**MEMORANDUM OF AGREEMENT**

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

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

- and -

**LTO BACOOR DISTRICT OFFICE** a local service office duly organized and existing under Philippine laws, with principal office located at Revilla Business Park, Bacoor Cavite represented herein by its CHIEF OF OFFICE, **MS BERNADITA S. TIMONERA,** hereinafter referred to as the **COMPANY**.

**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 as one of the course requirements which will be conducted at **LTO BACOOR DISTRICT OFFICE.** in an on-site setup.

**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 studentsfor a total of **240** hours.

* Figueroa, Jericho T.

1. The inclusive training period will be from **August 05, 2024** to **September 05, 2024** or until the **240** hours is fulfilled.
2. CvSU BACOOR, through its designated company/firm or any authorized representative, shall perform the following functions and/or responsibilities:

3.1. Initiate the negotiation with the Company, undertake the initial selection and endorsement process, and request from the latter the internship activities of the student;

3.2. Coordinate with the Company regarding the student assignments; and

3.3. Monitor the progress of the student by conducting regular virtual visits to the student, and calls and/or emails to the Company.

1. The Company 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 Company;

4.3. Help the trainee prepare his/her plan of activities and closely supervise him/her in undertaking these activities;

4.4. Provide student concerned access to the Company’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%

1. CvSU BACOOR shall provide the student-trainees accident insurance that will cover the entire internship period.
2. The Company shall not be liable to the trainees for any fortuitous event that may happen during the course of the training.
3. Both CvSU BACOOR and the Company further agree to the following:
   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 Company/CvSU BACOOR 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 Company/CvSU BACOOR;
   2. CvSU BACOOR and its student-trainees shall not, at any time without the prior consent of the Company, directly or indirectly disclose or permit the disclosure of confidential information to any person or other party;
   3. In case a student-trainee is deployed or assigned to one of the Company’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 Company and its clients;
   4. At the conclusion of this internship program, or upon demand by the Company, all confidential information including but not limited to, reports, manuals, records, documents, mock-ups, financial statements, ledgers, invoices, correspondence, proprietary data, and all other material and copies relating, in any way, to the Company and/or to the Company’s clients, and any office equipment received shall be returned by the student-trainee to the Company; and
   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 \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Bacoor City, Cavite.

**CAVITE STATE UNIVERSITY LTO BACOOR DISTRICT OFFICE**

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**MENVYLUZ S. MACALALAD, MBA, LPT**  **BERNADITA S. TIMONERO**

Campus Administrator Chief of Office

**WITNESSES:**

**DIANA MAE M. BELARMINO Company Representative**

Campus OJT Coordinator

**ELYROSE PANGANIBAN-BRIONES,MIT Company Representative**

Representative

Office-in-charge, Department of Computer Studies



**RACHEL O. RODRIGUEZ**

OJT Adviser

**ACKNOWLEDGEMENT**

Republic of the Philippines )

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

BEFORE ME, personally appeared:

Name Competent Evidence Date/Place Issued

of Identity Number

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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

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

Page No: \_\_\_\_\_

Book No: \_\_\_\_\_

Series of \_\_\_\_\_.