

MEMORANDUM OF AGREEMENT

This **Agreement** made and entered into by and between:

CAVITE STATE UNIVERSITY – BACOOR CITY CAMPUS, a state higher educational institution created through Board Resolution No. 62, series 2007; with offices located at Soldiers Hills IV, Molino VI, City of Bacoor, Cavite, represented herein by its Campus Administrator, **PROF. MENVYLUIZ S. MACALALAD, MBA, LPT**, and herein referred to as the **UNIVERSITY**.

Signature for: Matthew Bides
Click to add signature
Date: 8/12/2025
Time: 10:20 AM

- and -

Signature for: Kurt Macaranas
Click to add signature
Date: 8/12/2025
Time: 10:20 AM

UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA (UPHSD) LAS PIÑAS, a company/institution duly organized and existing under Philippine laws, with principal office located at Alabang-Zapote Road, Pamplona 3, Las Piñas City, 1740 Philippines, represented herein by its IT HEAD OF UPHSD-LP CAMPUS, **MR. ANTONIO S. ORCALES**, hereinafter referred to as the **HOST TRAINING ESTABLISHMENT**.

Signature for: Matthew Bides
Click to add signature
Date: 8/12/2025
Time: 10:20 AM

WITNESSETH

WHEREAS, the commitment of the University is to provide quality education to its students so that they will become highly capable and productive individuals in the fields of economics, management, accountancy, development studies, international studies, communication, local government administration and entrepreneurship;

WHEREAS, one effective way to realize the commitment is to require the students to undertake worthwhile learning experiences outside of classroom situations which will reinforce the development of their technical and managerial skills;

WHEREAS, in the pursuance of its responsibility, the University through the Department of Computer Studies has included Practicum / Internship / On-the-Job Training as one of the course requirements which will be conducted at the Host Training Establishment.

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree and stipulate the following:

1. The parties shall arrange for the internship of the following students for a total of **240** hours:
 1. Bides, Matthew Isaac L.
 2. Caliwan, Neil Yvan S.
 3. Fernandez, Alexander James Ian J.
 4. Labalan, Jerald V.
 5. Macaranas, Kurt Baron S.
 6. Virtudez, Donna Pauline F.
2. The inclusive training period will be from **July 18, 2025** to **August 22, 2025** or until the 240 hours is fulfilled. Training hours may not exceed 10 hours a day, and 6 days a week from Mondays to Saturdays.
3. The University, through its designated company/firm or any authorized representative, shall perform the following functions and/or responsibilities:

- 3.1. Initiate the negotiation with the Host Training Establishment, undertake the initial selection and endorsement process, and request from the latter the internship activities of the student;
- 3.2. Coordinate with the Host Training Establishment regarding the student assignments; and
- 3.3. Monitor the progress of the student by conducting regular in-person or virtual visits to the student, and calls and/or emails to the Host Training Establishment.
4. The Host Training Establishment through its designated supervisor, on the other hand, shall assume the following obligations and/or responsibilities:
 - 4.1. Undertake the final screening and acceptance of the student-trainee.
 - 4.2. Conduct a comprehensive orientation for the student about the Host Training Establishment;
 - 4.3. Help the trainee prepare his/her plan of activities and closely supervise him/her in undertaking these activities;
 - 4.4. Provide the student-trainee concerned access to the Host Training Establishment's records and documents it deemed necessary and vital to the internship program; and
 - 4.5. Evaluate student performance using the following criteria:

Quality of work	20%
Quantity of work	20%
Attitude towards work	20%
Attendance and punctuality	15%
Initiative and innovativeness	15%
Human relations	10%
5. The University shall provide the student-trainee accident insurance that will cover the entire internship period.
6. The Host Training Establishment shall not be liable to the trainee for any fortuitous event that may happen during the course of the training.
7. Both the University and the Host Training Establishment further agree to the following:
 - 7.1. The student shall be personally responsible for any and all liabilities, including injury to his/herself or to property or persons attributable to his/her own fault or negligence while in the course of the training. In this light, the student shall hold the Host Training Establishment/ University free and harmless from any demand, claim or complaint, whatsoever arising from this training agreement, except in cases of gross negligence, malicious acts and criminal acts by any of the officers, employees or agents of the Host Training Establishment/ University;

- 7.2. The University and its student-trainee shall not, at any time without the prior consent of the Host Training Establishment, directly or indirectly disclose or permit the disclosure of confidential information to any person or other party;
- 7.3. In case a student-trainee is deployed or assigned to one of the Host Training Establishment's clients, such student-trainee shall not, at any time, disclose or divulge to any person or third party any confidential information, trade secrets, or any proprietary data of the Host Training Establishment and its clients;
- 7.4. At the conclusion of this internship program, or upon demand by the Host Training Establishment, all confidential information including but not limited to, reports, manuals, records, documents, mockups, financial statements, ledgers, invoices, correspondence, proprietary data, and all other material and copies relating, in any way, to the Host Training Establishment and/or to the Host Training Establishment's clients, and any office equipment received shall be returned by the student-trainee to the Host Training Establishment; and
- 7.5. This confidentiality clause shall survive despite the termination of the internship program and shall be governed by Philippine law.

This **Agreement** takes effect immediately upon approval of the parties concerned and should continue to be in effect until amended/repealed by mutual written consent of the parties at least 15 working days prior to termination, provided that such termination is within the training period.

IN WITNESS WHEREOF, the parties here signed the Agreement this 15th day of July in Bacoar, Cavite.

**CAVITE STATE UNIVERSITY -
BACOR CITY CAMPUS**

**UNIVERSITY OF PERPETUAL HELP
SYSTEM DALTA (UPHSD) LAS PIÑAS**

MENVYLUS S. MACALALAD, MBA, LPT
Campus Administrator

ANTONIO S. ORCALES
IT Head, UPHSD-LP Campus

WITNESSES:

JAY ANNE F. SALLES, MAESL
Campus OJT Coordinator

ARVIN AGOJO
Technical Support Specialist, UPHSD-LP

JOVELYN D. OCAMPO, MIT
Department Chairperson

SEVERINO LEGASPI JR.
Technical Support Specialist, UPHSD-LP

STEPHEN G. BACOLOR
OJT Adviser

ACKNOWLEDGEMENT

Republic of the Philippines)
_____) S.S

BEFORE ME, personally appeared:

Name	Competent Evidence of Identity Number	Date/Place Issued
MENVYLUZ S. MACALALAD	CTC 25858309	January 17, 2024 Molino VI, Bacoar, Cavite
ANTONIO S. ORCALES	17401-2393	July 15, 2025 Las Piñas City

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

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

NOTARY PUBLIC

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Page No: _____
Book No: _____
Series of _____

