



MEMORANDUM OF AGREEMENT
 (ON STUDENT APPRENTICESHIP)

KNOW ALL MEN BY THIS PRESENTS:

This **AGREEMENT** made and entered into by and among:

EASTERN VISAYAS STATE UNIVERSITY - COLLEGE OF BUSINESS AND ENTREPRENEURSHIP (COBE), with address at Quarry District, Tacloban City represented by its President, **DR. DOMINADOR O. AGUIRRE, JR.** herein referred to as the "**THE FIRST PARTY**".

- and -

BMEG TACLOBAN WINNERS MKTG, INC., with address at Brgy. 91 Abucay Tacloban City represented by its General Manager, MR. WINSTON U. CABIGON herein referred to as the "**SECOND PARTY**".

WITNESSETH that:

WHEREAS, the First Party as part of its curriculum, requires its students to undertake Office Practicum or On-the-Job Training;

WHEREAS, the Second Party admits and accommodates COBE students to undertake Office Practicum or On-the-Job Training;

NOW THEREFORE, in consideration of the mutual covenants hereinafter set forth, the First Party and Second Party do hereby agree to the following duties and responsibilities:

DUTIES AND RESPONSIBILITIES OF THE SECOND PARTY/HOST AGENCY/COMPANY

1. Through the immediate supervisor with the human resource department, ensures that the OJT student/s undergoes work related to his/her field of specialization.
2. Ensures a safe working environment for student/s undergoing OJT.
3. Assigns an immediate supervisor who will monitor the performance of the student/s during the duration of the training.
4. Upon completion of the required number of hours, requires the student/s to submit to the OJT Instructor *Certificate of Completion*.
5. Through the assigned supervisor, fills up and signs the *OJT Performance Evaluation Forms*. He/she submits this to the OJT Instructor through the students.

DUTIES AND RESPONSIBILITIES OF THE COBE STUDENTS

1. Work for the Host Agency/Company in order to gain training experience.
2. Demonstrate an interest in the job, a willingness to learn, a cooperative attitude, honesty, punctuality, courtesy, and proper health, grooming habits and dress.
3. Adhere to all the rules and regulation of the office/business and act in an ethical manner.
4. Maintain regular attendance at school; and On-the-Job Training may include days outside school sessions whenever necessary and as agreed by the students and the Host Agency/Company.
5. Inform the Host Agency/Company and OJT Instructor in the event of illness or emergency that prevents attendance to school and the OJT function. The student cannot

Winston U. Cabigon

Dr. Dominador O. Aguirre, Jr.

[Signature]



- receive credit for work or days when not in school unless previously approved by the OJT Instructor.
6. Develop knowledge and skills necessary to become an effective employee of the agency/company.
 7. Be punctual and in attendance at all specified meetings when on the job.
 8. Not voluntarily quit or resign a job without previous authorization from the host agency/company and the OJT Instructor.
 9. Understand that the OJT Instructor is recognized for making adjustments or changes in the OJT program. The same principle applies regardless of whether or not the student obtained his/her own employment.
 10. Attend Employer Appreciation Activity when applicable.

DUTIES AND RESPONSIBILITIES OF THE OJT INSTRUCTOR

1. Offer related instruction in school.
2. Counsel the student about work experience.
3. Be available to help with training problems or program changes.
4. Make a periodic contact with and visit the training station.
5. Identify the student's competitive location/host and formulate training plans.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____ 2017, at Tacloban City, Philippines.

First Party:

Second Party:

EASTERN VISAYAS STATE UNIVERSITY

BMEG TACLOBAN WINNERS MKTG. INC

By:

By:

[Signature]
DOMINADOR O. AGUIRRE, JR., D.M.
 University President

[Signature]
MR. WINSTON U. CABIGON
General Manager,
Brgy. 91 Abucay Tacloban City

Student Trainee:

[Signature]
CAWALING, IVY MARIE M

[Signature]
HOLANDA, RIZZA JANE DIMPLE A.

[Signature]
LUA, ANGELICA D.

Witnesses:

[Signature]
FELIX DEXTER O. BARRION, DMT
 OJT Instructor

[Signature]
GERRY B. DECADIZ, EnP, Ph.D.
 Dean, College of Business Entrepreneurship



ACKNOWLEDGEMENT

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

BEFORE ME, a notary public for and in Tacloban City on this DEC 20 day of 2017. Personally appeared the following:

CAWALING IVY MARIE M.
HOLANDA, RIZZA JANE DIMPLE A.
LUA, ANGELICA D

ID No. 2014-00965
 ID No. 2014-01864
 ID No. 2014-00851

Doc. No. 101
 Page No. 14
 Book No. 300, Series of 2017

~~ATTY. REYNOLDO R. CAÑAS
 NOTARY PUBLIC UNTIL 12-31-2017
 NO. 2015-01-05
 CITY OF TACLOBAN PROVINCE OF LEYTE
 PER. NO. 710015/1-5-17/TACLOBAN CITY
 ISP NO. 112015/1-5-17/TACLOBAN CITY
 ROLL NO. 112015/1-5-17/TACLOBAN CITY
 CAÑAS R. REYNOLDO R. OFFICE
 RM. 107 JOSMAR ELDO, M.H. DEL PILAR ST.
 TACLOBAN CITY~~