

## **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.
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.
3. Place of Assignment. The duties and responsibilities of the Student Intern shall be performed on the premises of the HTE.
4. Duties and Responsibilities of the Student Intern. The Student Intern commits to comply with all requirements of the HTE and the University.
5. Miscellaneous Provisions. This Agreement shall be governed by the laws of the Republic of the Philippines.

IN WITNESS WHEREOF, the parties hereby affix their signatures:

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JR  
Authorized Representative of HTE  
THRIVED

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JESSICA SANQUILOS  
Parent / Guardian

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CJ ADRIAN SANQUILOS  
Student Intern

## **ACKNOWLEDGMENT**

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

BEFORE ME, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, personally appeared:

(Authorized Representative of the HTE)  
(Student Intern)  
(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.

WITNESS MY HAND AND SEAL.