**MEMORANDUM OF AGREEMENT**

This AGREEMENT by and between STI College Caloocan (STI) and \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as the Host Training Establishment (HTE) is entered into on \_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to undertake an OJT Training Program under the following terms and conditions:

1. The HTE shall assign a focal person to serve as On-Site Supervisor who will monitor the student-trainees’ overall work performance including demeanor, competence, and professionalism.
2. The HTE shall allow an Faculty Practicum Coordinator from STI to check, meet, and visit the student-trainees to determine if the latter are complying with the OJT Policy and Plan duly developed together by STI and HTE;
3. The HTE shall ensure the safety, assign the tasks and responsibilities, and provide adequate resources for the student-trainees in the fulfilment of their OJT Program. This includes filling-up the proper forms and documents for recording purposes.
4. The HTE shall conduct a quarterly performance appraisal of the student-trainees, and provide an exit interview after the OJT the OJT Training Program.
5. The HTE shall issue a Certificate of Completion to the student-trainees upon completion of the OJT Program.
6. Each of the party shall not hold the other liable for any damages, claims, or injuries arising from the breach of this agreement, unless such damages, claims, or injuries arose out of gross negligence or intentional breach by the latter.
7. All information derived from the OJT Training Program by either party shall not be disclosed to any third party. This confidentiality shall be observed during the life of this agreement and for a period of one (1) year from the date of this agreement’s termination.
8. This Agreement shall begin upon signing and shall be valid for a period of three (3) years thereafter. It can be renewed upon mutual agreement by all parties, unless otherwise terminated by either party for violation of the conditions. However, any of the parties may terminate this agreement for cause upon a thirty (30)-day prior written notice.
9. Either party who chooses to terminate this Agreement must notify the other party of such intent at least ONE (1) MONTH prior to the effective date of termination. In any case, the student-trainees shall be allowed to complete their training with the HTE.

IN WITNESS WHEREOF, the parties affixed their signatures on the \_\_\_ day of \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.

**STI COLLEGE CALOOCAN <HOST TRAINING ESTABLISHMENT>**

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| By  **MARIFE C. IBARRA**  School Administrator | By  <Signature of signatory>  <Name of signatory>  <Designation> |

**Signed in the Presence of**

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| --- | --- |
| By  **ANNABELLE O. VILLEGAS**  OJT Coordinator /  Alumni Placement Officer II | By  <Signature of signatory>  <Name of signatory>  <Designation> |