

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 ____ day of 16 FEB 2026, 2026 in Tacloban City, Leyte by and between:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VIII**, a government establishment with office address at Government Center, Barangay 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 Archbishop Lino R. Gonzaga Avenue, Tacloban City, 6500 Philippines, 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 Trainee/s through the Student Training Program in DSWD Field Office VIII;

WHEREAS, the Second Party will place Student Trainee/s in the DSWD Field Office VIII this **second** semester of S.Y. 2025-2026;

WHEREAS, the First Party is willing to accommodate the student trainee/s;

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 25 FEB 2026 and shall automatically be terminated upon issuance of Certificate of Completion of Student Training Program to the student-trainee/s.

Section 2: GENERAL POINTS OF AGREEMENT

1. That the following student/s of Eastern Visayas State University, taking Bachelor of Science in Economics, shall be placed as Student-Trainee/s at the DSWD Field Office VIII:
 - a. Apa, Dan Carlo G.
 - b. Aque, Cyrus Kempt P.
 - c. De Cadiz, Ashley Rose M.
 - d. Gerez, Angel Mae C.
 - e. Guarino, Alexandra G.
2. That both parties agree that the student/s 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 student/s 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 student(s) must individually execute an "Affidavit of Non-Disclosure and Confidentiality Agreement."

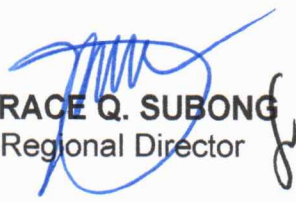
THE FIRST PARTY SHALL:

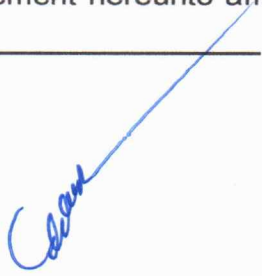
1. The Student Training Coordinator is Mr. Brian Requitillo for the over-all in-charge in collaborating with the Faculty Coordinator of the Second Party for the Student Training Program;
2. An Agency Field Instructor (AFI) shall be assigned upon placement of the student-trainee/s in their area of assignment, 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 AFI 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.

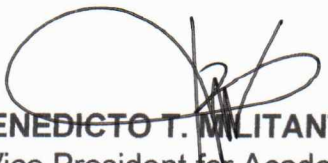
IN WITNESS WHEREOF, parties of the agreement hereunto affixed their signatures this _____ day of _____ 2026 at Tacloban City, Leyte, Philippines.


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- Chief, HRMDD


BENEDICTO T. MILITANTE, JR., DA
Vice President for Academic Affairs


ANALYN C. ESPAÑO, DA
Vice President for Internalization
and External Affairs

ACKNOWLEDGMENT

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

BEFORE ME, this _____ day of 11 MAR 2025 2026, in Tacloban City, Leyte Philippines personally appeared the parties with their Community Tax Certificate or Valid ID below stated:

NAME	CTC/ID NO.	ISSUED ON	ISSUED AT
GRACE Q. SUBONG	DSWD ID. 7142	MARCH 21, 2023	DSWD CENTRAL OFFICE
DENNIS C. DE PAZ	D062695DC	JUNE 26, 1995	TACLOBAN CITY

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 pages (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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ATTY. EDGARIN B. ESPERAR, JR., MAT, LPT
Notary Public until December 31, 2025
Notarial Commission No.: 2025-03-166
Roll of Attorneys No.: 81747
PTA No.: 6690354
ISP No.: 508376
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