



## 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 -

WENTVIEW RESIDENCES, with address at #164 Veteranos St., Tacloban City represented by its President of EVLRI, MS. ABEGAIL THERESE L. SALAZAR 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

*Handwritten signature of Dr. Dominador O. Aguirre, Jr.*

*Handwritten signature of MS. Abegail Therese L. Salazar*

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Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
**COLLEGE OF BUSINESS AND ENTREPRENEURSHIP**  
Tacloban City



- 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 \_\_\_\_\_ 2018, at Tacloban City, Philippines.

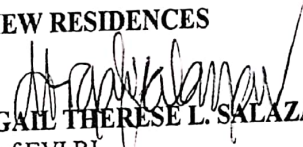
**First Party:**

**EASTERN VISAYAS STATE UNIVERSITY**  
By:

  
**DOMINADOR O. AGUIRRE, JR., D.M.**  
University President

**Second Party:**

**MONTVIEW RESIDENCES**  
By:

  
**MS. ABIGAIL THERESE L. SALAZAR**  
President of EVLRI  
#164 Veteranos St. Tacloban City, Leyte


**Student Trainee:**

  
**JERLYN R. DAHONAN**

  
**AIRENE Y. BAGUILOD**

  
**JESSICA N. CASTILLO**

**Witnesses:**

  
**FELIX DEXTER O. BARRION, DMT**  
OJT Instructor

  
**GERRY B. DE CADIZ, 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 \_\_\_\_\_ day of  
JAN 18 2018. Personally appeared the following:

JERLYN R. DAHONAN  
AIRENE V. BAGUILOD  
JESSICA M. CASTILLO

ID No. 2014-00661  
ID No. 2014-01003  
ID No. 2014-01005

  
**ATTY. EDWIN V. CHUA**  
NOTARY PUBLIC  
UNTIL DECEMBER 31, 2018  
PTR NO. 7573232

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