA, Jr.
Father
June 14, 2025

NAME OF SIGNEE

Relationship To The Student

Date

DCS, CS 195 Instructor:

Wilson M. Tan, Ph.D.

Department of Computer Science

College of Engineering

University of the Philippines -

Diliman

**Company/host, Internship
Supervisor:**


KRISTIANNE ARIELLE D.

GABRIEL

Senior ICT Associate

University Computer Center

UP Diliman

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in the above jurisdiction this _____ day of
JUN 18 2025 2025, the following personally appeared:


YANNI JOSE C. ELLA

With GSIS/TIN/Passport/Driver's License/Company ID No: **UP ID NO. 202202031**

Issued on _____

Issued at _____

Known to me and by me known to be the same persons who executed the foregoing instrument, and who declared, acknowledged and swore before me that the foregoing is their free and voluntary act and deed and that of the entities herein represented.

This instrument refers to the Internship Contract/Agreement between **UNIVERSITY COMPUTER CENTER** and the **Wilson M. Tan, Yanni Jose C. Ella, Maria Joanna C. Ella** consisting of 7 pages including this Acknowledgment page, and signed by the parties.

WITNESS MY HAND AND NOTARIAL SEAL, I have hereunto set my hand this date and the place first above written.

Doc. No. **275** :
Page No. **56** :
Book No. **XVII** :
Series of 2025


ATTY. TZEITEL CHRISTINE DG. CRUZ
NOTARY PUBLIC FOR AND IN QUEZON CITY
Unit 7 Bldg. 2, Kamagong Centennial Dorm, E. Jacinto St.,
UP Diliman, QC, Tel No. (02)85463754; (02)89818500 loc 8660
ADM. MATTER NO. NP-001; Roll of Attorney No. 86418
IBP Lifetime No. 017849; OR No. 008899; 6-21-2017; Pasig City
PTR O.R. No. 7008802 D; 1-2-2025; Quezon City
MCLE Compliance No. VII-0021488; February 14, 2026; Pasig City
My Commission Expires on December 31, 2025