

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

PAMANTASAN NG LUNGSOD NG VALENZUELA, an educational institution of higher learning, established under Valenzuela City Ordinance No. 014, Series of 2022, with principal office address at Tongco St., Maysan, Valenzuela, represented in this act by its president, **Dr. NEDÉÑA C. TORRALBA**, of legal age, Filipino, married, and with office address at Pamantasan ng Lungsod ng Valenzuela, Tongco St., Maysan, Valenzuela, hereinafter referred to as the "**FIRST PARTY**" and "**PLV**";

-and-

NORTHGATE TECHNOLOGIES, INC., a business institution duly organized and existing under Philippine laws with official address at 59 Tinagan, La Loma, Quezon City, represented in this act by its Chief Operating Officer, **MS. SHARMAINE JESSELINE C. CHAN**, hereinafter referred to as the "**SECOND PARTY**" and "**HOST TRAINING ESTABLISHMENT**" or "**HTE**".

WITNESSETH:

WHEREAS the **FIRST PARTY** and the **SECOND PARTY** firmly believe that internship / on-the-job training program is a key to achieving sustainable quality higher education.

WHEREAS the **FIRST PARTY** and the **SECOND PARTY** are committed to improve the quality of higher education for national development and competitiveness.

WHEREAS both parties believe that a major key to reaching the goal of improving quality of higher education is a quality internship / on-the-job training program that will provide Student Interns the opportunities to:

1. Apply the theoretical concepts and principles taught in the classroom to a specific real-world setting.
2. Demonstrate a professional level of work performance by incorporating a sense of professional identity through various activities that involve the application of relevant concepts and principles.
3. Attain a comprehensive and realistic understanding of their future profession.
4. Develop effective communication and interpersonal skills while working in a professional environment.
5. Acquire hands-on experience in using industry-specific tools and technologies to complete assigned tasks.
6. Demonstrate problem-solving and critical thinking skills by identifying, analyzing, and resolving workplace issues and challenges.
7. Apply time management and organizational skills to meet deadlines and deliver high-quality work.
8. Gain an understanding of ethical standards and professional conduct in the workplace and apply them in all aspects of their work.
9. Collaborate effectively with colleagues and supervisors, building positive working relationships and contributing to team goals.
10. Reflect on their learning experiences and identify areas for personal and professional development, setting goals for future growth and success.

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree and stipulate on the following:

SECTION I: GENERAL OBJECTIVES

The following objectives are set forth in the execution of this Memorandum of Understanding:

1. **FIRST PARTY** Student Interns are expected to carry out their responsibilities within the scope of their academic program and their specialized areas.
2. Through the OJT Program and/or activities facilitated by the **SECOND PARTY**, students will acquire supplementary knowledge and skills as they execute their assigned duties and responsibilities.

3. Students undertaking OJT will have the opportunity to engage with other professionals and students and will be exposed to activities relevant to their respective areas of specialization.

SECTION II: DUTIES AND OBLIGATIONS OF THE FIRST PARTY

The following are the duties obligations of the FIRST PARTY set forth in the execution of this Memorandum of Understanding:

1. FIRST PARTY shall identify and recommend the students who are qualified according to academic standards and have completed the curricular requirements to undergo OJT Program.
2. FIRST PARTY shall conduct orientation of students' general duties and responsibilities, work values, behavior, and discipline that should be strictly observed during the period of their OJT.
3. FIRST PARTY shall designate an OJT Coordinator or point person who will work closely with the SECOND PARTY to monitor the actual conduct of the OJT.
4. FIRST PARTY shall coordinate with the SECOND PARTY on the deployment of Student Interns.
5. FIRST PARTY shall conduct regular supervisory visits during the stay of Student Interns during the OJT period.
6. FIRST PARTY shall voluntarily withdraw a Student Intern who is found to have misbehaved and/or acted in defiance of existing standards, rules and regulations of the SECOND PARTY.
7. FIRST PARTY shall adopt a standard assessment and evaluation mechanism based on curricular requirements and template by contracting parties respecting confidentiality.
8. FIRST PARTY shall gather feedback from the SECOND PARTY on internship activities / performance for the improvement of the program.

SECTION III: DUTIES AND OBLIGATIONS OF THE SECOND PARTY

The following are the duties and obligations of the SECOND PARTY set forth in the execution of this Memorandum of Understanding:

1. SECOND PARTY shall accept Student Interns from the FIRST PARTY to undergo the required and agreed total number of OJT hours.
2. SECOND PARTY shall assign an OJT Supervisor to take charge and to properly supervise the Student Interns.
3. SECOND PARTY shall accomplish all the necessary forms required by the FIRST PARTY for the Student Interns' on-the-job training.
4. SECOND PARTY shall communicate to the Student Interns the organization structure, existing policies, rules, and guidelines related to the OJT program and ensure that they conform to academic and professional standards and practices.
5. SECOND PARTY shall ensure that the Student Interns work in an environment conducive to learning and not exposed to any work, project, or activity that may pose a threat to their safety or well-being or unrelated to their Internship Plans.
6. SECOND PARTY shall train and assist the Student Interns in acquiring knowledge, skills, and experience pertinent to their area of specialization.
7. SECOND PARTY shall enforce rules governing the conduct of the Student Interns while inside and within the premises of the SECOND PARTY.
8. SECOND PARTY shall issue Certificates of Completion and corresponding performance ratings based on the evaluation tool given by the FIRST PARTY to Student Interns who successfully finish their OJT.

SECTION IV: DUTIES AND OBLIGATIONS OF BOTH PARTIES

The following are the duties and obligations of both PARTIES set forth in the execution of this Memorandum of Understanding:

1. Both PARTIES will work collaboratively to maintain a quality learning environment for the Student Interns. Any issues that may arise can be discussed in a meeting to resolve problems or develop improvements in the OJT and related programs.
2. The development and implementation of specific activities based on this Agreement will be negotiated and agreed upon by the PARTIES. The activities shall be in accordance with laws and regulations and after full consultation and approval from the other PARTY.

3. The implementation of the cooperative activities may be limited depending on the resources and funds available to the PARTIES concerned.
4. The SECOND PARTY will not have an employer-employee relationship with the Student Interns.
5. SECOND PARTY shall hold FIRST PARTY free from any liability for any damage to property or injury caused by negligence or accidental act or omission of the Student Interns.
6. Either PARTY may discontinue the OJT of the Student Interns upon submission of written notice to the other PARTY.
7. The PARTIES and the Student Interns shall not use any work, research, project, data, concept or information gathered during the OJT for their own benefit without the written consent of the other PARTY. If allowed, the PARTY and Student Interns shall acknowledge the other PARTY as the owner or source.
8. In the event of research collaboration leading to patent rights, copyrights, or other intellectual property rights, a further agreement must be negotiated in each case in accordance with the policies of the PARTIES on intellectual property. Ownership and other property interests that may arise will be negotiated equitably and fairly.
9. This Agreement may be amended or modified by a written agreement signed by both PARTIES.
10. In the event of unforeseen incidents during collaborative activities, a mutually acceptable solution shall be negotiated. If possible, these solutions shall be incorporated into the specific agreements mentioned in this Agreement.
11. This Agreement may be terminated by either PARTY upon prior written notice to the other PARTY at least fourteen (14) days before the termination date.
12. Any disagreement arising from the application, interpretation, or implementation of this Agreement shall be resolved through good faith negotiations by both PARTIES.

SECTION V: TERMINATION AND ENTIRETY OF THE AGREEMENT/UNDERSTANDING

This Understanding shall become effective immediately upon the execution by the authorized representatives of both PARTIES and shall remain in force for a period of three (3) years from the date of such execution. After which, it may be subject to renewal upon review and renegotiation by both PARTIES.

Notwithstanding any provision of this Understanding to the contrary, it is understood that the scope of this Understanding relating to the Student Interns shall commence upon their acceptance and shall conclude upon the issuance of their Certificate of Completion. The expiration or period of validity of this Understanding shall mean that both PARTIES agree that during the period of validity, the FIRST PARTY shall recommend and provide Student Interns while the SECOND PARTY shall accept them.

This Understanding serves as the complete and exclusive understanding between the PARTIES pertaining to the subject matter at hand, and it shall prevail over any prior discussions, arrangements, or agreements, whether written or verbal. Any modifications or adjustments to this Understanding must be agreed upon by both PARTIES in writing.

In **WITNESS WHEREOF**, the PARTIES have hereunto affixed their signatures on this 13 day of SEP 2025, at the City of Valenzuela.

PAMANTASAN NG LUNGSOD NG VALENZUELA
First Party

By: 
Dr. NEDENA C. TORRALBA
President


NORTHGATE TECHNOLOGIES, INC.
Second Party

By: 
MS. SHARMAINE JESSELINE C. CHAN
Chief Operating Officer

Signed in the presence of:


Engr. JORDAN N. VELASCO
Dean, College of Engineering and Information Technology

WITNESSES:


JENILYN D. ROLLO, CHRA
Human Resource Generalist

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
VALENZUELA CITY) S.S.

BEFORE ME, a Notary Public for and in the City of Valenzuela, on this **SEP 13 2025** day of _____, 20____. Personally appeared **Dr. NEDENA C. TORRALBA** with Identification Card 17-001 issued by the City Government of Valenzuela and _____ with identification card No. _____ issued by _____ known to me to be the same persons who executed the foregoing Memorandum of Understanding and acknowledge to me that the same is their true act and deed for and on behalf of the parties they represented.

The instrument consists of four (4) pages including this page, on which this Acknowledgment is written duly signed by the parties and their instrumental witnesses in every page thereof.

WITNESS MY HAND AND SEAL, this **SEP 13 2025** day of _____, 20____, at
MALOLOS BULACAN

NOTARY PUBLIC

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Series of : 2025

ATTY. RICARDO M. PEREZ
NOTARY PUBLIC
COMMISSION NO. PNC-54-MB-2023
UNTIL DECEMBER 31, 2025
BLK.9 LOT.7, ST., EMMANUEL HOMES
PRENZA 2, MARILAO, BULACAN
PNO.486664-12/23/24 CY 2025
PTR NO. 90951264-01/02/25
ROLL NO. 17460