



CITY COLLEGE OF CALAMBA
OFFICE OF THE VICE PRESIDENT FOR EXTENSION AND LINKAGES

OVP-EL - OJT Form 4A

Department of Computing and Informatics
MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement entered into and executed by and between:

The City College of Calamba a higher education institution with principal office at Poblacion, President, City College of Calamba, and herein referred to as the CCC, Calamba City, represented by its Officer-in-Charge, **Ronald A. Gonzales, LPT, PhD**, Office of the College

- and -

The **Calamba City Hall ICT Department** represented herein by **Engr. Reden T. Aquino** in her capacity as the **ICT HEAD**, hereinafter referred to as the COMPANY.

WITNESSETH:

That the CCC is offering On-the-Job Training Program to qualified students who will undergo industry exposure prior to graduation in order to become adequately familiar to the actual industrial operations and management, thereby augmenting their formal training:

Whereas, COMPANY agreed to accept students of CCC as trainees in support of its On-the-Job Training Program that aims to forge strong academe - industry linkage and complement existing course curricula to match industry demand:

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

A. CCC shall:

1. Recommend qualified students who will undergo a training program taking into consideration the requirements of COMPANY in terms of qualifications and number of students.
2. Designate an OJT Facilitator who will be assigned with the following responsibilities:
 - a. Orientation of students about the rules, proper attitude and behavior inside the job-site, particularly towards the employees;
 - b. Monitor attendance, activities, and performance of students during the training program in COMPANY; and
 - c. Coordinate training program with COMPANY.
3. Submit to the COMPANY requisite documents required for this program.
4. Together with the students and parents' consent, renounce and waive any claim against COMPANY for an injury that the students may sustain or loss that they suffer, personal or pecuniary, in the course of their training arising from their fault, negligence, or those of their co-trainees or other parties who are not acting in their official capacity in behalf of COMPANY. The waiver of the OJT student and their respective parents shall be submitted to the COMPANY prior to the commencement of the training.

B. The COMPANY shall:

1. Deploy the student trainees to the different operating units of the COMPANY (as may be as agreed upon by the parties) for a period of **450** man-hours unless some other period is agreed upon by COMPANY and CCC.
2. Assign personnel who will orient, monitor, and supervise the student - trainees, especially those that pertain to the occupational health, safety and security precautions.
3. Involve the students in activities and tasks to develop their work attitude and creative abilities to become a professional employee based on the areas agreed upon by the COMPANY and CCC.
4. Enforce rule that will govern the conduct of the program in their premises. Said rules shall be made known to CCC and student - trainees before the start of the training.

REF

of
exhibits
to be
submitted

written

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5. Accomplish necessary forms required by CCC (e.g. Acceptance Form, Performance Evaluation Report) in connection with the training requirements of the students.
 6. Issue Certificate of Completion to the student - trainee upon fulfillment of all training requirements.
- C. Under this Memorandum of Agreement, the following terms and conditions are likewise included:
1. It is expressly understood that there will be no employer-relationship between COMPANY and the student trainees of CCC.
 2. The student - trainees shall abide by the COMPANY'S rules and regulations and comply with those imposed for the program; otherwise, they shall be excluded from further participation.
 3. The company reserves the right to discontinue the training of any student - trainee on reasonable grounds upon written notice to CCC.
 4. CCC may pull - out any student - trainee from the COMPANY on reasonable ground after a written notice to the COMPANY.

D. Duration:

This agreement shall take effect immediately upon signing hereof and shall continue thereafter, provided however that any provision of the Agreement may be amended by written consent by both parties herein and provided further that the COMPANY or CCC reserves the right to withdraw its participation in the agreement upon written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have signed this presence on this 11
day of December, 2024 in Calamba.


COMPANY

CITY COLLEGE OF CALAMBA


BY:

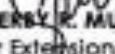

ENGR. REDEN T. AQUINO
ITO II / ICT HEAD

BY:

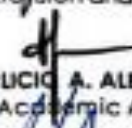

RONALD A. GONZALES, LPT, PhD
Officer-in-Charge, Office of the College President

SIGNED IN THE PRESENCE OF:


RAYMOND M. CRUZ 0956 246 2054
Witness 1


DR. GERRY R. MUYA
VP for Extension and Linkages


REPUBLIC OF THE PHILIPPINES
Calamba City
Witness 2


DR. SIMPLICIO A. ALBA
AVP for Academic Affairs

BEFORE ME, A Notary Public for and in Calamba, this 11 day of December, 2024, GERARDO FERNANDO, MM-ITM personally appeared Engr. Reden T. Aquino, known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is/are his/her their free and voluntary act and deed.

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


GERARDO RAYMOND R. TERUEL
Commission No. 08-2024-C
Notary Public for Calamba City
3rd Floor, New City Hall Building, Bacnotan
Road, Brgy. Real Calamba City, Laguna
December 31, 2025
Roll No.: 67813

Old Municipal Gm, Brgy. VI, Dablaban, Calamba City, Laguna | (0442) 545-0160/545-0556/545-0472

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