



# UNIVERSITY OF CAGAYAN VALLEY

(formerly Cagayan Colleges Tuguegarao)

VICTOR VENTURA PEREZ (VVP) CAMPUS,

TUGUEGARAO CITY, CAGAYAN VALLEY, PHILIPPINES 3500

BALZAIN CAMPUS: (078) 844-1147 Local 218 – (Trunk Line)(078) 844-8978 – (Fax)

sba@ucv.edu.ph



## SCHOOL OF BUSINESS ADMINISTRATION AND GOVERNANCE

January 21, 2025

**HON. BIENVENIDO DE GUZMAN**

Vice Mayor

Tuguegarao City, Cagayan

Madame:



Greetings of Peace and Goodwill!

The internship program provides students with an opportunity to complement their formal learning with practical knowledge, skills, and desirable attitudes and to gain hands-on experience in a recognized Host Training Establishment (HTE). The internship is the immersion of the prospective professionals to be in the real world. During OJT, the student-professional experiences the fundamentals of their profession into cyclical processes of preparing office work into experts in their fields.

Internships shall be the last view of being a student who needs them to realize what their professions should be. It is the basis to enhance their skills and potentials to be the next frontier of professionals that the Host Training Establishments will offer. Internships would be the defying factor for them to become well-trained and skilled students that have edged after graduation.

We are glad to notify you that your prominent office has been recognized as one of our partner agencies in molding and developing our Fourth Year BPA Students. We have found that your prestigious office's division/section has a pool of high-caliber employees, which we believe could cater to our Fourth Year BPA Students' demands and give practical knowledge and abilities.

Relative to that, may we humbly request your indulgence to please accommodate our Fourth Year Students to take their On-The-Job Training in your office for 300 hours which will start on February 20, 2025.

We are hoping for your favorable response on this matter.

Thank you very much and more power!

Sincerely,

**RANDY R. PERALTA, LPT, DBM**

Dean

*Digitally Signed by*

*Randy R. Peralta*

*Date: 2025.01.21 8:00 am*



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TESDA



Legal Education Board



PACUCOA



## ON-THE-JOB TRAINING MEMORANDUM OF AGREEMENT

### KNOW ME BY THESE PRESENTS:

**This Memorandum of Agreement is made and entered into between and by and between|**

This ON-THE-JOB TRAINING AGREEMENT was made and executed this \_\_\_\_\_ day of \_\_\_\_\_ at Tuguegarao City, Cagayan, the Philippines by;

**UNIVERSITY OF CAGAYAN VALLEY** (formerly Cagayan Colleges Tuguegarao) is an educational institution created by and under the laws of the Republic of the Philippines with its principal office at Balzain Highway, Tuguegarao City, Cagayan, Philippines, represented herein by **ESTHER SUSAN N, PEREZ-MARI, MSc-FM, MD, Ph.D.** in her capacity as President, who is duly authorized to represent in this transaction, hereinafter after referred to as the "**FIRST PARTY**",

-and-

**TUGUEGARAO CITY – LOCAL GOVERNMENT UNIT** with an official address at Carig Sur, Tuguegarao City, Cagayan represented herein by **HON. BIENVENIDO DE GUZMAN** in his capacity as the VICE MAYOR who is duly authorized to represent in this transaction hereinafter referred to as the "**SECOND PARTY**",

### WITNESSETH: that

WHEREAS, **FIRST-PARTY** commits itself to the total human development of its students by extending the facilitation of learning beyond the classroom environment by exposing them to real-world experience, especially in the fields/work areas where they will be required to apply knowledge and skills gained from their respective academic programs.

WHEREAS, **SECOND PARTY** is offering On the Job Training Program to Bachelor of Public Administration students who will undergo industry exposure before graduation to become adequately familiar with the actual industrial operations and management, thereby augmenting their formal training;

WHEREAS, the **SECOND PARTY** agreed to accept students of the **FIRST PARTY** as interns in support of its On-The-Job Training Program, which aims to forge strong academe-industry linkage and complement existing course curricula to match industry demand;

NOW, THEREFORE, for and in consideration of the foregoing premises, **FIRST PARTY** and **SECOND PARTY** do hereby agree and stipulate the following:

#### The **FIRST PARTY** shall:

1. Recommend qualified students who will undergo the on-the-job program, taking into consideration the requirements of the COMPANY in terms of qualifications and number of students.
2. Designate an OJT Adviser and its equivalent, who will be assigned with the following responsibilities:
  - a. Orientation of students about the rules, proper attitude and behavior inside the job site particularly towards the employees;
  - b. Monitoring of attendance, activities, and performance of students during the training program in the **SECOND PARTY**;
  - c. Coordination of Training Program with the **SECOND PARTY**; and
  - d. Encoding of grades of the students during the appointed time.
3. Submit to the **SECOND PARTY** requisite documents required for this program (accomplished student liability waiver, notarized MOA). The waiver of the INTERN/OJT student and their respective parents shall be submitted to the Second Party before the commencement of the training.



4. Conduct an initial visit/inspection of their partner COMPANY/HTE and representative office to ensure the safety of the students.
5. Conduct a monitoring visit in the middle of the on-the-job training program.
6. Renounce and waive any claim against the **SECOND PARTY** for an injury that the students may sustain or loss that they suffer, personal or pecuniary, arising from negligence or fault in performing their duties and functions while under training.
7. Monitor the safety of the student trainees regarding the conduct of on-the-job training activities based on Inter-Agency Task Force for the Management of Emerging Infectious Diseases recommendations and guidelines in the alert level protocol.

**The SECOND PARTY shall:**

1. Deploy the student trainees to the different operating units of the **SECOND PARTY** (as stipulated in the recommendation letter) for a maximum of 600 hours unless revised upon agreement by the **SECOND PARTY** and **FIRST PARTY**.
  2. Assign personnel who will orient, monitor, and supervise the student-trainees, especially on those which pertain to safety and security precautions.
  3. Involve those students in activities and tasks to develop their work attitude and creative abilities to become professional employees based on the areas stipulated in the recommendation letter.
  4. Enforce rules that will govern the conduct of the program on their premises. Said rules shall be made known to **FIRST PARTY** and student-trainee before the of the training
  5. Accomplish necessary forms required by **FIRST-PARTY** (e.g., Performance Evaluation form) in connection with the training requirements of the students.
  6. Issue a Certificate of Completion to the student-trainee upon fulfillment of all the training requirements.
  7. Observe any other additional responsibilities as may be identified during the conduct of the students' internship /OJT in the company.
  8. Monitor the safety of the student trainees regarding the conduct of on-the-job training activities based on Inter-Agency Task Force for the Management of Emerging Infectious Diseases recommendations and guidelines in the alert level protocol.
- A. Under the Memorandum of Agreement, the following terms and conditions are likewise included
1. It is expressly understood that there will be no employer-employee relationship between the COMPANY and the student-trainee of the **FIRST PARTY**
  2. The Intern/student-trainee shall abide by the **SECOND PARTY's** rules and regulations and comply with those imposed for the program, otherwise, they shall be excluded from further participation.
  3. The **SECOND PARTY** reserves the right to discontinue the training of any student-trainee on reasonable grounds upon written notice to the **FIRST PARTY**
  4. **FIRST-PARTY** may pull out any of the Intern/student-trainee from the **SECOND PARTY** on reasonable grounds after written notice to the **SECOND PARTY**.

B. Liability Clause

The Second Party shall be liable for any accident, injury, illness, or death of the student trainees during the on-the-job training when the cause or reason of the accident, injury, or death is the negligence of the second party, such as but not limited to the unsafe workplace, substandard safety requirements, violation of statutory requirements and/or Inter-Agency Task Force for the Management of Emerging Infectious Diseases recommendations and guidelines in the alert level protocol.

C. Duration

This MOA shall take effect immediately upon the signing hereof and shall continue thereafter for a period of 300 hours, provided however that any provision of this agreement may be amended by written consent by both parties herein and provided further that the SECOND PARTY and FIRST-PARTY reserves the right to withdraw its participation in the agreement upon written notice.

Whereas the following Bachelor of Public Administration students will undergo six hundred hours of the On-the-Job Training (OJT) at DENR -CENRO from February 20, 2025, to April 30, 2025:

NO.	NAME	SEX
1.	DERICK VIDAD	MALE
2.	JOYLYN IGNACIO	FEMALE

IN WITNESS HEREOF, the parties hereto have signed this MOA on this \_\_\_\_day of \_\_\_\_\_, 2025 in Tuguegarao City, Cagayan, Philippines,

FIRST PARTY:

SECOND PARTY:

ESTHER SUSAN N. PEREZ-MARI  
University President

BIENVENIDO DE GUZMAN  
Vice Mayor, Tuguegarao City

SIGNED IN THE PRESENCE OF:

FIRST PARTY REPRESENTATIVE

SECOND PARTY REPRESENTATIVE IN  
THE PHILIPPINES

RANDY R. PERALTA  
Dean/OJT Coordinator

\_\_\_\_\_  
Designation:\_\_\_\_\_

ACKNOWLEDGEMENT

Republic of the Philippines )  
Province of \_\_\_\_\_ ) s.s.  
\_\_\_\_\_ )

BEFORE ME, a Notary Public for and in \_\_\_\_\_ city this \_\_\_\_date of \_\_\_\_\_, personally appeared:

NAME	ID/PASSPORT NO.	DATE/PLACED ISSUED
ESTHER SUSAN N. PEREZ-MARI	_____	_____
_____ (NAME OF REPRESENTATIVE)	_____	_____