

## MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and executed by and between:

The **CENTRAL LUZON STATE UNIVERSITY**, a higher education institution duly established by virtue of Republic Act No. 4067, with principal office at Science City of Muñoz, Nueva Ecija, represented by its President, **DR. EVARISTO A. ABELLA**, and hereinafter referred to as “**CLSU**”

and

The **NEECO II – AREA 1**, a company with principal address at Calipahan, Talavera, Nueva Ecija, represented by its Institutional Services Department Manager, **MS. EDNA G. LIBUNAO**, and hereinafter referred to as “**HOST ESTABLISHMENT**”.

### WITNESSETH:

**WHEREAS**, CLSU as a premiere higher education institution has a responsibility of “developing globally-competitive, work-ready, socially-responsible and empowered human resources who value lifelong learning”, as clearly articulated in its institutional mission;

**WHEREAS**, in order to provide its students complete and holistic training, and as a means to fulfill the aforesaid mission, CLSU requires its students to undergo On-the-Job Training/Practicum/Internship Program wherein qualified students are deployed to different partner agencies in order to adequately familiarize themselves with actual operations in the workplace, thereby augmenting and complementing the personal and professional competencies they acquire as they pursue their respective degrees;

**WHEREAS**, such On-the-Job Training/Practicum/Internship Program is included in the curriculum which passed the standards of the Commission on Higher Education and has been duly approved for implementation by the CLSU Board of Regents;

**WHEREAS**, HOST ESTABLISHMENT accepts CLSU students as student-trainees in support of the On-the-Job Training/Practicum/Internship Program of the University pursuant to CHED Memorandum Order No. 104, series of 2017 [Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs]; and

**WHEREAS**, both parties are cognizant of the need for this kind of collaboration to fully realize the objectives of the internship program.

**NOW THEREFORE**, for and in consideration of the foregoing premises, CLSU and HOST ESTABLISHMENT do hereby agree as follows:

1. CLSU shall recommend qualified BS in INFORMATION TECHNOLOGY students to undergo internship at HOST ESTABLISHMENT for the prescribed duration duly specified in their curriculum under the following terms and conditions:

- 1.1. CLSU shall designate a College/Department OJT Coordinator who shall supervise the student-interns and regularly monitor their attendance and performance for the duration of the internship program. Such a Coordinator shall closely coordinate with HOST ESTABLISHMENT regarding the various activities under the internship program.
- 1.2. CLSU shall assume full responsibility for the students during the period of internship. CLSU shall safeguard student interns from harassment, exploitation, deplorable training conditions, and such other conditions that contravene or defeat the purpose of the internship.
- 1.3. The student-interns and CLSU shall be personally responsible for any and all liabilities for the damage to the properties or injury to third persons, which may be occasioned by their intentional or negligent acts while in the course of the internship.
- 1.4. The student-interns and the Coordinator shall abide by HOST ESTABLISHMENT rules and regulations and comply with those specifically imposed for the internship program; otherwise, they shall be excluded from further participation; provided, however, that CLSU and the student-interns are given copies of the same at the beginning of the internship program.
- 1.5. CLSU may withdraw student-interns from the internship program on reasonable grounds. In such cases, the concerned student-interns and HOST ESTABLISHMENT must be properly informed as to why such pull-out shall be implemented.
- 1.6. Each student-intern shall submit to HOST ESTABLISHMENT detailed reports and documentation with respect to the duties and responsibilities he/she performed as may be periodically required by HOST ESTABLISHMENT.
- 1.7. The student-interns shall adhere to all of the HOST ESTABLISHMENT safety rules and regulations. Any safety violation committed by a student-intern may result in the termination of his/her internship program at HOST ESTABLISHMENT.
- 1.8. The student-interns shall provide their own necessary uniform/appropriate attire for personal use within the whole duration of the internship program.
- 1.9. There shall be no employer-employee relationship between HOST ESTABLISHMENT and the student-interns.
- 1.10. There is nothing in this contract that implies any future employment rights of the CLSU student interns. HOST ESTABLISHMENT neither represents nor implies any obligation to the student-interns upon completion of the internship program.
2. HOST ESTABLISHMENT shall accommodate the student-interns for their internship program subject to the following terms and conditions:
  - 2.1. HOST ESTABLISHMENT provides the student-interns internship opportunities that encompass real working experiences in which HOST ESTABLISHMENT will supervise the intern's.
  - 2.2. HOST ESTABLISHMENT allows the student-interns to undergo the internship program without any monetary consideration and subject to the policies, procedures, and guidelines of CLSU.
  - 2.3. HOST ESTABLISHMENT shall have the right to screen or refuse, for valid reasons, student-interns recommended by CLSU to undergo practicum with HOST ESTABLISHMENT.

- 2.4. HOST ESTABLISHMENT shall design and implement the internship plan in partnership with CLSU. Specific assignments of each student-intern shall be identified by HOST ESTABLISHMENT and shall be communicated to the Coordinator.
- 2.5. HOST ESTABLISHMENT shall assign personnel to take charge and supervise the student-interns during the internship program. The practical and related works that will be assigned to the student-interns shall be congruent to their area of specialization.
- 2.6. HOST ESTABLISHMENT shall accomplish and submit the necessary forms required by CLSU in connection with the internship program of the student interns.
- 2.7. HOST ESTABLISHMENT shall issue periodic evaluation reports and certificates of completion to the student-interns who successfully finished the internship program.
- 2.8. HOST ESTABLISHMENT shall adopt and enforce rules that will govern the conduct of the program. Said rules shall be communicated to CLSU and the student interns before the start of the internship program.
3. This Memorandum of Agreement shall be effective immediately upon signing and shall remain in effect for a period of \_\_\_\_\_ (\_\_\_\_\_) months; provided, however, that CLSU and HOST ESTABLISHMENT reserve the right to withdraw their participation in the agreement upon written notice.
4. This Memorandum of Agreement represents the complete and fully integrated understanding of the parties, and it is intended to incorporate and supersede all previous written or oral negotiation, and may not be altered, changed, or amended or modified except by an agreement in writing signed by the parties.

**IN WITNESS WHEREOF**, the parties hereto sign this Memorandum of Agreement this \_\_\_\_ day of \_\_\_\_\_ at Science City of Muñoz, Nueva Ecija.

For **CLSU**:

For **HOST ESTABLISHMENT**:

**DR. EVARISTO A. ABELLA**  
University President

**MS. EDNA G. LIBUNAO**  
Institutional Services  
Department Manager

SIGNED IN THE PRESENCE OF:

**MR. AMIR LEDESMA**  
OJT Coordinator

**MS. TRICIA ROXANNE ILANO**  
Human Resources and  
Development Officer

ACKNOWLEDGMENT

Republic of the Philippines )  
Science City of Muñoz, Nueva Ecija ) S.S.

BEFORE ME, a Notary Public in and for \_\_\_\_\_ personally appeared:

Name	Competent ID No.	Date of Issue/Expiration
EVARISTO A. ABELLA		
EDNA G. LIBUNAO		

Known to me and to me known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed, as well as, the free and voluntary act and deed of the entities they represent.

I further certify that the foregoing instrument relates to a Memorandum of Agreement executed by and between the **CENTRAL LUZON STATE UNIVERSITY** represented by **Dr. Evaristo A. Abella** and the **HOST ESTABLISHMENT** represented by **Ms. Edna G. Libunao** and that it consists of four (4) pages, including the page wherein this acknowledgment is written.

WITNESS MY HAND AND SEAL on the place and date first above mentioned.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_.