**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement made and executed between:

**Universidad de Manila (UDM)**, a public tertiary educational institution duly recognized and existing under and by the virtue of **City Ordinance No. 8210, Manila, represented herein by its Dean, College of Education, DR. AMALFI B. TABIN JR.** hereinafter referred to as the **UNIVERSITY**.

and

**(COMPANY NAME)**, a corporation duly organized and existing under Philippine Laws with office/business address **(COMPANY ADDRESS)** rep-resented herein by its **(SUPERVISOR)**, hereinafter referred to as the **PARTNER INDUSTRY.**

Witnesseth:

The parties hereby bind themselves to undertake a Memorandum of Agreement for the purpose of supporting the UNIVERSITY’S on-the-job training for student-trainees under the following terms and conditions:

1. The UNIVERSITY shall be responsible for briefing the on-the-job student-trainees who intend to conduct practicum exposure in the PARTNER INSTITUTION as part of the UNIVERSITY’S curriculum;

2. The UNIVERSITY shall provide the on-the-job student-trainee the basic orientation on work values, behavior, and discipline to ensure smooth cooperation with the PARTNER INSTITUTION;

3. The UNIVERSITY shall issue an official endorsement vouching for the well-being of the on-the-job student-trainee which shall be used by the PARTNER INSTITUTION for processing the application of the student-trainee;

4. The UNIVERSITY shall voluntarily withdraw a student-trainee who is found to misbehave and/or act in defiance to existing standards, rules, and regulations of the PARTNER INSTITUTION and impose necessary university sanctions to the said student-trainee;

5. The UNIVERSITY shall make supervisory and instructional visits/follow ups to the PARTNER INSTITUTION during the training period and evaluate the student’s progress and discuss training problems;

6. The UNIVERSITY has the discretion to pull out the student-trainee if there is an apparent risk and/ or exploitation on the rights of the student-trainee;

7. The PARTNER INSTITUTION may grant allowance and/or adequate insurance to student-trainee in accordance with the PARTNER INSTITUTION’S existing rules and regulations;

8. The PARTNER INSTITUTION, upon consultation with the UNIVERSITY, may require qualified students to submit themselves to examinations, interviews, and file pertinent documents to sup-port their application;

9. The PARTNER INSTITUTION is not obliged to employ student-trainee upon completion of the training;

10. The student-trainee shall be personally responsible for any and all liabilities arising from negligence in the performance of his/her duties and functions while under training;

11. There is no employer-employee relationship between the PARTNER INSTITUTION and the student- trainee;

12 The duration of the program shall be equivalent to **550** working hours unless otherwise agreed upon by the PARTNER INSTITUTION and the UNIVERSITY;

13. Any violation of the foregoing covenants will warrant the cancellation of the Memorandum of Agreement by the PARTNER INSTITUTION within thirty (30) days upon notice to the UNIVERSITY.

This Memorandum of Agreement shall become effective upon signature of both parties and implementation will begin immediately and shall continue to be valid hereafter until written notice is given by either party thirty (30) days prior to the date of intended termination.

In witness whereof the parties have signed this Memorandum of Agreement at **UNIVERSIDAD DE MANILA** this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 2023.

**For the PARTNER INSTITUTION For the UNIVERSITY**

**(SUPERVISOR NAME)** **DR. AMALFI B. TABIN JR**.

POSITION/COMPANY Dean, College of Education

**Intern: Signature:**

**ACKNOWLEDGEMENT**

Before me, a Notary Public in the city of Manila, personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with Government issued ID indicated above, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free will and voluntary deed and that of the institutions herein represented.

Witness my hand and seal on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 20\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

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

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

Series of \_\_\_\_\_\_\_:

(DATE)

**(SUPERVISOR NAME)**

**(COMPANY NAME)  
(ADDRESS)**

Dear Madam/Sir:

Greetings!

This refers to the requirement of the course Bachelor in Technical Vocational Teacher Education (BTVTE) major in (\_\_\_\_\_), being offered by this University. The students need to undergo 550 hours of On-The-Job-Training (OJT)/Industry Immersioin (IM) in this institution this semester.

In view of this, I would like to request that the following students will undergo their On-The-Job-Training (OJT)/ Industry Immersion (IM) in your company/department. In this manner, they will have the opportunity to apply their theoretical knowledge and skills in actual practice.

I believe that your company/department can provide the relevant exposure in the students’ field of specialization, thus ensuring the continuous supply of highly qualified personnel needed in the industry.

A copy of their OJT Waiver/Parents Waiver/Agreement Form will be submitted upon acceptance of this request.

Upon completion of the Student Internship/OJT Training, may we request your good office to please issue a CERTIFICATE of COMPLETION detailing the number of HOURS completed, DEPARTMENT/AREA they have rendered their duty, START and END DATE of the OJT Training and also SIGNATORIES and CONTACT NUMBER. We will provide you an EVALUATION FORM to assess the performance of our students during their training in your Company.

We are looking forward to a fruitful relationship with you as our Industry Partner. Thank you very much and more power!

Very truly yours,

**ANALYN B. DATU**

Program Chairperson-BTVTE

Noted by:

**Dr. AMALFI B. TABIN, JR**Dean, College of Education