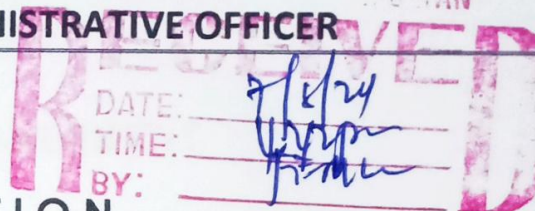




Republic of the Philippines  
**CAGAYAN STATE UNIVERSITY**  
Carig Campus Tuguegarao City

**OFFICE OF THE CAMPUS ADMINISTRATIVE OFFICER**

CAO-25571-CERT-2024-07-330



**CERTIFICATION**

This is to certify that Memorandum of Agreement made and entered into by and between **Cagayan State University-Carig Campus, College of Engineering and Architecture** and **Metacore Systems INC.** represented by **RAYMOND PERIABRAS**, was reviewed by the undersigned.

This Certification is issued for reference purposes only.

08 July 2024, Tuguegarao City, Philippines

**MAC GIOVANI T. LAGUNDI**  
Campus Director for Administration

## APPENDIX A

CSU-COE- OJT Form – 001

### MEMORANDUM OF AGREEMENT

#### KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into in Tuguegarao City, Cagayan, by and between the Cagayan State University (CSU) Carig Campus, represented by its Campus Executive Officer **ENGR. ROGER P. RUMPON, CSU CARIG CEO**, hereinafter referred to as FIRST PARTY, and the Metacore Systems INC., represented by RAYMOND PERIABRAS, hereinafter referred to as SECOND PARTY,

WITNESSETH that;

WHEREAS, the Cagayan State University Carig Campus (FIRST PARTY) is a Higher Educational Institution (HEI) duly organized and existing under the laws of the Republic of the Philippines, with main office address located at Carig Sur, Tuguegarao City, Cagayan offering various engineering courses;

WHEREAS, CSU, has requested for an On-The-Job Training (OJT) of 240 hours for Computer Engineering student/s;

WHEREAS, Metacore Systems INC., is a Reputable Host Training Establishment (HTE) duly authorized and registered entity in the Philippines by the Security Exchange Commission (SEC) / the Department of Trade and Industry (DTI) and with established system of trainings with office address located in Lot 16, Rainbow Village, Block 25 Iron Wood, Barangay 168, Caloocan, 1421 Metro Manila, Philippines ;

WHEREAS, Metacore Systems INC., (SECOND PARTY) has granted the request for the On-The-Job Training (OJT) of the students;

WHEREAS, the FIRST PARTY and the SECOND PARTY recognize the need to:

1. Provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized host training Establishment;
2. Strengthen the implementation of the local internship through collaborative effort of the academe-industry linkage among the participating HEIs and Partner Institution /establishment;
3. Establish the harmonious collaboration/ linkages between higher education institutions( HEIs) and the Host Training Establishments (HTEs) for the effective implementation of the program to support the educational environment of the student interns;
4. Provide students enrolled in HEIs in the Philippines with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable HTEs in our country;
5. Enhance the knowledge and skill acquired in formal education of student interns through employer -based training , in order for them to become more responsive to the future demands of the labor market;
6. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the labor market;



6. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and
7. Acquire a professional work ethic in the course of internship.

NOW THEREFORE, for and in consideration of these above premises and other mutual covenant hereinafter set forth, the parties do hereby stipulate the following:

That CSU SHALL:

1. Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;
2. Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;
3. Develop in collaboration with the duly selected HTE an internship contract signed by the student intern specifying goals and objective;
4. Ensure that intern will acquire actual and relevant competencies in each learning area, assignment, and schedule of activities. The internship plan shall part of the internship contract signed by the student intern, HTE and HEI;
5. Assign a coordinator for the student internship programs; and
6. Conduct pre- internship orientation/training to student interns, as a prerequisite to their development to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

That Metacore Systems INC., SHALL:

1. Design and implement the internship plan in partnership with the HEI;
2. Encourage student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
3. Assign a point/focal person responsible for the implementation of all phases of the internship;
4. Orient the student interns on the standard rules and regulations of their establishment before signing of contract;
5. Enter into an internship contract/agreement with the student intern;
6. Provide practical training or work experience in accordance with agreed internship plan and schedule of activities;
7. May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance and uniform, if applicable;
8. Ensure that student interns do not perform tasks and duties of regular position in HTEs;
9. Provide supervised applied learning experience for student interns in accordance with agreed internship Plan and schedule of activities;
10. Develop feedback mechanism to student and HEI of the overall implementation of the internship and the student performance;
11. Provide monitoring and evaluation reports or other information on the student intern's performance as may be required by the HEI;
12. Make available, accurate and current records of INTERNS and provide access to HEI of such records while on internship;
13. Notify and provides at least 30 working days written notice to the HEI of a student intern's breach of contract or misconduct in the internship premises prior to THE's decision to suspend or terminate the contract; and
14. Issue certificates of completion for the student interns not later than two



weeks after the completion of internship.  
BOTH parties further agree that,

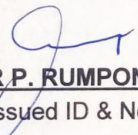
1. Any part hereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or not enforceable only to that extent and no further;
2. The terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other than the signatories herein or their authorized representative;
3. The agreement shall be governed by and construed according to the laws of the Republic of the Philippines.

IN WITNESS WHEREOF, the parties have set their hands and cause the signature of their respective representatives to be affixed on this \_\_\_\_\_ day of \_\_\_\_\_, 2024 at Tuguegarao City, Cagayan, Philippines.

**Cagayan State University – Carig Campus**

FIRST PARTY

By:

  
**Engr. ROGER P. RUMPO, MST**

Government Issued ID & No: \_\_\_\_\_

Issued on: \_\_\_\_\_

Issued at: \_\_\_\_\_

**METACORE SYSTEMS INC.**

SECOND PARTY

By:

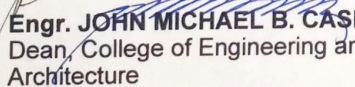
**MR. RAYMOND PERIABRAS**

Government Issued ID & No: \_\_\_\_\_

Issued On: \_\_\_\_\_

Issued at: \_\_\_\_\_

Signed in the presence of:

  
**Engr. JOHN MICHAEL B. CASIBANG**  
Dean, College of Engineering and  
Architecture