



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

ON-THE-JOB TRAINING AGREEMENT

This agreement is for the purpose of establishing the general conditions of the student's training at the Department of Finance.

The COMPANY, DEPARTMENT OF FINANCE, located at Roxas Boulevard corner Pablo Ocampo Sr. Street, Manila agrees to accommodate the TRAINEE, _____, who is a _____

student of _____, _____, _____
for the purpose of receiving training in various offices/divisions of the COMPANY. This training period begins on _____ and ends on _____
for _____ hours.

The following terms and conditions shall govern this Agreement:

1. The COMPANY shall provide the TRAINEE orientation and training on the areas pertinent to his/her line of specialization;
2. The COMPANY shall commit to accommodate the TRAINEE for the current semester/trimester consistent with the requirements of the curriculum;
3. The training agreement shall not, in any way, constitute an employee-employer relationship and the TRAINEE shall leave the COMPANY free and harmless from any demand, claim or complaint, whatsoever arising from this training agreement. The TRAINEE is free from any liability except in cases of gross negligence, malicious acts and criminal acts;
4. The status of the TRAINEE while on training shall be that of student-trainee. As such, he/she will not be entitled to any compensation and to any of the benefits accorded to employee;
5. The COMPANY shall not grant a training allowance or any form of remuneration to the TRAINEE;
6. The TRAINEE shall conform to all the rules and regulations of the COMPANY while on training;

7. The COMPANY shall not, in any way, be held liable for any injuries or accidents that the TRAINEE may suffer in the course of the training period;
8. The TRAINEE shall not divulge any information that he/she may have access to. Any such information that will be used for academic purposes shall also need prior approval/consent of the COMPANY.
9. Both the COMPANY and the TRAINEE have the right to pre-terminate the on-the job training, in writing within (7days) if:
 - a. The TRAINEE does not show the required interest, maturity, or disciplines during the training period, or if there is serious misconduct.
 - b. The COMPANY does not provide the kind of responsible training as agreed upon.

The terminating party will inform the Program/Practicum Coordinator or Faculty Adviser of the grievance before any decision to terminate is made and finalized. The Program/Practicum Coordinator or Faculty Adviser will intervene in order to rectify the situation in the interest of all parties concerned.

DEPARTMENT OF FINANCE

TRAINEE

ALVIN P. DIAZ

Director IV, Central Administration Office

(Signature over Printed Name)

Date: _____

Conforme:

Program/Practicum Coordinator