



EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

Title of Form: **Student Internship Contract (On-the-Job Training/Student Internship Contract Program)**

Control No.	EVSU-IEA-F-032
Revision No.	01
Date	May 05, 2023

STUDENT INTERNSHIP CONTRACT
On-the-Job Training/Student Internship Program

Between

SCHOOL OF TECHNOLOGY
Eastern Visayas State University

and

MARK REBEN STYLING INC.
154-158 Rizal Avenue, Tacloban City

KNOW ALL MEN BY THESE PRESENTS:

This Student Internship Contract entered this _____ day of _____ 20_____, in the City of Tacloban, Philippines by and between.

The **EASTERN VISAYAS STATE UNIVERSITY**, a state university created by Republic Act 9311 represented herein by **MARICHU S. ARMADA, DM** in her capacity as Dean, with office address at **Archbishop Lino R. Gonzaga Avenue, Tacloban City 6500 Philippines**, herein after referred to as "EVSU",

-and -

MARK REBEN STYLING INC., a duly recognized entity and existing under the laws of the Republic of the Philippines, with office address at **154-158 Rizal Avenue, Tacloban City** duly represented herein by its **President, REBEN TONIDO SUDARIO**, herein referred after to as "HTE" (Host Training Establishment), **student interns** with their PDS hereto attached and **TERESA DESIREE A. PALENCIA**, OJT Program Coordinator.

WITNESSETH:

WHEREAS, the **EVSU**, in pursuit of the achievement of its mission and institutional outcomes and in compliance to the program/curriculum requirements, needs to expose the students to the different industries or reputable HTEs to be able to practice their formal learning with practical knowledge, skills, and desirable attitudes in order for them to become more responsive to the future demands of the labor market;

WHEREAS, the HTE is committed to the improvement of the economic and social wellbeing of the country and its population;

WHEREAS, the HTE thru its magnanimous disposition will provide extension services in terms of accepting on-the job trainees/student interns;

NOW, THEREFORE, for and in consideration of the foregoing premises, the HTE hereby agrees to support and assist **EVSU** in its academic requirements and use its facilities and equipment, as well as professional services of its staff for the OJT program of students under the terms and conditions herein stipulated:

[Handwritten signatures]

ATTY. EDWIN Y. CHUA
Notary Public
Until Dec. 31, 2026
Appointment No. NC-2016-02-122
PTR No. 8774526
Poll No. 35352
IBP Lifetime No. 81280
Tacloban City

[Handwritten initials]

A. DUTIES AND RESPONSIBILITIES

A.1. EVSU, School of Technology

1. Identify and recommend qualified students to undergo on-the-job training at the HTE for its operation and facilities that will enhance and upgrade the student's capabilities;
2. Assume full responsibility over the students during his/her internship period;
3. Formulate university internship policies and guidelines on selection, placement monitoring and assessment of student interns;
4. Select HTEs and ensure acceptability of internship plan and internship venues in order to protect student interns' interest;
5. Develop in collaboration with the duly selected HTE an internship plan for the student intern specifying goals and objectives;
6. Ensures that the student intern will acquire actual and relevant competencies in each learning area, assignments, and schedule of activities. The internship plan shall be part of the internship contract signed by the student intern and HTE;
7. Provide free medical and dental services and certification by a duly licensed medical doctor and dentist to the student interns;
8. Require the student intern to get appropriate insurance coverage to include travel, medical, and health during the duration of the internship agreement;
9. Assign an OJT/SIPP Coordinator for the student internship program. For this purpose, the OJT/SIPP Coordinator is TERESA DESIREE A. PALENCIA of the program;
10. Conduct pre-internship orientation/training to student interns, as pre-requisite to their deployment to internship venues, on work environment issues, including but not limited to, proper work ethics and laws against sexual harassment;
11. Safeguard student interns from harassment, exploitation, deplorable training conditions, and such other conditions that contravene or defeat the purpose of internship;
12. Take appropriate action on any complaint against the student trainee in accordance with the university's policies;
13. Conduct initial and regular visit/inspection of the HTE to ensure safety of the student interns;
14. Monitor and evaluate performance of the student intern in accordance with the university's policies;
15. Conduct monitoring and evaluation of the HTE to gauge the overall performance of the HTE and provide feedback mechanism;
16. Conduct a post training review and evaluation of the program and performance as well as with the partner HTE;
17. Evaluate and assess related prior training experience and provide credits for internship, when applicable; and
18. Issue a final grade to the student intern upon completion of the requirements with the prescribed period in accordance with the university's regulations on grading system and performance assessment of the HTE;

A.2 ON THE JOB TRAINING (OJT)/SIPP COORDINATOR

1. Coordinate with the Head and Dean for the purpose of internship orientation;
2. Provide pre-internship orientation prior to deployment to internship venues including among others, work ethics and anti-sexual harassment laws as pre-requirement.
3. Inspect internship venues and sites regularly;
4. Deploy student interns to selected HTE in coordination with the Head and Dean;
5. Monitor and assess student interns periodically.



6. Coach or mentor student interns;
7. Consult and assist student interns in resolving problems/issues encountered; and
8. Validate the result of the internship of students per batch, at the end of the internship period.

A.3. STUDENT INTERN

1. Sign all the required documents necessary for his/her participation in the internship program, including the acceptance letter and internship contract;
2. Comply with the provisions of this internship contract including the rules and regulations of EVSU, HTE, and the Commission on Higher Education at all times;
3. Undergo the required orientation/ internship program conducted by EVSU and HTE;
4. Report for internship in the HTE based on the schedule indicated in the internship contract;
5. Performs tasks and activities indicated in the internship plan;
6. Maintain confidentiality, when and where appropriate, during and after the internship period of all data, business, or trade secrets where such information is not within the public domain and is indicated or understood to be confidential.
7. Adhere to the existing rules and regulations of the HTE including the proper use of tools, instrument machines, and equipment.
8. Submit a monthly learning journal as required by the HTE reflecting on the approved internship plan, his/her experiences describing the internship activities, any problem(s) encountered and his or her reflections on the internship experience to the OJT Coordinator.
9. Complete the agreed duration of his/her internship. In case he/she will be unable to finish his/her internship within the regular or designated period/ he/she shall inform the OJT coordinator in writing of his/her intent and reasons to prematurely end his/her internship, at least three (3) working days before his/her last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the HTE, and
10. Report to the OJT Coordinator for an exit assessment after the completion of the internship period.

A.4. HOST TRAINING ESTABLISHMENT

1. Designs and implements the internship plan with the College of Technology of EVSU.
2. Encourages student interns to develop their personality and professionalism and to the extent possible protect them from physical and moral danger;
3. Assigns a point/focal person responsible for the implementation of all phases of the internship;
4. Orients student intern on the standard, rules, and regulations of their establishment before signing the contract;
5. Enters an internship contract with the student intern;
6. Facilitates the processing of documents of the student intern in coordination with EVSU through the OJT Coordinator;
7. Provides practical training on work experience in accordance with agreed internship plan and schedule of activities;
8. Ensures that the student interns do not perform tasks and duties of regular position;
9. Provides supervised applied learning experience for student interns in accordance with the agreed internship plan and schedule of activities;
10. Develops feedback mechanism to the student intern;



11. Develops feedback mechanism to EVSU through the OJT Coordinator of the overall implementation of the internship and the student performance;
12. Provide monitoring and evaluation report or other information on the student intern's performance as maybe required by EVSU;
13. Make available, accurate, and current records, provide access to EVSU of such breach of contract or misconduct in the internship premises prior to HTE's decision to suspend or terminate the contract; and
14. Issues Certificate of Completion for the student intern not later than two (2) weeks after the completion of internship.

B. EVENTS OF DEFAULT

EVSU reserves the right to blacklist the HTE as Host Training Establishment for its student interns based on the following grounds:

- a. Violations of any provisions of this MOA and CHed CMO No. 104, s. 2017;
- b. Changing provisions of the signed internship contract without the consent of the student intern and EVSU;
- c. Non-compliance with the prescribed internship plan;
- d. Placing student in internship venues which degrade, debase, or demean the intrinsic worth and dignity of the student intern as a human being;
- e. Withholding practicum reports of student interns without just cause; and
- f. Such other acts similar analogous to the foregoing and activities classified as human trafficking under RA 9208 and such other issuances that is in violation of the provisions herein.

Violations of Student Interns

1. Any act of gambling, theft, and other similar illegal acts;
2. Submitting forged or fraudulent documents;
3. Any act in violation of HTE rules and regulations in accordance with the internship program; and
4. Any act in violation of the laws of the Republic of the Philippines.

C. EXCLUSION OF PARTNERSHIP

The parties hereto expressly agree that nothing contained or implied in the AGREEMENT shall constitute a partnership or joint venture within the parties hereto or any of them do not constitute nor be deemed to constitute any party as an affiliate to any party for any purpose whatsoever.

D. NOTICES AND GENERAL MATTERS

Notices under the AGREEMENT may be delivered by hand, register mail (which shall be airmailed if possible) or facsimile number, and email address specified below:

(First Party)

EASTERN VISAYAS STATE UNIVERSITY

Archbishop Lino R. Gonzaga Avenue, Tacloban City 6500 Philippines

Telefax No. +63 (53) 321 - 10 - 04

Email Address: _____

(Second Party)

MARK REBEN STYLING INC.

154-158 Rizal Avenue, Tacloban City

Telefax No. +63 956 005 3507

Email Address: markrebenstyling@gmail.com

Rebena *[Signature]* *[Signature]* *[Signature]*

E. SEVERANCE

If any provisions of the AGREEMENT or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal, or not enforceable only to that extent and no further.

F. CONFIDENTIALITY

The AGREEMENT as well as its terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personal or entity other than the signatories herein or their authorized representative/s.

G. SEPARABILITY

The invalidity or unenforceability of any provision of the AGREEMENT shall not affect or impair other provisions that are otherwise valid, binding, and effective.

H. GOVERNING LAW AND ARBITRATION

The AGREEMENT shall be governed by and construed according to the laws of the Republic of the Philippines.

I. ENTIRE AGREEMENT

The AGREEMENT constitutes the entire agreement between the parties, their successors and assignees. Any and all matters or things that the parties may have agreed but have not reduced in writing herein shall be void and ineffective.

J. DURATION

This AGREEMENT shall take upon signing by the parties and shall remain in full force for one (1) year, unless sooner terminated by mutual consent of the same parties.

IN WITNESS WHEREOF, the parties hereof have signed this Agreement on the _____ day of _____ 20_____ in the City of Tacloban, Philippines.

EASTERN VISAYAS STATE UNIVERSITY
(First Party)


MARICHU S. ARMADA, DM
Dean



ANALENI MARQUEZ
Student Intern


KIM JAY PANA O
Student Intern


AIRA PAQUIT
Student Intern

MARK REBEN STYLING INC.
(Second Party)


REBEN TONIDO SUDARIO
Owner


AMELIA B. PARADO
Parent/Legal /Guardian


JASON B. PANA O
Parent/Legal /Guardian


RANIEL PAQUIT
Parent/Legal /Guardian



SIGNED IN THE PRESENCE OF:


SALVADOR O. BONIFACIO, DBA, CPA
Head, OJT & Job Placement


EDUARDO V. GABUYAO, Ed.D.
Head, Industrial Technology Department


TERESA DESIREE A. PALENCIA
ITD OJT Coordinator

ACKNOWLEDGEMENT

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


FEB 19 2026

SUBSCRIBED AND SWORN to before me, this _____ in the
City of Tacloban, Philippines. The parties exhibited to me their proof of identification as follows:

<u>NAME</u>	<u>I.D. No.</u>	<u>DATE ISSUED</u>	<u>PLACE ISSUED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTARY PUBLIC

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ATTY. EDMAR Y. CHUA
Notary Public
Until Dec. 31, 2026
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