

# INTERNSHIP AGREEMENT

I, CJ ADRIAN SANQUILOS, with the consent of my parent/guardian, JESSICA SANQUILOS, a Bachelor of Science in Information Technology student of the POLYTECHNIC UNIVERSITY OF THE PHILIPPINES, with principal address at Anonas St., Sta. Mesa, Manila, hereinafter referred to as “UNIVERSITY”, as part of the school curriculum or academic requirement voluntarily agrees to undergo On-the-Job Training (OJT)/ Internship Program at the THRIVED with office address at 90 MAGLAYA, hereinafter referred to as “HTE”. The On-the-Job Training (OJT)/Internship Program shall start on 2025-12-30 and ends on 2026-03-27 and is covered by the following terms and conditions:

1. Scope of the Agreement. This Agreement governs the Internship Program (“Program”) jointly pursued by the Parties in accordance with CHED Memorandum Order No. 104, Series of 2017. Internship refers to the practical application of classroom learning to actual work environment. It is synonymous to Practicum, Field Practice, or On-the-Job Training; it is not synonymous to Apprenticeship and Learnership.
2. Duration of the Internship. The duration of the Program shall be a total number of 500 hours. The internship shall be for a maximum of 8 hours between 8:00 am to 5:00 pm, Mondays to Fridays only. The Student Intern shall not be subjected to mandatory overtime (OT) nor be required to work during holidays.
3. Place of Assignment. The duties and responsibilities of the Student Intern shall be performed on the premises of the HTE through onsite learning experiences or other modalities subject to the prevailing government issuances and the rules and regulations of the HTE and the University.
4. Duties and Responsibilities of the Student Intern. The Student Intern commits to:
  - a. Submit the notarized written consent of the parent/guardian allowing him/her to undergo the Internship Program with the HTE;
  - b. Undergo the required orientation/training program conducted by the HTE and the University;
  - c. Complete the agreed duration of his/her internship, and if unable to do so, notify the HTE and the University’s OJT Coordinator in writing of his/her intent and reasons to prematurely end his/her internship at least three (3) days before his/her last day of internship;
  - d. Submit required practicum/internship documents within the deadline, including a monthly journal of practicum experiences describing his/her training activities, problems encountered, and reflections on the training experience to the OJT Coordinator (if applicable to the course);
  - e. Perform tasks and activities in accordance with the internship plan;
  - f. Maintain confidentiality during and after the internship period of all information, data, and business or trade secrets of the HTE where such information is not within the public domain and is indicated or deemed to be confidential and submit a signed Non-Disclosure Agreement prescribed by the HTE as a pre-requisite to participating in the program;
  - g. Use all information and materials received from the HTE for the sole purpose of performing his/her duties under the internship program;
  - h. Respect and comply with the relevant rules and regulations of the CHED, the HTE, and the University;
  - i. Be responsible, together with his/her parents/guardian for any and all loss, damage, injury, expense, proceeding, demand, cost, claim, suit or liability incurred arising from his/her own omission or gross negligence in the performance of his/her duties and functions while under internship except such loss, damage, injury, expense, proceeding, demand, cost, claim, suit or liability which may arise by reason of the negligent act or omission of the HTE, its officers, employees, representatives or agents;
  - j. Be responsible, should he/she incur any damages caused to the HTE i.e. damage to any property or resources owned and operated by or for the HTE, equipment, machine, apparatus, paraphernalia, device, and other similar procedure therefore, by paying the cost of its repairs or replacement, whichever is necessary to restore the property into full operations;

IN WITNESS WHEREOF, the parties hereby affix their signatures this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_, Philippines.

**JR**

*Name of the Authorized Representative of the HTE  
THRIVED*

**JESSICA SANQUILOS**

*Name of Parent / Guardian*

**CJ ADRIAN SANQUILOS**

*Name of Student Intern*

*Page 2 of 3*

## ACKNOWLEDGMENT

Republic of the Philippines)  
City of \_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public, for and in the City of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ personally appeared:

- JR – Authorized Representative of the HTE
- CJ ADRIAN SANQUILOS – Student Intern
- JESSICA SANQUILOS – Parent/Guardian

known to me to be the same persons who executed this instrument and acknowledged the same to me as their  
free and voluntary act and deed.

This document consists of three (3) pages including the page where this Acknowledgment is written, and the  
parties signed at the left margin of each and every page hereof.

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

Notary Public

Doc No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_.