

MEMORANDUM OF AGREEMENT

This **Agreement** made and entered into by and between:

CAVITE STATE UNIVERSITY, a state educational institution chartered under Republic Act. No. 8468; with offices located at Brgy. Bancod, Indang, Cavite, represented herein by its **Dean, DR. WILLIE C. BUCLATIN** and herein referred to as the CvSU;

-and -

iQOR Philippines, a company/firm organized and existing under Philippine laws, with offices located at **3rd Floor SM City Dasmariñas, Governors Drive Bgy. Sampaloc 1, Dasmariñas City, Cavite**, represented herein by its **Operations Supervisor - T - Mobile Prepaid - Cavite, MR. MARVIN JIFF LEE** and hereinafter referred to as the **Company/ Host Training Establishment**;

WITNESSETH

WHEREAS, the commitment of the University to provide quality education to its students so that they will become highly capable and productive individuals in the fields of architecture, engineering, information technology, and allied technologies;

WHEREAS, one effective way to realize the commitment is to require the students to undertake worthwhile learning to experiences outside of classroom situations which will reinforce the development of their technical and managerial skills;

WHEREAS, in the pursuance of its responsibility, the University through the College of Engineering and Information Technology has included Practicum Training / On-the-Job Training as one of the course requirements which will be conducted at **iQOR Philippines**.

NOW THEREFORE for and in consideration of the foregoing premises, the parties hereby agree and stipulate the following:

1. The parties shall arrange for the Practicum Training / On-the-Job Training of **MR. MARK HAROLD PEGA** for a total of 240 hours.
2. The inclusive training period will be from **July 11, 2022 to August 19, 2022** or until the **240** hours is fulfilled.
3. The University, through its designated OJT Coordinator or any authorized representative, shall perform the following functions and/or responsibilities;
 - 3.1 Initiate the negotiation with the Company/ Host Training Establishment, undertake the initial selection and endorsement process and request from the latter the practicum activities of the student;
 - 3.2 Coordinate with the Company/ Host Training Establishment regarding the student's assignments; and

3.4 Monitor the progress of the students by conducting regular visual visits to the Company/ Host Training Establishment.

4. The Company/ Host Training Establishment through its designated supervisor, on the other hand, shall assume the following obligations and/or responsibilities;

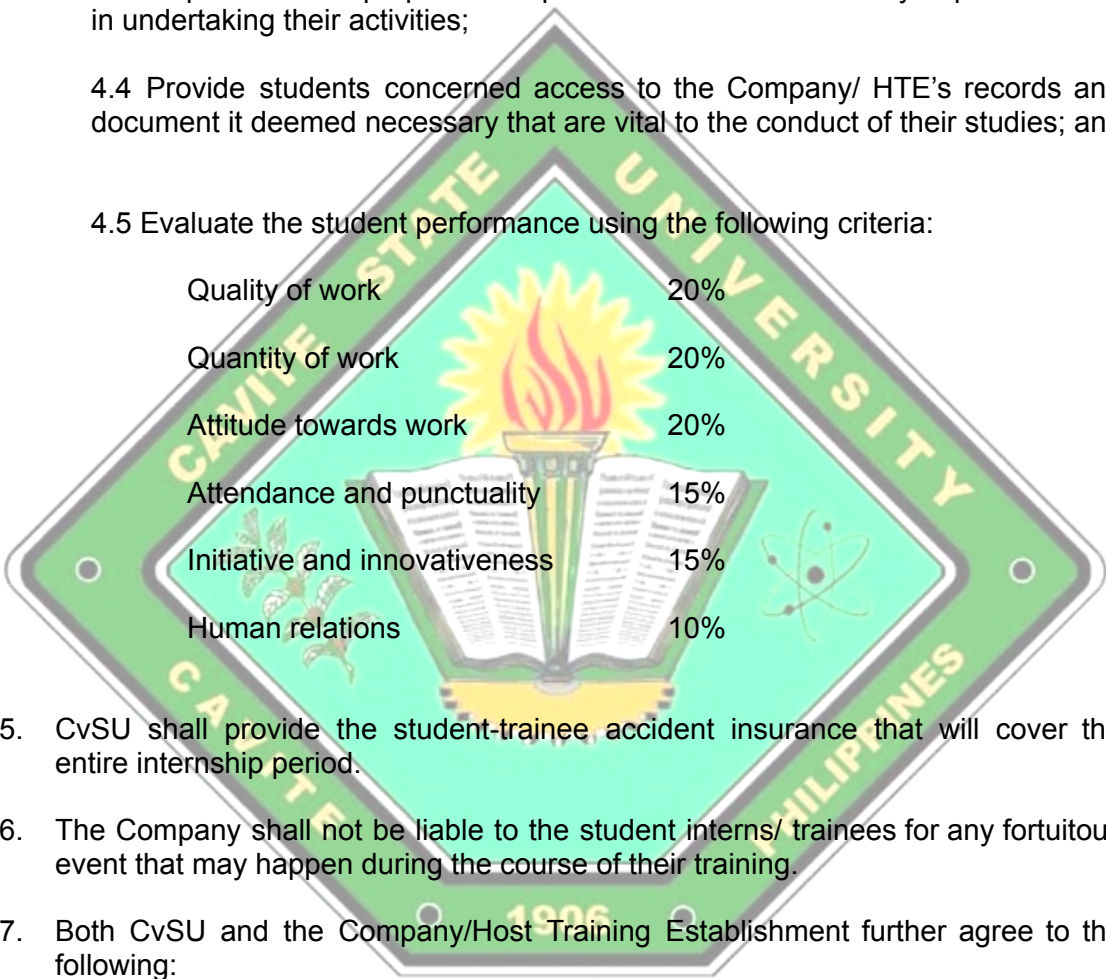
4.1 Undertake the final screening and acceptance of the student intern;

4.2 Conduct a comprehensive orientation to the students about the Company/Host Training Establishment;

4.3 Help the trainee prepare their plan of activities and closely supervise them in undertaking their activities;

4.4 Provide students concerned access to the Company/ HTE's records and document it deemed necessary that are vital to the conduct of their studies; and

4.5 Evaluate the student performance using the following criteria:



The logo of Cavite State University is a diamond-shaped emblem. It features a central torch with a flame, positioned over an open book. The book has text on its pages. To the left of the book is a branch with leaves, and to the right is a stylized atomic symbol. The entire emblem is set against a light blue background. The words 'CAVITE STATE UNIVERSITY' are written in a semi-circle at the top, and 'PHILIPPINES' is at the bottom. The year '1906' is inscribed at the base of the diamond.

Quality of work	20%
Quantity of work	20%
Attitude towards work	20%
Attendance and punctuality	15%
Initiative and innovativeness	15%
Human relations	10%

5. CvSU shall provide the student-trainee accident insurance that will cover the entire internship period.

6. The Company shall not be liable to the student interns/ trainees for any fortuitous event that may happen during the course of their training.

7. Both CvSU and the Company/Host Training Establishment further agree to the following:

7.1 CvSU/ University, during its pre-internship orientation shall give a strict advice and forge an agreement with its students on the matter that the student intern is prohibited from using, publishing, or otherwise disclosing to others, or permitting others to use for their benefit or to the detriment of the Company/Host Training Establishment and its clients, any confidential information;

7.2 CvSU and its student-interns shall no, at any time without the prior consent of the Company/Host Training Establishment, directly or indirectly disclose or permit the disclosure of confidential information to any person or other party;

7.3 In case a student- intern is deployed or assigned to any of the Company/Host Training Establishment's clients, such student intern shall not at any time, disclose or divulge to any person or third party any confidential information, trade secrets, or any proprietary data of the Company/Host Training Establishment and its clients;

7.4 At the conclusion of this internship program, or upon demand by the Company/Host Training Establishment, all proprietary and confidential records, including but not limited to reports, manual, documents, data, passwords, and all other materials and copies relating in any way, to the Company/ Host Training Establishment and/or to the Company/Host Training Establishment's clients, and any office equipment or properties assigned or received shall be returned by the student intern of CvSU to the Company/Host Training Establishment; and

7.5 This Confidentiality clause shall survive despite the termination of the internship program, and shall be governed by Philippine law.

This **Agreement** takes effect immediately upon approval of the parties concerned and should to be in effect until amended/repealed by mutual written consent of the parties at least 15 working days prior to termination, provided that such termination is within the training period.

IN WITNESS WHEREOF, the parties here signed the Agreement this _____ day of _____ in _____.

CAVITE STATE UNIVERSITY

COMPANY NAME

DR. WILLIE C. BUCLATIN
Dean

NAME OF SUPERVISOR
Title

WITNESSES:

EFREN R. ROCILLO
CEIT OJT Coordinator

Company Representative/ supervisor

AL OWEN ROY A. FERRERA
Chairperson, DAFE

Company Representative/ Supervisor

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
City/Municipality of _____) S. S.

BEFORE ME, A Notary Public in _____, this ____ day
of _____, personally appeared:

Name Competent Proof of Identity Date/Place Issued

WILLIE C. BUCLATIN
(as Authorized Representative
of Cavite State University)

MR. MARVIN JIFF LEE
(as Authorized Representative
of iQOR Philippines)

known to me to be the same persons who executed the foregoing instrument,
consisting of four (4) pages, including the page on which this acknowledgment is
written, and they acknowledged before me that the same is their free and voluntary act
and deed, as well as that of the corporations herein represented.

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

Doc. No. _____;
Page no. _____;
Book No. _____;
Series of 2023.