

## INTERNSHIP AGREEMENT

**THIS AGREEMENT** is made by and between CORNERSTEEL SYSTEMS CORPORATION as represented by JUSTIN AQUINO with office address at 536 ST. MANDALUYONG CITY and hereby referred to as (“Company”);

-and-

NORMAN JAKE ALAIN of legal age and with postal address at 38 LOT 121 WELFAREVILLE CMPD. BRGY. ADDITION HILLS, MANDALUYONG CITY and hereby referred to as (“Intern”);

### WITNESSETH:

1. This Agreement shall govern the relationship of the **Intern** and the **Company** where he/she will be assigned and does not create any employer-employee relationship between the Company and the Intern;
2. That the duration of this Agreement shall be 486 hours to be in force and effect within the Second Semester of School Year 2023 – 2024, counting from the date that the Intern reported to his/her work assignment, as shown in the effective start date below;

Effective Start Date:	
Expected End Date:	

3. That the Intern shall be assigned to the department/office indicated below as supervised by a qualified manager including the prescribed reporting hours and a detailed description of his/her roles and responsibilities;

Assigned Department	IT-MIS DEPARTMENT
Immediate Supervisor	EDMUND VALEN JR.

### Reporting Time

Day	Time	Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total Reporting Time		


*All information indicated in this form shall be used for its sole purpose. For further details on the university's data privacy policy, please refer to [www.jru.edu/students](http://www.jru.edu/students)*

#### Roles and Responsibilities

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4. The Intern must maintain confidentiality, when and where appropriate, during and after the internship, of all the data and information where such information is not already within the public domain and is indicated or understood to be confidential; (Please ask your company for any clause that they may want to include in this part);
  5. Compensation and Benefits (Include if there are any. Ignore if there are none. Examples are allowances, meals, uniform, insurance, etc.);

**IN WITNESS WHEREOF**, both parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, at \_\_\_\_\_.

**Signed:**

\_\_\_\_\_  


**Norman Jake Alain**  
BSIT 4<sup>th</sup> Year

\_\_\_\_\_

**Justin Aquino**  
IT & PLANT DIRECTOR

\_\_\_\_\_

**Engr. Liza R. Reyes**  
Dean, College of Computer Studies and Engineering

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## ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared the following:

Name	Identification Card/Number	Date/Place Issued
1. Justin Aquino	Driver's License <b>X01-97-037842</b>	
2. _____	_____	_____
3. _____	_____	_____

known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of three (3) pages including this page wherein this Acknowledgement is written and is signed by the parties and their instrumental witnesses on each page hereof.

**WITNESS MY HAND AND SEAL**, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_.

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Serial of \_\_\_\_\_

File No./Locator