

**MEMORANDUM OF AGREEMENT
FOR EVSU ON-THE-JOB TRAINING/INTERNSHIP**

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) is made and executed this _____ at
Tacloban City, Philippines, by and between:

The **EASTERN VISAYAS STATE UNIVERSITY**, an educational institution duly organized and existing under the laws of the Republic of the Philippines, with principal address at **Arch. Lino R. Gonzaga Avenue, Tacloban City**, represented in this Agreement by its University President, **DR. DENNIS C. DE PAZ**, hereinafter referred to as the "**SCHOOL**";

-and-

The **DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS REGIONAL OFFICE VIII**, a national government office of the Republic of the Philippines, with principal address at **Government Center, Barangay Baras, Palo, Leyte**, represented in this Agreement by its Regional Director, **ENGR. EDGAR B. TABACON, CESO IV**, hereinafter referred to as the "**HOST-TRAINING ESTABLISHMENT (HTE)**";

(Collectively referred to as the "Parties")

WITNESSETH:

WHEREAS, the **SCHOOL**, as part of the curriculum prescribed by the Commission on Higher Education (CHED) needs a Host Training Establishment where our students can undertake OJT/Internship for completion of their program requirement;

WHEREAS, the **SCHOOL** believes in providing continued excellence for hands-on training in recognized Host Training Establishment to our interns and future employees in the labor market that will help boost their skills as required in the world of work;

WHEREAS, the **HTE**, as a highly recognized institution committed to the pursuit of providing competent, reliable, and professional services, has agreed to accommodate the student interns of the **SCHOOL** provided that said interns will abide by the policies set forth by the concerned **HTE**;

NOW, THEREFORE, for and in consideration of the representation and warranties of the parties and their faithful compliance with all covenants, terms, and conditions hereafter contained, the **HTE** hereby agrees to allow the students interns of the **SCHOOL** to render their On-the-Job training for academic purposes;

I. ROLE OF THE SCHOOL

The SCHOOL shall bind to perform the following:

- a. The students of the SCHOOL shall render the required number of hours for internship training which would include orientation of the policies and procedures, proper engagement, and dos and don'ts during the conduct of their internship;
- b. Provide the list of students and expected competencies a week before the start of the internship program;
- c. Deploy to the HTE properly screened Student Interns who are inclined to undergo internship in an entity related field;
- d. Ensure that all Student Interns have completed the basic academic requirement for the program and must comply with the requirements set forth by CHED and the HTE before admission to the internship program;
- e. Brief the Student Interns on proper decorum, hygiene, discipline, and punctuality in their internship program with the HTE to ensure a meaningful learning and working environment;
- f. Ensure that each Student Intern shall comply with the HTE's rules, regulations, and policies at all times;
- g. Consents in the deployment of the Student Interns to a laboratory where the hazards are inherent and inevitable;
- h. Provide personal protective equipment of their Student Interns (i.e. laboratory gown, face mask, gloves);
- i. The Student Interns shall be duly supervised by a Registered Chemist pursuant to the provisions of R.A. 10657 (Chemistry Profession Act) during the duration of the internship in the laboratory;
- j. Permits the handling of laboratory glassware and equipment in the conduct of the tasks assigned in order to maximize the learning experience of the Student Interns. Provided, that such performance is exercised with due diligence and caution and conducted under the close supervision of a Registered Chemist;
- k. Monitor the attendance and progress of the Student Interns with the HTE;
- l. Require each student intern a daily activity logbook that chronicles his/her tangible responsibilities and outputs/performance with the HTE;
- m. Conduct periodic clinical meetings with Student Interns as for a to review and relearn right company operations and management practices;
- n. Conduct exit conference with HTE to thresh out rooms for future improvements in the engagement;

II. ROLE OF THE HTE

The HTE shall undertake the following:

- a. Provide the complete schedule of each intern;
- b. Provide varied, non-paid work experience and training opportunities for Student Interns;
- c. Ensure that NO Student Intern shall attend to any guests or use any facility, equipment or supply of HTE without the written consent and authority given by the HTE, its staff and personnel;
- d. Meet with EVSU Internship Program coordinator/adviser to discuss, firm up engagement agreements, and submit an Offer Sheet that spells out what learning experience the Student Interns will gain exposure in;
- e. Provide company orientation for and levels off engagement expectations and objectives with Student Interns and/or the program coordinator;
- f. Supervise, provide guidance and training to the student interns and determine the areas of assignment, as well as the schedules of the Student Interns during the duration of the internship program;
- g. Include time and schedule of lectures, orientation on the proper decorum and conduct inside the office premises to prevent any form of harassment or discrimination;

Witness:

DPWH REGIONAL OFFICE VIII

EASTERN VISAYAS STATE UNIVERSITY

ATTY. JAY-B. BALALDE
Chief Administrative Officer
Administrative Division

GRECHELLE N. SOCIAS, MSE
Head, Department of Chemistry

EDGAR B. TABACON, CESO IV
Regional Director

DENNIS C. DE PAZ, PhD
President

LUCAS N. BACSAL
Chief, Maintenance Division

ADELINA P. GOMEZ
Chief, Construction Division

IRINEO R. PURIFICACION, JR.
Chief, Quality Assurance and
Hydrology Division

Witness:
AGNES M. BARONDA
Chief, Planning and Design Division

DENNIS C. DE PAZ, PhD
President

EDGAR B. TABACON, CESO IV
Regional Director

Witness:

GRECHELLE N. SOCIAS, MSc
Head, Department of Chemistry

ATTY. JAY-B. CALDE
Chief Administrative Officer
Administrative Division

- h. Commit in providing an internship environment and learning experiences free of discrimination and harassment, where all interns are treated with respect and dignity to be able to contribute significantly and have equitable opportunities;
- i. Act immediately on observations or allegations of harassment or discrimination and should address potential problems before they become serious;
- j. Undertake to collaborate with the SCHOOL in cognizant of the need for special protection and the best interest of the Student Interns against discrimination and harassment;
- k. NOT be liable for any accidents or death nor be held responsible for any claims or benefits arising from any injuries or accidents that the Student Intern shall suffer in the course of the internship program in the HTE;
- l. Rate the Student Interns, based on a scorecard, upon completion of the required internship period.

ADELINA P. GOMEZ
Chief, Construction Division

III. That the Student Interns shall undergo the internship program with the HTE which shall not exceed EIGHT HOURS per day with one day off per week to commence upon deployment by the SCHOOL. In case where long hours for the make-up duty of interns are required, the SCHOOL shall secure prior written approval of the HTE. The coordinator of the SCHOOL must be allowed to visit the interns in their respective areas once a week to monitor the student's status and performance;

LUCAS N. BACSA
Chief, Maintenance Division

IV. That the Student Interns are not employees of DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - RO VIII, thus, does not receive any compensation for services rendered within the internship period;

V. That the Student Interns shall maintain the following:

- a. It is expressly understood by the Student Interns that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw materials purchasing, marketing, finance, and all other related documents, manuals, operational or technical matters that the HTE shall make available shall be used for the sole purpose of performing their tasks under the internship program.
- b. It is understood that all information gathered by the Student Interns on the operations and business matters of the HTE are classified as confidential in nature and proprietary to the HTE. The Student Intern hereby undertakes to prevent transfer of such information by any of its members, consciously or unconsciously, to any party outside of the HTE without the latter's knowledge and written consent.
- c. During the course of internship, certain trade secrets of the HTE may be disclosed to the Student Interns, which may consist but are not necessarily limited to:
 1. Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs and research projects.
 2. Business information: Customer lists, pricing data, sources of supply, financial data, marketing, production, or merchandising systems or plans.
- d. During, or at any time after the termination of Internship, the Student Interns shall not use, or disclose to others, including future employees, any trade secrets, confidential information, or any other proprietary data of the HTE; and
- e. That upon the termination of Internship from the HTE, the Student Interns shall return to the HTE all documents and property of the HTE, including but not necessarily limited to:

IRINEO R. PURIFICACION, JR.
Chief, Quality Assurance and
Hydrology Division

AGNES M. BARONDA
Chief, Planning and Design Division

reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the HTE's business, or in any way obtained during the course of Internship.

VI. The parties hereto, may upon mutual consent, amend or modify this Agreement by or through an addendum signed by the two parties, which shall form as an integral part hereof;

VII. This MOA takes effect immediately and shall remain in full force otherwise revoked.

IN WITNESS WHEREOF, the parties hereunto signed this Memorandum of Agreement for Work Immersion Partnership this ____ day of _____ 2024 in _____, Philippines.

EASTERN VISAYAS
STATE UNIVERSITY

By:

DR. DENNIS C. DE PAZ
University President

DEPARTMENT OF PUBLIC WORKS
AND HIGHWAYS REGIONAL OFFICE VIII

By:

ENGR. EDGAR E. TABACON, CESO IV
Regional Director

SIGNED IN THE PRESENCE OF:

MIA GRETZ A. RAMIREZ, MBA, CGSP
Director, External Affairs

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

LYDIA M. MORANTE, DA
Vice President for Academic Affairs

ADELINA P. GOMEZ
Chief, Construction Division

LUCAS N. BACSA
Chief, Maintenance Division

IRINEO R. PURIFICACION, JR.
Chief, Quality Assurance and
Hydrology Division

AGNES M. BARONDA
Chief Planning and Design Division

ACKNOWLEDGMENT

Republic of the Philippines)
_____) s.s.

AUG 22 2024

BEFORE ME, a Notary Public for and in the above jurisdiction, this ____ day of _____ in _____ personally appeared:

NAME	COMPETENT PROOF OF IDENTITY
1. DENNIS C. DE PAZ	
2. EDGAR B. TABACON	

known to me to be the same persons who executed the foregoing instrument and who acknowledged to me that the same is their free and voluntary act and deed, and that of the institutions respectively represented.

The foregoing instrument refers to a Memorandum of Agreement (MOA) consisting of ____ () pages, including the page in which this Acknowledgement is written, signed by the parties, including their instrumental witnesses on each and every page thereof and sealed with my notarial seal.

WITNESS MY HAND AND SEAL, on the date and place above written.

Doc. No.: 179
Page No.: 76
Book No.: 149
Series of 2024.

