

**MEMORANDUM OF AGREEMENT**  
**DSWD Field Office VIII and Eastern Visayas State University**  
**Placement of Student Trainees/Student Training Program**

**KNOW ALL MEN BY THESE PRESENTS:**

This *Memorandum of Agreement* made and entered this 23rd day of FEBRUARY, 2024 in PALO, LEYTE by and between:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VIII**, a government establishment with office address at Government Center, Brgy Candahug, Palo, Leyte, 6501 represented by its **Regional Director, Director GRACE Q. SUBONG**, herein after referred to as the **"First Party"**.

and

The **EASTERN VISAYAS STATE UNIVERSITY** a Higher Educational Institution (HEI) and a State University with principal address at **ARCH. LINO R. GONZAGA AVENUE, TACLOBAN CITY** represented in this Agreement by its **University President, DENNIS C. DE PAZ, Ph.D.** herein referred to as the **"Second Party"**;

That the First Party and the Second Party shall be collectively referred herein as **"Parties"**;

**WITNESSETH:**

**WHEREAS**, the **Parties** entered into a Memorandum of Agreement for the placement of Student Trainees through the Student Training Program in DSWD Field Office VIII;

**WHEREAS**, the Second Party will place Student Trainees in the DSWD Field Office VIII this semester in the field of Office Administration.

**WHEREAS**, the First Party is willing to accommodate the student trainees;

**NOW THEREFORE**, for and in consideration of the foregoing premises, the parties hereby agreed to the following terms and conditions of this Memorandum of Agreement.

**Section 1: TERM** : This Memorandum of Agreement (MOA) is effective from February 23, 2024 and shall automatically be terminated upon issuance of Certificate of Completion of Student Training Program to the student-trainees.

**Section 2: GENERAL POINTS OF AGREEMENT**

1. That the following students of **Eastern Visayas State University, Tanauan Campus** taking **Bachelor of Science in Office Administration** shall be placed as Student-Trainees at the **DSWD Field Office VIII**:

- a. Aguilar, Shenalyn T.
- b. Cañeda, Jezza P.
- c. Cuayzon, Bernadette Anne R.
- d. Lanza, Jervy S.
- e. Loteyro, Russel L.
- f. Monteroso, April Joy P.
- g. Robidillo, Aujie P.
- h. Santos, Kyla E.
- i. Señalde, Christine Jean M.
- j. Silmar, Noli B.
- k. Tolibas, Mellisa A.
- l. Topia, Crisselle
- m. Vanona, Viara R.

2. That both parties agree that the students must follow the safety and health protocols implemented in their area of assignment;
3. That the individual student and their guardians/parents shall execute a Waiver for non-liability of the DSWD for accidents that occurred outside the area of assignment and those caused by personal circumstances.
4. That the students must render **Four Hundred (400)** hours of on-the-job trainee work for him/her to receive his/her Certificate of Completion.
5. The Department of Social Welfare and Development reserves the right to terminate or suspend placement of a student for valid cause after consultation with the Faculty Supervisor.

The **Grounds for Termination or Suspension** are the following:

- a. Habitual absences without due cause
- b. Frequent Tardiness
- c. Violation of Data Privacy Act of 2012 and Confidentiality Clause
- d. Misconduct
- e. Non-submission of required outputs

6. That the students must individually execute an **"Affidavit of Non-Disclosure and Confidentiality Agreement."**

**THE FIRST PARTY SHALL:**

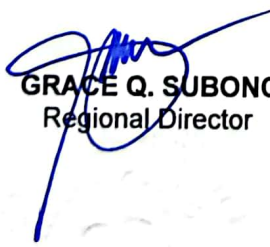
1. The Student Training Coordinator is **Mr. Brian Requitillo** for the over-all in-charge in collaborating with the Faculty Coordinator of the Second Party for the Student Training Program;
2. An Agency Field Instructor (AFI) shall be assigned upon placement of the student-trainees in their area of assignment, who shall:
  - i. Help the student to be accustomed with the work environment of the Department;

- ii. Collaborate with the Faculty Coordinator in the preparation of roadmap and work plan of the students to complete the required number of hours for the students;
- iii. Guide the students during actual work experiences;
- iv. Recommend to the Student Training Coordinator the termination or suspension a student from placement on valid grounds in consultation with the focal person of the Student Training Program;
- v. Submit a report of completion per student for the preparation of Certificate of Completion

**THE SECOND PARTY SHALL:**

1. A formal request for placement or OJT shall be submitted to the Field Office addressed to the Office of the Regional Director which shall indicate the background of the students through the submission of Student Information Sheet (SIS), field of expertise, placement objectives, schedule of placement, among others;
2. Designate a Faculty Practicum Supervisor who will perform the following tasks who shall collaborate with the Agency Field Instructor and the Student Training Coordinator for the whole duration of Student Training Program for this batch/semester and shall:
  - i. Conduct observation/supervisory visits to students during actual demonstration of competence, check on welfare of students, among others.
  - ii. Make himself/ herself available for student consultation/counseling assistance when personal problems and or personality problems that block the objectives of the Student Training Program.
  - iii. Evaluate student's progress at least twice during the placement period.


IN WITNESS WHEREOF, parties of the agreement hereunto affixed their signatures this 14 MAR 2024 day of \_\_\_\_\_ 2024 at Tacloban City, Leyte, Philippines.


  
**GRACE Q. SUBONG**  
Regional Director

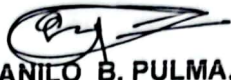
  
**DENNIS C. DE PAZ, Ph.D.**  
University President



SIGNED IN THE PRESENCE OF:

  
ANN RITZEL C. CARAGOS  
AO VI/OIC-DC, HRMDD

  
RONALD B. MADERA, PHD  
Campus Director

  
DANILO B. PULMA, DA  
VP for Internationalization and External  
Affairs

  
LYDIA M. MORANTE, DA  
VP for Academic Affairs

ACKNOWLEDGMENT

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

BEFORE ME, this 14 day of MAR 2024, in Tacloban  
City, Leyte Philippines personally appeared the parties with their Valid ID below  
stated:


NAME	CTC/ID NO.	ISSUED ON	ISSUED AT
GRACE Q. SUBONG	DSWD ID		Quezon City
DENNIS C. DE PAZ, Ph.D,			

Known to me to be the same persons who executed the foregoing Memorandum  
of Agreement and they acknowledged to me that the same are their free act and deed.

This instrument consisting of four (4) pages including this page on which the  
acknowledgement is written, has been signed on the left margin of each and every page  
thereof by the parties and their witnesses, and sealed with my notarial seal.

  
WITNESS MY HAND AND SEAL.

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Page No. 99  
Book No. III  
Series of 2024

  
ATTY. JUNNEL P. SANETE  
NOTARY PUBLIC, Cedula 12-1-2025  
for/within the jurisdiction of PTA Tacloban City  
Notarial Commission No. 2024-01-79  
43 Juan Luna St., Tacloban City  
Tel. No. (053) 822-3105  
Roll of Attorneys No. 82707  
JEP No. 380955 / 12-29-2023 / Leyte  
PTR No. 723067 / 1-3-2004 / Tacloban City