

## MEMORANDUM OF AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and executed this **1<sup>st</sup> day of March 2024** by and between:

The **EASTERN VISAYAS STATE UNIVERSITY**, an educational institution of higher learning with official address at **Arch. Lino R. Gonzaga Avenue, Tacloban City**, represented herein by its University President, **DENNIS C. DE PAZ, Ph.D.**, hereinafter referred to as Higher Education Institution or "**HEI**",

and

The **NATIONAL IRRIGATION ADMINISTRATION, REGIONAL OFFICE VIII**, a government-owned and controlled corporation with principal office address at EDSA Diliman, Quezon City, represented herein by **ENGR. JAIME C. DE JESUS**, Acting Regional Manager, hereinafter referred to as Host Training Establishment or "**HTE**",

### Witnesseth THAT:

**WHEREAS**, the internship program is meant to provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands-on experience in recognized Host Training Establishment (HTE).

**WHEREAS**, the internship program is aimed to strengthen the implementation of the local internship through a collaborative effort of the academe-industry linkage, establish harmonious collaboration between HEIs and HTEs for the effective implementation of the program to support the educational environment of the student interns and to train student-interns under actual workplace conditions.

**WHEREAS**, an On-the-Job Training (OJT) is a training program for students designed to immerse them in a work environment relevant to their courses in the attempt to learn productivity in knowledge on and respect for the workplace. The **HEI** requires, as part of their course requirement, that their student-interns undertake such OJTs which provide an opportunity to not only apply the theories, principles and ideas learned in the academe but also enhance their technical knowledge, skills and attitudes of student-interns towards work.

**WHEREAS**, the **HTE** is equipped with competent and necessary personnel, facilities, equipment and technical background to carry out the

RAQUEL R. CALCEDA  
Administrative Services Chief A

Witness

Lydia M. Morante, DA

Witness

Danilo B. Pulma, DM

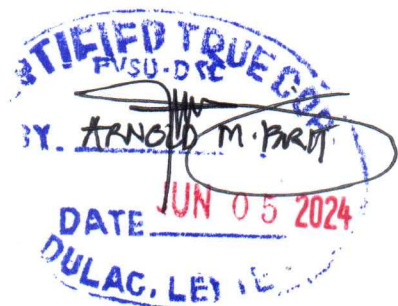
Witness

Dennis C. De Paz, Ph.D.

Higher Education Institution-  
EVSU

Engr. Jaime C. De Jesus

Host Training Institution-  
NIA



OJT of the student-interns of the **HEI**. The **HTE** recognizes the need for a joint effort to develop an internship program in the locality.

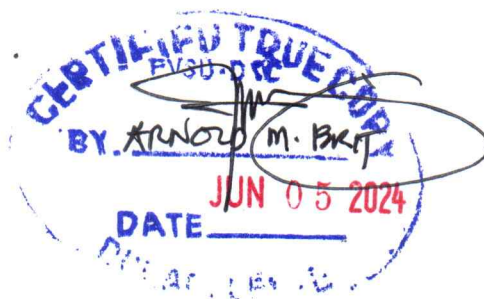
**NOW THEREFORE**, for and in consideration of the foregoing premises and subject to conditional ties hereunder set forth, the parties involved hereto agree as follows:


**I. The HEI shall:**

- a. Assume full responsibility over the students during their OJT;
- b. Collaborate with the **HTE** and ensure acceptability of the internship plan in order to protect student intern interest;
- c. Develop in collaboration with the **HTE** an internship plan for the student intern specifying goals and objectives; Please refer to **Annex "A"**;
- d. Ensure that the student intern will acquire actual and relevant competencies in the learning area, assignments and schedule of activities;
- e. Require student interns to get appropriate insurance coverage for travel, medical and health;
- f. Assign a coordinator for the student internship program; and
- g. Conduct pre-internship orientation or training to student interns, as a prerequisite to their deployment to internship venues, on work environment issues, including, but not limited to, proper works ethics and laws against sexual harassment;
- h. Monitor and safeguard student interns undergoing internship harassment, exploitation, deplorable training conditions that contravene or defeat the purpose of internship;
- i. Monitor the student intern and attend to his or her needs and concerns by coordinating with the **HTE**, CHED and other concerned government agencies;
- j. Take action on any complaint against the student intern in accordance with the HEI's policies;
- k. Monitor and evaluate performance of the student intern jointly with the **HTE** based on the prescribed internship plan;
- l. Conduct a monitoring, evaluation and post-training review of the program as well as the performance of the partner THE;
- m. Issue a final grade to the student intern upon completion of the requirements within the prescribed period in accordance with the HEI's regulations on grading system and performance assessment of the **HTE**

**II. The HTE shall:**


- a. Design and implement the internship plan in partnership with the HEI;



  
RAQUEL R. SALCEDA  
Administrative Services Chief A  
Witness

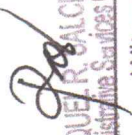
  
LYDIA M. MORANTE, DA  
Witness

  
DANILLO B. PULMA, DM  
Witness

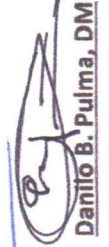
  
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- b. Assign a focal person responsible for the implementation of all phases of the internship
- c. Orients the student on the standard rules and regulations of their establishment;
- d. Provide practical training or work experience, supervised applied learning experience and monitoring and evaluation report or other information on the student intern's performance as may be required by the HEI, all in accordance with the agreed internship plan and schedule of activities;
- e. Notifies and provides notice to the HEI of a student intern's breach of contract or misconduct in the internship premises prior to the HTE's decision to suspend or terminate the contract; and
- f. Issue Certificates of Completion for student interns after the completion of the internship.

**III. The Student Intern, shall:**

- a. Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, memorandum of agreement or internship contract and/or agreement;
- b. Comply with the provisions of the MOA and the Internship Program including the rules and regulations of the HEI and HTE at all times;
- c. Undergo the required orientation or internship program conducted by the HEI and the HTE;
- d. Perform tasks and activities indicated in the internship plan;
- e. Maintain confidentiality, when and where appropriate, during and after the internship period of the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
- f. Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines and equipment;
- g. Submit a journal of internship as required by the HTE reflecting on the approved internship plan, his or her experiences, describing the internship activities, any problem/s encountered and his or her reflection on the internship experience to the coordinator;
- h. Complete the agreed duration of his or her internship and report to the coordinator for an exit assessment after the completion of the internship period.

**IV. DEFAULT** – In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the coordinator in writing of his or her intent and reasons



to prematurely end his or her internship. Failure to complete the internship program without valid cause disqualified the student intern from retaking the program with the HTE.

- V. **EXCLUSION OF PARTNERSHIP** – The HEI shall religiously comply with the reportorial requirements relating to the monitoring and evaluation of the HTE and submit the same to the CHED in order to effectively maintain the partnership of the HEI and the HTE. Non-compliance thereto entitles the HTE to decline acceptance of student interns from the HEI.

- VI. **NOTICES AND GENERAL MATTERS** – Notices concerning the parties shall be sent thru the following:

HEI Coordinator: SUANIE T. LLEGO

Contact No: 09760668941

Address: EASTERN VISAYAS STATE UNIVERSITY-DULAG CAMPUS

Email Address: suanie.llego@evsu.edu.ph

HTE Focal Person: \_\_\_\_\_

Contact No: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Notices to the above-named shall be sufficient to bind the parties as well as the student intern. It shall be the duty of both parties to duly notify each party in case of changes thereto.

- VII. **SEVERANCE or TERMINATION** – The HTE shall notify and provide a written notice to the HEI of the student intern at least thirty (30) working days from the occurrence of the grounds to sever or terminate the agreement, such as but not limited to misconduct or misbehavior within the internship premises, which act is tantamount to breach of contract or agreement. Such notice shall be done prior to the HTE's decision to sever or terminate the contract or agreement.

- VIII. **CONFIDENTIALITY** – By entering into an agreement, the student intern and the HEI are bound to non-disclosure of confidential information obtained by the student intern through the entire duration of the internship program. Confidential information includes and is not limited to, data, business or trade secret, personal information, sensitive and highly confidential information and the like.

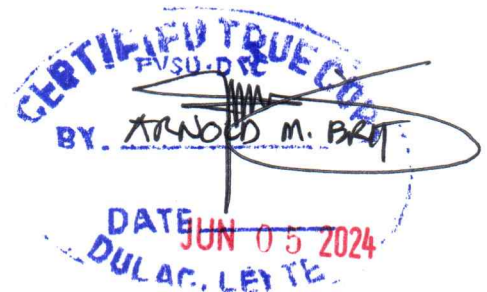
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NIA





**IX. DURATION** – This Memorandum of Agreement shall take effect from School Year: 2023-24 until School Year: 2024-25. Either party may terminate this agreement as provided herein.

**IN WITNESS WHEREOF**, the parties have signed this Agreement on the date first hereinabove written in 2024.

**Eastern Visayas State University**  
**Arch. Lino R. Gonzaga Avenue**

*HEI*


By:

**DENNIS C. DE PAZ, PhD.**  
University President

Signed in the Presence of:



**DANILO B. PULMA, DM**  
Vice President for Internationalization  
& External Affairs

  
**LYDIA M. MORANTE, DA.**  
Vice President for Academic Affairs

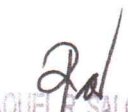
**National Irrigation Administration**  
**Regional Office VIII**

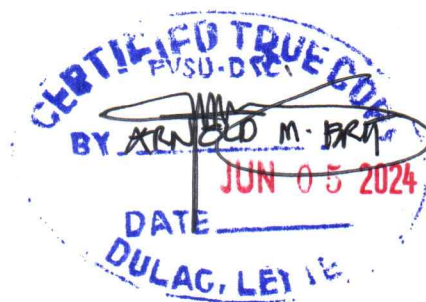
**Marasbaras, Tacloban City**

*HTE*

By:

**ENGR. JAIME C. DE JESUS**  
Regional Manager

  
**RAQUEL R. SALCEDA**  
Administrative Services Chief A  
NIA Administrative Section Chief



Republic of the Philippines )  
TACLOBAN CITY ) s.s.

Witness

## ACKNOWLEDGMENT

**BEFORE ME, A NOTARY PUBLIC**, for and in the City of  
TACLOBAN CITY, this JUN 05 2024, parties personally appeared the  
above-named parties together with their witnesses, exhibiting their respective  
Identification Cards, known to me to be the same persons who executed the  
forgoing Memorandum of Agreement, and acknowledged to me that the same  
is their free act and deed.

Dennis C. De Paz  
Jaine C. De Jesus

EVSU ID No: 006 2695DC  
Drivers License: 006-82-01-2373

This instrument, consisting of five (5) pages, including the page on  
which this acknowledgment is written, has been signed on the left margin of  
each and every page thereof by the parties and their witnesses.

**IN WITNESS WHEREOF**, I have hereunto affixed my signature and  
sealed with my notarial seal on the date and place above-written.

Doc. No. 157;  
Page No. 25;  
Book No. II;  
Series of 2024.

ATTY. EDGARDO B. ESPERAS, JR., LPT, MAT

Notary Public until December 31, 2024

Notarial Commission No. 2023-02-10

Roll of Attorneys No. 81747

PTR No. 1445147 / 01-05-23

IBP No. 280194 / 01-10-23

MCLE Compliance No: Newly Admitted to the BAR

MNT Clog., Unit 2, Brgy. 60, Marasbaras, Tacloban City Philippines

Contact No.: 09317314200

Email Add.: esperasgary@gmail.com



RAQUEL R. SALCEDA  
Administrative Services Chief A

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