**TRAINING AGREEMENT**

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| **Name of Intern:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Course/School:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **No. of Hours Required:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Staff Assignment:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Training Period:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Time Schedule:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. The Intern hereby agrees to abide by the rules and regulations prescribed by the office for the duration of his/her internship, particularly on the following:

* Office decorum and Protocol
* Office Attire
* Punctuality and attendance
* Requirements for submission

1. At the end of the internship period, the intern shall submit the following in two copies (one for the Staff where the intern was assigned and one for the Human Development Division (HRDD):

* Summary of accomplishment report duly signed by the intern and his/her immediate supervisor;
* Accomplishment rating/evaluation sheet, duly signed by intern, the Focal Person

and/or Immediate Supervisor; and

* Narrative report (insight and reflection on the training), duly signed by the intern and his/her immediate supervisor.

1. The endorsing college/university shall monitor the student intern’s performance/progress

and coordinate with the (name of company) for the latter’s internship needs.

1. The (name of company) shall conduct am orientation to the student intern prior to his/her deployment to staff/offices. Attendance to the said orientation is mandatory.
2. The (name of company) shall ensure that the student intern shall be provided with a safe and conducive working environment. All necessary precautions shall be exerted by (name of company) to protect the intern from harm and injuries while in the work premises and for the duration of the internship period.

1. The (name of company) Administrative Staff thru the HRDD shall certify the services rendered by the intern and transmit said document to the endorsing college/university.
2. This training agreement may be terminated for just cause by any person named in this memorandum, with the understanding that adequate notice shall be given to all interested parties.

Signature of the Student Intern Name and Signature

University Training OJT Coordinator

Name & Signature of Parent Name & Signature of

Company’s Internship Coordinator