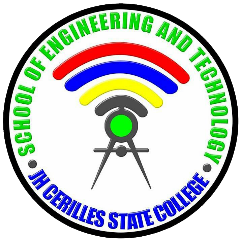
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**J.H. Cerilles State College**

**School of Engineering and Technology**

**INTERNSHIP PROGRAM**

**MEMORANDUM OF AGREEMENT**

The School of Engineering and Technology, through its Internship (On-the-Job Training) Program, assists students in gaining a work experience in an IT-related industry through a partner organization.

We thank you and your organization for agreeing to provide a **non-paid** Internship experience for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Intern’s name).

The purpose of this Memorandum of Agreement is to indicate to us that your organization is aware of the academic aspects of this Internship. Your signature (or the signature an authorized representative of your organization) on this Memorandum signifies that you have read and agreed with its general content.

1. The Intern involved in this Internship is a student engaged in an academic activity, of which this Internship is the primary part. An Agreement and Consent Form has been signed by the Intern and his/her parent/guardian to indicate willingness to undergo training in an IT-related organization through the BSIT Internship Program.

It is important to note that the Intern can receive these credits only if he/she has fulfilled his/her duty as an Intern governed by the rules and regulations as stipulated in the BSIT Internship Program Manual and by the rules and regulations in your organization.

1. A Site Coordinator will be assigned to each Intern for the duration of the Internship Program in your organization.
2. The Intern will be provided with appropriate general safety/health instructions specific to the Internship (OJT) experience by the Site Coordinator or an authorized representative of your organization.
3. The Intern will be provided with substantive (non-clerical) work assignments.
4. A written evaluation of the Intern’s performance will be provided at the end of his/her stay in your organization.
5. The OJT Coordinator of the School of Information Technology will communicate with the Site Coordinator requesting for an evaluation of the Intern’s performance. A form will be provided for this evaluation.
6. After appropriate discussion, either the School of Engineering and Technology and/or your organization may elect to discontinue this agreement at any time.
7. The OJT Coordinator will conduct two (3) on-site visits during the Intern’s stay with your organization to monitor his/her progress.
8. Interns will be accepted into this Program and otherwise treated without regard to age, color, religion, creed, disability, marital status, national origin, race, gender, or sexual orientation.
9. The Interns are not considered as employees of your organization but the Internship Program will comply with Book III, Title I, Chapter I, Articles 82-89 of the Labor Code of the Philippines (regarding the Conditions of Employment).
10. The Interns will not displace your organization’s regular employees, but work under their close supervision.
11. Your organization may or may not benefit from the activities of the Interns and on occasion, may impede the organization’s operation.
12. The Interns are not necessarily entitled to a job in your organization at the end of the Internship period.
13. The organization and the Interns understand that the Interns are not entitled to wages for the time spent on the Internship.

SIGNATURES REQUIRED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OJT Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Level Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SET Dean/ Program Head

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JHCSC System President