

Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) Process for Local Internships

1. There should be a formal agreement through a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with the host-training establishment (HTE) where the students are to be assigned. Clear protocols on monitoring and feedback, such as workload, duration of work, intellectual property rights, allowance, and compensation scheme (if any), shall be discussed and put in place. MOAs and MOUs are signed by the University Chancellor and a qualified representative of the HTE.
2. To begin the processing of the MOA/MOU, the academic unit must prepare, accomplish, and submit the following documents to OFA Diliman:
 - a. [MOA/MOU Draft](#) based on the provided template
 - b. [Endorsement letter](#) from the Dean/Head of Unit about the proposed partnership
 - c. [Secretary's Certificate](#) from Host Training Establishment (HTE) authorizing the signatory
 - d. [Budget Certification signed by Dean](#) indicating no special budgetary outlay (in accordance with OSU Memo 2017-02-04)
 - e. Valid government-issued ID of the HTE Representative
3. OFA Diliman will receive and conduct an initial review of the submitted documents.
4. After the initial review, OFA Diliman will prepare a reference slip for endorsement and submit the documents to Diliman Legal Office (DLO) for legal review and approval. After DLO returns the documents to OFA Diliman:
 - a. If the MOA/MOU is substantially in order, OFA Diliman will prepare a reference slip for endorsement to the academic unit, for the signatures of parties from the academic unit and the HTE.
 - b. If DLO suggests that revisions be made on the MOA/MOU, the documents will be returned to the academic unit for review and revisions. The revised documents will again be sent to DLO through OFA Diliman. This process will be repeated until DLO deems the MOA/MOU to be in order.
5. Before the affixing of signatures, the academic unit is given an option to either:
 - a. receive four (4) hard copies of the MOA/MOU from OFA Diliman; or
 - b. receive the soft copy, and the academic unit or the HTE (if this is preferred by the HTE) will be the one to print the four (4) hard copies.
6. After the signatures of authorized representatives of the academic unit and the HTE have been affixed to the MOU/MOA, the signed documents shall be returned by the academic unit to OFA Diliman. OFA Diliman will then prepare and send the reference slips and the pertinent documents to OVCAA for the VCAA's recommendation for approval and endorsement to the Office of the Chancellor (OC).

7. Once the copies of the MOA/MOU have been signed by the Chancellor and returned to OFA Diliman, OFA Diliman will prepare a reference slip for the unit's notarization of the documents. One notarized copy of the MOA/MOU must be returned by the unit to OFA Diliman.
8. Once a copy of the notarized MOA/MOU has been received, OFA Diliman will send it and other pertinent documents along with the reference slip addressed to the Chancellor, to OVCAA Central Office for the VCAA's notation. Afterwards, these will be forwarded to the OC for the Chancellor's endorsement to the Board of Regents (BOR) for their confirmation.