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**Isabela State University, a State University Created and Existing under the Laws of the Philippines**

**MEMORANDUM OF AGREEMENT**

This ***Memorandum of Agreement***entered into and executed by:

**COLLEGE OF COMPUTING STUDIES, INFORMATION AND COMMUNICATION TECHNOLOGY** of **ISABELA STATE UNIVERSITY,** with office address at ISU Main Campus, San Fabian, Echague, Isabela herein represented by, **DR. RICMAR P. AQUINO**, University President, **DR. JOSE P. GALLENA JR.**, Executive Officer, Echague Cluster and **DR. Edward b. Panganiban**, Campus Coordinator, hereinafter referred to as **CCSICT-ISU Santiago Extension Unit**;

-and-

The **LIGHTBULB TECHNOLOGY CORPORATION** with office address at Las Piñas City, herein represented by, **MR. KEAN ALLEN IMAM,** Chief Executive Officer, hereinafter referred to as **LIGHTBULB TECHNOLOGY CORPORATION;**

**WITNESSETH**

**WHEREAS**, the students of **CCSICT-ISU** **Santiago Extension Unit** are required to undergo and complete their **On-the-job Training (OJT)** as one of the requirements for their graduation for the **Degree in Bachelor of Science in Information Technology.**

**WHEREAS,** the office of the **LIGHTBULB TECHNOLOGY CORPORATION** is willing to accommodate **CCSICT-ISU** **Santiago Extension Unit** students for their OJT.

**NOW THEREFORE,** the parties hereby agree to execute this Memorandum of Agreement (**MOA**) subject to the following terms and conditions:

**TERMS AND CONDITIONS**

1. The students shall report to the office of the **LIGHTBULB TECHNOLOGY CORPORATION** for a duration of at least **FOUR HUNDRED EIGHTY-SIX (486) HOURS;**
2. The **LIGHTBULB TECHNOLOGY CORPORATION** shall take place all precautionary measures to safeguard the welfare of the students while undergoing **OJT Program** within the premises of the agency;
3. The OJT students will be treated as management trainees and not as a regular employee. Hence, they are not entitled to any salary, wages or allowances or any form of remuneration. However, if the **LIGHTBULB TECHNOLOGY CORPORATION** so desires, it may provide the students monetary or non-monetary benefits on a voluntary basis;
4. While on the **OJT Program**, the students conduct in the training shall be guided by the University rules on students conduct and also pertinent rules and regulations, policies and standard operating procedures of the **LIGHTBULB TECHNOLOGY CORPORATION;**
5. The OJT coordinator, her/his representatives, and / or authorized officials of **CCSICT-ISU** **Santiago Extension Unit**, the University shall be allowed to visit the students at the **LIGHTBULB TECHNOLOGY CORPORATION** for purposes of monitoring and evaluating the progress of the students’ performance in the OJT program;
6. The **CCSICT-ISU Santiago Extension Unit** and the **LIGHTBULB TECHNOLOGY CORPORATION** shall require and monitor the daily attendance of the OJT student;
7. After the completion of the OJT Program the **LIGHTBULB TECHNOLOGY CORPORATION** shall submit completion report to CCSICT-ISU which form shall be provided by the CCSICT-ISU, for convenience;
8. The **CCSICT-ISU Santiago Extension Unit** and the **LIGHTBULB TECHNOLOGY CORPORATION** shall impart theoretical as well as experiential learning to students; expose them to all facets of business operation relevant, to the objectives of the program, and participate in the final evaluation of the students’ on-the-job performance;
9. Likewise, the students after finishing their OJT Program, are required to submit their comprehensive narrative which shall be submitted to the **CCSICT-ISU Santiago Extension Unit** and the **LIGHTBULB TECHNOLOGY CORPORATION** The narrative report of the on-the-job trainees’ activities shall serve as one of the requirements for the completion of the course program;
10. This agreement may be terminated at any time by either of the parties if in its judgment the welfare and interest of the students and /or the other party is prejudiced. However, fifteen (15) days prior notice will be required for such termination;
11. The parties shall bear in mind that students OJT Program is intended to develop leadership and technical skills of the students. In view hereof, both parties shall ensure that the OJT students’ welfare shall be given paramount consideration. The parties shall not expose OJT students to any danger while performing their OJT activities. They shall likewise be protected against harassment and any act of physical or verbal abuse.

This agreement will be effective on **February to June 2024,** not unless terminated by any of the parties.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands this day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in Santiago City.

**ISABELA STATE UNIVERSITY LIGHTBULB TECHNOLOGY CORPORATION**

**Represented by: Represented by:**

**RICMAR P. AQUINO, PhD. KEAN ALLEN IMAM**

**University President Chief Executive Officer**

**Jose p Gallena, JR, DPA**

**Executive Officer**

**Edward B. Panganiban, PhD**

**Campus Coordinator, Santiago Extension Unit**

**Signed in the Presence of:**

**Engr. FREDERICK VON A. IBASCO, MSIT JOE G. LAGARTEJA, DIT**

**OJT Coordinator Chairperson, BSIT Program**

**GRACIANO BERNABE T. ASUNCION III GRACIANO P. ASUNCION, JR**

**Student Trainee Parent**

**VINCENT C. CEREZO LARICITO L. CEREZO**

**Student Trainee Parent**

**ACKNOWLEDGEMENT**

**Republic of the Philippines )**

**Province of Isabela ) S.s.**

**Municipality of Echague )**

**BEFORE ME,** a Notary Public for in and in the above jurisdiction, personally appeared the following:

**NAME Com. Tax Certi. No. Date and Place Issued**

**DR. RICMAR P. AQUINO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DR. Edward B. Panganiban \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KNOWN TO ME,** to be the same person who executed these four (4) pages where this acknowledgement is written and signed by the parties and their instrument witness on each and every pagehereof.

**WITNESS MAY HAND AND SEAL,** on the day and place above written.

**NOTARY PUBLIC**

**Doc. No. \_\_\_\_\_\_**

**Page \_\_\_\_\_\_**

**Book No. \_\_\_\_\_\_**

**Series of \_\_\_\_\_\_**