

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement made and executed between:

**De La Salle University - Dasmariñas**, a non-stock, non-profit educational institution, duly organized and existing under Philippine Laws with office/business address at Dasmariñas, Cavite 4115 represented herein by \_\_\_\_\_ Dean, College of \_\_\_\_\_, hereinafter referred to as the **UNIVERSITY**.

and  
\_\_\_\_\_, a domestic corporation duly organized and existing under Philippine Laws with office/business address at \_\_\_\_\_, represented herein by \_\_\_\_\_, hereinafter referred to as the **COMPANY**.

Witnesseth:

The parties hereby bind themselves to undertake a Memorandum of Agreement for the purpose of supporting the UNIVERSITY'S on-the-job training for student-trainees under the following terms and conditions:

1. The UNIVERSITY shall be responsible for briefing the on-the-job student-trainees who intend to conduct practicum exposure in the COMPANY as part of the UNIVERSITY'S curriculum;
2. The UNIVERSITY shall provide the on-the-job student-trainee the basic orientation on work values, behavior, and discipline to ensure smooth cooperation with the COMPANY;
3. The UNIVERSITY shall issue an official endorsement vouching for the well being of the on-the-job student-trainee which shall be used by the COMPANY for processing the application of the student-trainee;
4. The UNIVERSITY shall voluntarily withdraw a student-trainee who is found to misbehave and/or act in defiance to existing standards, rules, and regulations of the COMPANY and impose necessary university sanctions to the said student-trainee;
5. The COMPANY may grant allowance and/or adequate insurance to student-trainee in accordance with the COMPANY'S existing rules and regulations;
6. The COMPANY, upon consultation with the UNIVERSITY, may require qualified students to submit themselves to examinations, interviews, and file pertinent documents to support their application;
7. The COMPANY is not obliged to employ student-trainee upon completion of the training;
8. The student-trainee shall be personally responsible for any and all liabilities arising from negligence in the performance of his/her duties and functions while under training;
9. There is no employer-employee relationship between the COMPANY and the student-trainee;
10. The duration of the program shall be equivalent to \_\_\_\_\_ working hours unless otherwise agreed upon by the COMPANY and the UNIVERSITY;
11. Any violation of the foregoing covenants will warrant the cancellation of the Memorandum of Agreement by the COMPANY within thirty (30) days upon notice to the UNIVERSITY.
12. This Memorandum of Agreement shall become effective upon signature of both parties and implementation will begin immediately and shall continue to be valid hereafter until written notice is given by either party thirty (30) days prior to the date of intended termination.

In witness whereof the parties have signed this Memorandum of Agreement at Dasmariñas, Cavite this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**For the COMPANY**

**For the UNIVERSITY**

\_\_\_\_\_

\_\_\_\_\_  
College Dean  
De La Salle University - Dasmariñas

Community Tax No: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Place of Issue: \_\_\_\_\_

Community Tax No: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Place of Issue: \_\_\_\_\_

**SIGNED IN THE PRESENCE OF:**

\_\_\_\_\_  
Representative of the Company College OJT Supervisor/ Representative of the Institution/

**ACKNOWLEDGEMENT**

Before me, a Notary Public in the province of Cavite, personally appeared \_\_\_\_\_ and \_\_\_\_\_ with Community Tax Certificates indicated above, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free will and voluntary deed and that of the institutions herein represented.

Witness my hand and seal on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ in Dasmariñas, Cavite.

Doc. No. \_\_\_\_\_:  
Page No. \_\_\_\_\_:  
Book No. \_\_\_\_\_:  
Series of \_\_\_\_\_: