

INTERNSHIP AGREEMENT

I, **Clarence T. Urmatam**, with the consent of my parent/guardian, **Benjamin C. Urmatam**, a **Bachelor of Science in Information Technology** student of **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 **The Attic PH** with office address at _____, hereinafter referred to as "**COMPANY**". The On-the-Job Training (OJT)/Internship Program shall start on March 20, 2023 and ends on June 20, 2023 is covered by the following terms and conditions:


1. The duration of the program shall be equivalent to at least **500 hours** unless otherwise agreed upon by the parties;
2. I shall be fully accountable to the Department Manager or his designated representative under whom I will be trained;
3. I shall abide by all the policies and procedures of the COMPANY in the duration of my training;
4. I shall submit a Medical Certificate indicating that I am in good health and emotionally fit. The Medical Certificate shall be based on a physical and psychological examination conducted, or certified by the Department of Health (DOH) accredited clinics and hospitals. I shall also submit other related medical examination requirements by the COMPANY, if any; (*See Annex "A"*)
5. I am fully aware of the internship plan developed by the COMPANY and the UNIVERSITY specifying the goals and objectives of the On-the-Job Training (OJT)/Internship Program;
6. I shall exercise extreme care and diligence in any work or task assigned to me;
7. I will submit a journal of internship, as may be required by the COMPANY, reflecting on the approved internship plan, my experiences describing the internship activities, any problem/s encountered, and my reflections on the internship experience to the Internship Coordinator;
8. I fully acknowledge that the COMPANY shall not be duty-bound to pay costs nor any form of remuneration or compensation for such;
9. I am fully aware that my training is not a guarantee of my immediate or eventual employment at the COMPANY as the latter reserves the right to select its employees in accordance to its established hiring and recruitment policies and procedures;
10. I, together with my parents/guardian shall be responsible for any and all loss, damage, injury, expense, proceeding, demand, cost, claim, suit or liability incurred by me arising from my own omission or gross negligence in the performance of my duties and functions while under training 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 COMPANY, its officers, employees, representatives or agents.
11. I am fully aware that, should I, in the course of my training, accidentally or deliberately cause damage to any property or resources owned and operated by or for the COMPANY, i.e. equipment, machine, apparatus, paraphernalia, device and

other similar procedure thereof, I shall be held responsible for the same and shall therefore pay for the cost of its repairs or replacement, whichever is necessary to restore the property into full operations;

12. I shall treat in strictest confidence and shall not disclose any confidential information and related documentation concerning the COMPANY, in whatever form provided, and cannot use any confidential information or data from the COMPANY to create intellectual property without the express written approval of the latter. I shall take all necessary precautions to prevent any unauthorized disclosure or use of such confidential information by third parties. Confidential information refers to all information including, without limitation, a compilation, program, device, method, system, technique or process possessed by, or developed for the COMPANY that is not publicly known, and which information the latter seeks to protect from disclosure to its existing or potential competitors and other third parties. This also includes information received by the COMPANY from other sources that latter has an obligation, express or implied, to treat as confidential.
13. I am aware that the COMPANY reserves the right to revoke, to terminate or to defer this training experience for purposes of preserving and maintaining the good image of the COMPANY.

IN WITNESS WHEREOF, the parties hereby affix their signatures this ____ day of _____, 2018 at _____, Philippines.

Name of Authorized Signatory of Company
Position
Name of Company



Benjamin C. Urmata

(Parent/Guardian)



Clarence T. Urmata

(Student-Trainee)

ACKNOWLEDGMENT

Republic of the Philippines)
City of _____) S.S.

BEFORE ME, a Notary Public, for and in the City of _____, this ____ day of _____, 2018, personally appeared:

	Valid Proof of Identity	Issued at/on
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 ____.