

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT** is made and entered into by and between:

CENTRAL MINDANAO UNIVERSITY (CMU), a state university of higher learning created by virtue of Republic Act No. 4498, with office address at University Town, Musuan, Maramag, Bukidnon, represented herein by **DR. JOSE S. VALMORIDA**, Vice President for Academic Affairs, under Board of Regents Resolution No. 17, s. 2025, delegating the authority to sign MOA related to local On-the-Job Training (OJT)/ internship of students and other similar partnerships without financial implication to the University, hereinafter referred to as "CMU";

-and-

SUGARCANE GROWERS ASSOCIATION OF BUKIDNON, INC. (SGABI), a sugarcane planters association representing local sugar farmers in Bukidnon, Philippines, advocating for their interests, fostering industry growth, and managing member support, with office address at Busco, Quezon, Bukidnon, represented herein by **JOSEFREDIE F. FLORES**, General Manager and hereinafter referred to as Host Training Establishment or "HTE"

WITNESSETH:

WHEREAS, Republic Act No. 4498 mandated CMU to provide programs of instruction at all levels in the arts, sciences, technical, professional, educational, and philosophical fields, and shall concern itself with "pure" and "applied" research in all branches of knowledge for the intellectual and professional growth of faculty members, for the advance instruction of students, particularly graduate students, and for increasing knowledge and understanding;

WHEREAS, based on the foregoing mandate, CMU offers a **Bachelor of Science in Business Administration Major in Marketing** that includes an internship program, allowing qualified students to gain hands-on experience in office and industrial operations and management before graduation;

Meanwhile, the HTE has been identified as a qualified and registered entity capable of hosting student interns, supporting the internship program and complementing the college curriculum to meet industry requirements;

WHEREAS, the HTE agreed to accommodate the Student Interns and collaborate with CMU, subject to the terms and conditions provided for in this Memorandum of Agreement and with Commission on Higher Education Memorandum Order No. 104, series of 2017 or the Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all programs;

WHEREAS, the PARTIES have agreed to enter into a partnership for the successful implementation of the INTERNSHIP.

NOW THEREFORE, the PARTIES agree as follows:

I. RESPONSIBILITIES OF THE PARTIES

- (a) Develop an INTERNSHIP Schedule of activities that will be followed by the students during the whole duration of the INTERNSHIP. Such activities must be relevant to their field of study, varied in nature to expose them to all facets of the work, and of practical use and application; and
 - (b) Regularly evaluate the effectiveness of the program and update or revise as needed based on inputs from stakeholders;
2. Pursue a joint effort to monitor the progress of the partnership and to make sure that the provisions of this Memorandum of Agreement (MOA) are met.

B. Responsibilities of the CMU

The CMU shall:

1. Designate a Student Internship Program in the Philippines (SIPP) Coordinator who will supervise the program and coordinate with HTE Focal/Point Person on various activities and perform other functions stipulated in CMO No. 104, s. 2017;
2. Recommend qualified students who will undergo the internship program, taking into consideration the requirements of their particular course in terms of areas of training, number of hours, and such other requirements needed in the internship program;
3. Submit necessary documents to the HTE Point/ Focal Person required under the program, which shall serve as the basis for the development of the student internship plan, which shall be jointly crafted by the parties;
4. Orient students about rules, proper attitude, behavior, work ethics, and laws against sexual harassment before sending them out for their internship, including compliance with the necessary safety and precautionary measures;
5. Monitor the attendance, activities, performance, including grievance concerns of the students during the internship program, and take appropriate action, if necessary, in close coordination with the HTE Point/ Focal Person;
6. Facilitate matching of job assignments with the internship program requirements through regular interaction with the students and regular visits to the internship site;
7. Ensure that the student interns shall abide by the policies, rules, and regulations of the HTE, and any violations thereof during the training may be a ground for withdrawal of the student from the program;
8. Advise the student to exercise diligence in the performance of the tasks assigned to them, and that the students shall be responsible for any liabilities and damages to person or property as a consequence of their intentional/ negligent acts during the internship program;
9. Issue final grades/components for the computation of the final grade to the students upon completion of the requirements within a prescribed period; and
10. Comply with the Non-Disclosure Agreement between the PARTIES. The CMU shall keep a copy of the Non-Disclosure Agreement.

C. Responsibilities of the HTE:

The HTE shall:

1. Designate from among its employees a **Point/ Focal Person** who will be the counterpart of the **CMU SIPP Coordinator** in crafting the Internship Plan and shall be responsible for the implementation of all phases of the internship program;
2. Conduct orientation to the student interns prior to deployment, which includes, but is not limited to, safety instructions, professionalism and ethics, and other rules and regulations to ensure their physical and moral safety throughout the internship program;
3. Deploy the student interns to course-related work assignments and expose them to a learning experience on actual operations and management based on the internship plan and schedule of activities;
4. Develops a feedback mechanism for the student intern and **CMU** on the overall implementation of the internship program and student performance;
5. Make available, accurate, and current records for the monitoring and evaluation of the student intern performance and provide access to **CMU** to such records during the implementation of the program;
6. Adhere to all regulations regarding labor laws in the internship premises and shall ensure that student interns do not perform tasks and duties of regular positions in HTEs;
7. Notify and provide at least thirty (30) working days written notice to **CMU** of a student intern's breach of contract or any misconduct in the internship premises before HTE decides to suspend or terminate the contract;
8. Issue a certificate of completion to student interns not later than two (2) weeks after the completion of the internship;
9. Give duly identified **CMU** faculty, staff, and students access to the HTE premises and resources allotted for the INTERNSHIP, provided that access and use are strictly following the approved schedule of activities;

The HTE reserves the right to evict from the premises and bar entry to any member of the **CMU** found to commit serious misdemeanors and serious violations of the HTE policies and endanger the safety and security of the HTE and its people;

10. While within the HTE premises, the HTE shall safeguard the well-being and safety of the trainees as they perform various relevant tasks during the training. Students shall not be unnecessarily exposed to hazardous materials and placed in risky situations. Personal Protective Equipment will be provided by the HTE, as needed;
11. Lend its expertise by making available its resident resource persons to provide 600 hours of training to the trainee during the INTERNSHIP period;
12. Maintain confidential the personal data of the students, faculty, and staff who will participate in the INTERNSHIP and process the personal data only in line with the implementation of the program and following the HTE's Data Privacy Policy;

D. Responsibilities of the SIPP Coordinator:

1. Provide a basic orientation on the nature and function of the office;
2. Assign tasks and work to the student-trainee with the nature of the work;
3. Serve as the contact person of the **Internship Adviser** in the workplace;
4. Evaluate the trainee/s according to his/her/their performance through a Performance Appraisal Form;
5. Certify and validate all requirements, such as the Daily Time Record, and other papers that the student-trainee shall submit to the Adviser;
6. Allow interns to participate in any approved university/college activities including but not limited to school competitions, general assembly, etc.
7. Act as the disciplining authority in case of misbehavior, misconduct, and neglect of duty on the part of the trainee/s; and
8. Communicate to the **Internship Adviser** any problem that will affect the performance of student trainees in their expected functions, duties, and responsibilities as observed in the workplace.

E. Responsibilities of the Internship Adviser:

1. Provide guidance and supervision over the trainee/s for the duration of the program;
2. Monitor the trainee/s' performance through the **SIPP Coordinator**;
3. Provide all the necessary guidelines in the Internship program;
4. Serve as the contact person of the **SIPP Coordinator** in case of misbehavior, misconduct, and neglect of duty on the part of the trainee/s; and
5. Communicate to the parents of the student-trainee any problem that will affect their performance in the expected functions, duties, and responsibilities as communicated to them by the trainees and **SIPP Coordinator**.

F. Responsibilities of the Intern/s/Trainee/s:

1. Perform the functions, duties, and responsibilities assigned to them by the **SIPP Coordinator** for the furtherance of their understanding of the program's objectives;
2. Report regularly to the place of work following the agreed time with the **SIPP Coordinator**;
3. Communicate to the **SIPP Coordinator** and **Internship Adviser** any problem that will affect their performance in the expected functions, duties, and responsibilities; and
4. Comply with all the Internship guidelines as given.

G. Conduct Unbecoming:

1. In case of misbehavior, misconduct, and neglect of duty on the part of the Internship trainees/s, the **SIPP Coordinator** shall immediately report to the **Internship Adviser** the incidents and circumstances involving such conduct and behavior with a stern warning to the Internship trainee/s;
2. The **Internship Adviser** shall then submit to the **SIPP Coordinator** the recommended penalty/sanctions appropriate for the misconduct committed; and
3. If another misbehavior, misconduct, and neglect is committed the second time, the **SIPP Coordinator** may cause the termination of this agreement/ Internship program with the concurrence of the **Internship Adviser**; in such a case, due process must be observed.

II. CONTRACT PERIOD, RENEWAL, AND TERMINATION

This agreement shall take effect for a period of 4 months upon mutual agreement of the parties and subject to the execution of a Letter of Renewal signed by both parties, which shall be made an integral part of the original agreement.

Either party may pre-terminate the agreement by providing a thirty (30) day prior written notice. Within one month, the PARTIES shall comply with their remaining obligations up to the pre-termination date. All deliverables shall be turned over on or before the final date.

III. LIABILITY

The CMU, its administrators, and teachers exercising authority and supervision over the students undergoing INTERNSHIP in the HTE premises shall be responsible for their students and may be held accountable for students' acts that violate national and local laws, and HTE policies. It is understood that the HTE is merely providing the resources for the INTERNSHIP. It has no authority whatsoever over the students and other members of the CMU, except the right to evict and bar people from the premises in Section IC.3 above.

Each party shall answer for losses and damages arising from acts or omissions directly attributable to its fault or negligence while in the performance of its obligations under this Agreement.

IV. RELATIONSHIP OF THE PARTIES

It is understood that this Agreement *does not create any principal-agent or employer-employee relationship between the parties, or between the HTE and the students.*

This is a partnership meant to help the CMU to effectively implement the CMU's INTERNSHIP program and provide practical training to the students relevant to their chosen field of study. The HTE is under no obligation to compensate the students because this is not an employment or apprenticeship arrangement, as in fact, the students will not be doing work directly beneficial to the business of the HTE. This is without prejudice to allowances that may be given to the students during the duration of the benevolence of the HTE. In no way shall these allowances ripen into an obligation of the HTE or benefit the students.

The students are under no obligation to work for the HTE after the training period. No jobs are reserved for them within the HTE after the training period, nor shall they enjoy any preference in hiring should they eventually choose to apply with the HTE.

V. NON-DISCLOSURE PROVISION

It is expressly understood by the CMU, its administrators, faculty, staff, and the students that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw material purchasing, marketing, finance, and all other related documents, manuals, operational and technical matters that the HTE shall make available to them shall be used for the sole purpose of student training. All of these matters are classified as confidential and proprietary to the HTE, and thereby the CMU hereby undertakes to prevent transfer of such information by any of its members to any party outside of the HTE.

VI. MISCELLANEOUS PROVISIONS

in full force and effect between the parties. Any doubt shall be resolved in favor of what will best serve and protect the students' interests.

2. Any violation or non-compliance by either Party in any of the provisions shall be grounds for the cancellation or termination of this Memorandum of Agreement.
3. All communications, including requests for information, responses to requests for information, and exchanges of information between the Parties, shall be undertaken in writing address to the respective official representatives and shall be transmitted by mail, facsimile, email or any other method mutually agreed upon by the Parties.
4. In the event of any dispute between the Parties arising from the interpretation of this Agreement, the Parties shall exhaust all remedies to settle amicably through mutual consultation or negotiation between the Parties. In case of unresolved issues, the legal place of arbitration shall be in the Province of Bukidnon, Republic of the Philippines.
5. This Agreement is the complete and exclusive statement of the agreement between the Parties and supersedes all proposals or prior agreements, oral or written, and all other communications between the Parties relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Agreement this _____ at _____.

**SUGARCANE GROWERS ASSOCIATION OF
BUKIDNON, INC.**


JOSEFRIE F. FLORES
General Manager

CENTRAL MINDANAO UNIVERSITY


DR. JOSE S. VALMORIDA
Vice President for Academic Affairs

WITNESSES:


RONEL V. SUDARIA, DBA, PhD
Internship Adviser
Chairperson, Business Administration Department


DARYL JANE A. CABALLERO, DM
College Dean

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
Province of Bukidnon)
Municipality of Maramag) S.S

BEFORE ME, a Notary Public, this JAN 20 2026 in Musuan, Maramag, Philippines, came to me and personally appeared with the following.

Name	Gov't-issued I.D.	Date Issued	Place Issued
DR. JOSE S. VALMORIDA			
JOSEFREDIE F. FLORES			

Both known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free and voluntary act and deed as well as that of the entity represented.

I FURTHER CERTIFY that this Memorandum of Agreement, which consists of seven (7) pages including this page, where acknowledgement is written, has been signed by the parties and their instrumental witness on every page hereof.

WITNESS MY HAND AND SEAL, this day of JAN 20 2026, 2026

NOTARY PUBLIC

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ATTY. GRETTEL JAGAPE TIMARIO
NOTARY PUBLIC
NOTARIAL COMMISSION NO. 29-26
UNTIL DECEMBER 31, 2027
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