I.6. Opportunities for participation in hands-on activities such as immersion/practical training and field study are maintained in the curriculum.

The curriculum provides for the opportunity for hands-on immersion/practical training and field study by offering Management Accounting Internship in the students' 4th year of study. Below are the sample Memorandum of Agreement between USM, the photos of students at the Host Training Establishment (HTE) and Internship Terminal Reporting.

Sample memorandum of agreement is provided below.

Sample of Memorandum of Agreement with Agencies for On-the-Job Training with Pepsi Cola Philippines, Inc.

MEMORANDUM OF AGREEMENT
for On-the-Job Training (OJT) Program

This Memorandum of Agreement made and entered into by and between:

The **UNIVERSITY OF SOUTHERN MINDANAO (USM),** a Level IV state university, created and operating under the laws of the Republic of the Philippines, with principal office address in Kabacan, North Cotabato, Philippines, herein represented by its President, **FRANCISCO GIL N. GARCIA, PhD** hereinafter referred to as the **"FIRST PARTY,"**

and

The **PEPSI COLA PRODUCTS PHILIPPINES, INC.,** is a Philippine-based company engaged in the bottling and distribution of PepsiCo beverages and snack foods in the Philippines, with principal office address in Barangay Dumoy, Davao City, herein represented by its Area HR Business Partner Head, **DARYL G. ISIO**, herein referred to as the, **"SECOND PARTY"**

WITNESSETH:

WHEREAS, On-the-Job-Training (OJT) is part of the course work which requires a student to undergo work immersion in an institution or organization with work requirements related to their specialization and academic preparation.

WHEREAS, the **FIRST PARTY** requires its students to undergo On-the-Job Training (OJT) for a duration of 400 hours;

WHEREAS, the objectives of the said training/apprenticeship/internship are as follows:

1. To supplement the formal curriculum of their course with special inputs coming from experts and practitioners of the SECOND PARTY to make the program aligned and consistent with work standards;
2. To develop in the student/s the knowledge and skills relevant to the needs of the job market in their field; and,
3. To provide students relevant learning experiences by providing them exposure to the actual workplace setting.

WHEREAS, through the On-the-Job-Training, the student/s is able to:

1. gain relevant and practical skills under the guidance of experts in the field of specialization;
2. appreciate the importance and application of the principles and theories taught in the classroom;
3. enhance technical knowledge and skills;
4. prepare to meet the needs and challenges of employment, or higher education after graduation.

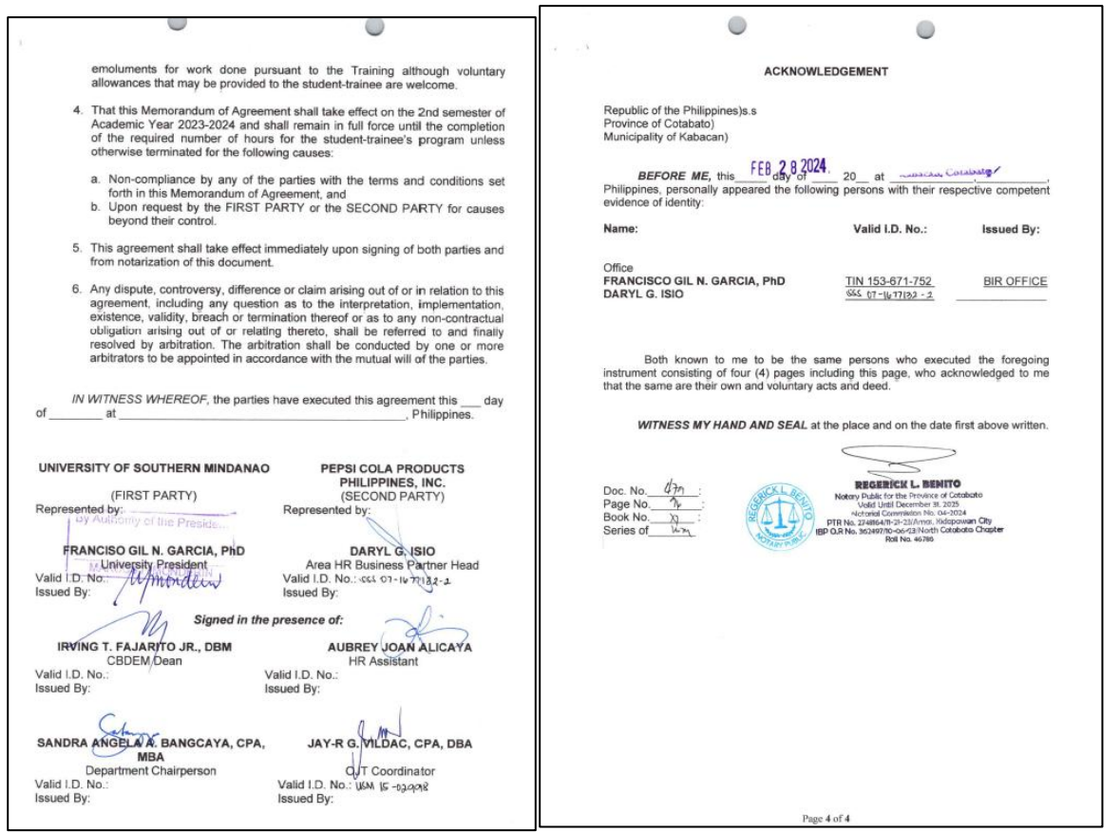
WHEREAS, the SECOND PARTY is an institution/agency/establishment that provides services and has facilities to provide the student/s the training required by the course;

NOW THEREFORE, for and in consideration of the above premises and for the mutual interest and benefits of the FIRST PARTY, the students, and the SECOND PARTY, the parties hereto agree:

1. The obligations and responsibilities of FIRST PARTY are the following:
   a. To identify the skills and specializations required by the course;
   b. To designate OJT Coordinator/s who shall work with the SECOND PARTY and supervise the activities of the student/s for the duration of the OJT;
   c. To provide the COOPERATOR an evaluation tool for the student's performance;
   d. To ensure the implementation of OJT policies in accordance with the CHED Memorandum Order (CMO) No. 104, otherwise known as, "Revised Guidelines for Student Internship Program in the Philippines;"
   e. To ensure strict observance of the provisions of R.A. 7877, otherwise known as, "Anti-Sexual Harassment Law;"
   f. To provide signed Consent Forms/Waivers/Non-Disclosure Agreements, as applicable;
   g. To closely and periodically monitor, through the OJT Coordinator/s, the health status of the student/s; and,
   h. To coordinate closely with the SECOND PARTY if a student/s' health is compromised, subject to the Local Government Unit's (LGU's) and the SECOND PARTY's protocols.

2. The obligation and responsibilities of the SECOND PARTY shall be as follows:
   a. To ensure that skills and specializations required by the students' course as identified by the First Party are addressed;
   b. To assign a competent Coordinator to liaise with the FIRST PARTY, through the OJT Coordinator, and supervise the student/s without prejudice to the authority of the school, its administration, and teachers, for the duration of the Training;
   c. To orient the student/s about their agency/organization/institution, the work its employees do, and to provide exposure to its stakeholders, if necessary;
   d. To rate the student/s according to the evaluation tool provided by the FIRST PARTY and submit the individual written performance reports and other activities of the student/s to the OJT Coordinator;
   e. To ensure strict observance of the provisions of R.A. 7877, otherwise known as, "Anti-Sexual Harassment Law;"
   f. To be responsible for the welfare and safety of the student/s during the training period;
   g. To implement necessary alternative working arrangements pursuant to the Inter-Agency Task Force for the Management of Emerging Infectious Diseases' (IATF) local guidelines;
   h. To enforce minimum public health protocols in the workplace; and,
   i. To assist the student/s in the possible isolation/repatriation if found COVID-19 positive, subject to the recommendation of the Municipal Health Office.

3. It is understood that the OJT is an integral part of the academic work of the students pursuing the course leading to the degree of Bachelor of Science in Management Accounting at USM, and the SECOND PARTY is, in no way whatsoever, obliged and responsible for payment of wages and other



emoluments for work done pursuant to the Training although voluntary allowances that may be provided to the student-trainee are welcome.

4. That this Memorandum of Agreement shall take effect on the 2nd semester of Academic Year 2023-2024 and shall remain in full force until the completion of the required number of hours for the student-trainee's program unless otherwise terminated for the following causes:

   a. Non-compliance by any of the parties with the terms and conditions set forth in this Memorandum of Agreement, and
   b. Upon request by the FIRST PARTY or the SECOND PARTY for causes beyond their control.

5. This agreement shall take effect immediately upon signing of both parties and from notarization of this document.

6. Any dispute, controversy, difference or claim arising out of or in relation to this agreement, including any question as to the interpretation, implementation, existence, validity, breach or termination thereof or as to any non-contractual obligation arising out of or relating thereto, shall be referred to and finally resolved by arbitration. The arbitration shall be conducted by one or more arbitrators to be appointed in accordance with the mutual will of the parties.

IN WITNESS WHEREOF, the parties have executed this agreement this ___ day of _____ at _____, Philippines.

UNIVERSITY OF SOUTHERN MINDANAO
(FIRST PARTY)
Represented by:
By Authority of the Presid...

FRANCISO GIL N. GARCIA, PhD
University President
Valid I.D. No.:
Issued By:

PEPSI COLA PRODUCTS PHILIPPINES, INC.
(SECOND PARTY)
Represented by:

DARYL G. ISIO
Area HR Business Partner Head
Valid I.D. No.:
Issued By:

Signed in the presence of:

IRVING T. FAJARITO JR., DBM
CBDEM Dean
Valid I.D. No.:
Issued By:

AUBREY JOAN ALICAYA
HR Assistant
Valid I.D. No.:
Issued By:

SANDRA ANGELA A. BANGCAYA, CPA, MBA
Department Chairperson
Valid I.D. No.:
Issued By:

JAY-R G. VILDAC, CPA, DBA
OJT Coordinator
Valid I.D. No.:
Issued By:

ACKNOWLEDGEMENT

Republic of the Philippines)s.s
Province of Cotabato)
Municipality of Kabacan)

BEFORE ME, this FEB 28 2024 day of _____ 20__ at _____, Philippines, personally appeared the following persons with their respective competent evidence of identity:

Name:	**Valid I.D. No.:**	**Issued By:**
Office		
FRANCISCO GIL N. GARCIA, PhD	TIN 153-671-752	BIR OFFICE
DARYL G. ISIO		

Both known to me to be the same persons who executed the foregoing instrument consisting of four (4) pages including this page, who acknowledged to me that the same are their own and voluntary acts and deed.

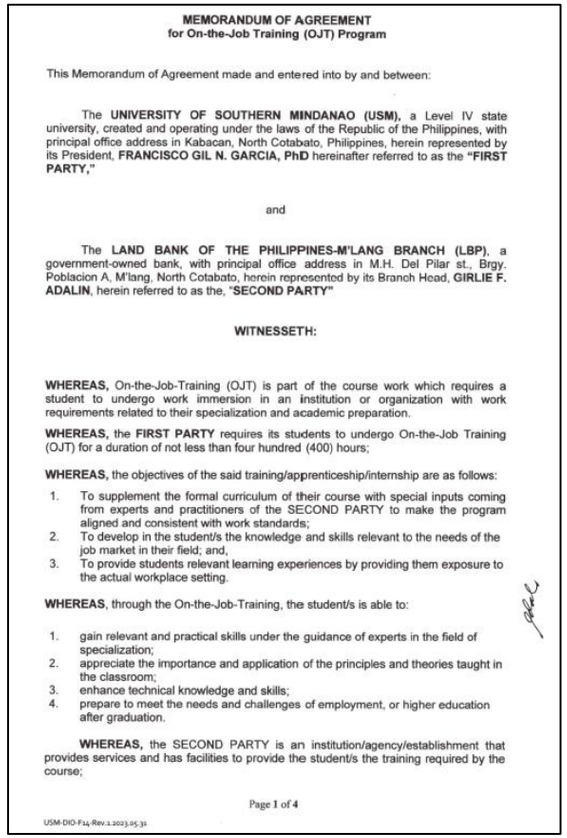
WITNESS MY HAND AND SEAL at the place and on the date first above written.

Doc. No. 477 ;
Page No. 97 ;
Book No. XI ;
Series of 2024

REGERICK L. BENITO
Notary Public for the Province of Cotabato
Valid Until December 31, 2025
Notarial Commission No. 04-2024
PTR No. 2748864/1-21-23/Amss. Kidapawan City
IBP O.R No. 352497/10-06-13/North Cotabato Chapter
Roll No. 46786

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Sample of Memorandum of Agreement with Agencies for On-the-Job Training with Landbank of the Philippines



MEMORANDUM OF AGREEMENT
for On-the-Job Training (OJT) Program

This Memorandum of Agreement made and entered into by and between:

The **UNIVERSITY OF SOUTHERN MINDANAO (USM),** a Level IV state university, created and operating under the laws of the Republic of the Philippines, with principal office address in Kabacan, North Cotabato, Philippines, herein represented by its President, **FRANCISCO GIL N. GARCIA, PhD** hereinafter referred to as the **"FIRST PARTY,"**

and

The **LAND BANK OF THE PHILIPPINES-M'LANG BRANCH (LBP)**, a government-owned bank, with principal office address in M.H. Del Pilar st., Brgy. Poblacion A, M'lang, North Cotabato, herein represented by its Branch Head, **GIRLIE F. ADALIN**, herein referred to as the, **"SECOND PARTY"**

WITNESSETH:

WHEREAS, On-the-Job-Training (OJT) is part of the course work which requires a student to undergo work immersion in an institution or organization with work requirements related to their specialization and academic preparation.

WHEREAS, the **FIRST PARTY** requires its students to undergo On-the-Job Training (OJT) for a duration of not less than four hundred (400) hours;

WHEREAS, the objectives of the said training/apprenticeship/internship are as follows:

1. To supplement the formal curriculum of their course with special inputs coming from experts and practitioners of the SECOND PARTY to make the program aligned and consistent with work standards;
2. To develop in the student/s the knowledge and skills relevant to the needs of the job market in their field; and,
3. To provide students relevant learning experiences by providing them exposure to the actual workplace setting.

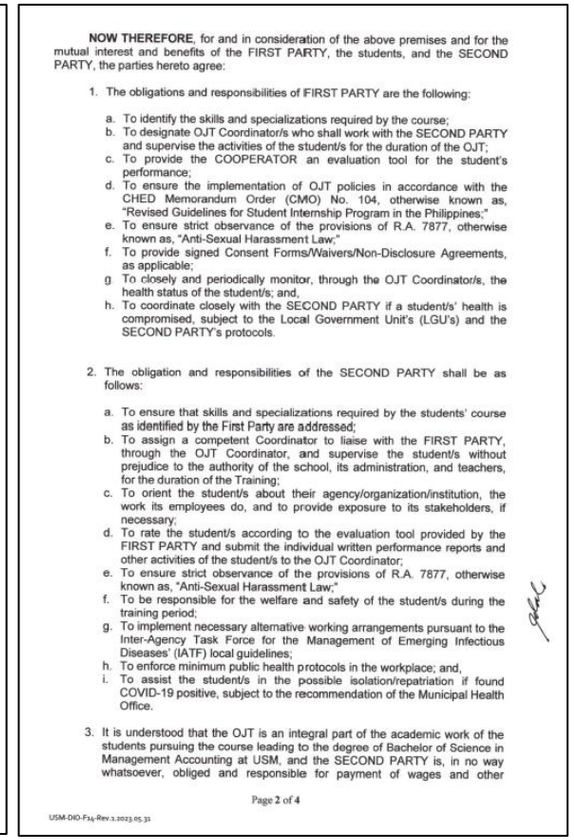
WHEREAS, through the On-the-Job-Training, the student/s is able to:

1. gain relevant and practical skills under the guidance of experts in the field of specialization;
2. appreciate the importance and application of the principles and theories taught in the classroom;
3. enhance technical knowledge and skills;
4. prepare to meet the needs and challenges of employment, or higher education after graduation.

WHEREAS, the SECOND PARTY is an institution/agency/establishment that provides services and has facilities to provide the student/s the training required by the course;

Page 1 of 4

USM-DIO-F14-Rev.1.2023.05.31



NOW THEREFORE, for and in consideration of the above premises and for the mutual interest and benefits of the FIRST PARTY, the students, and the SECOND PARTY, the parties hereto agree:

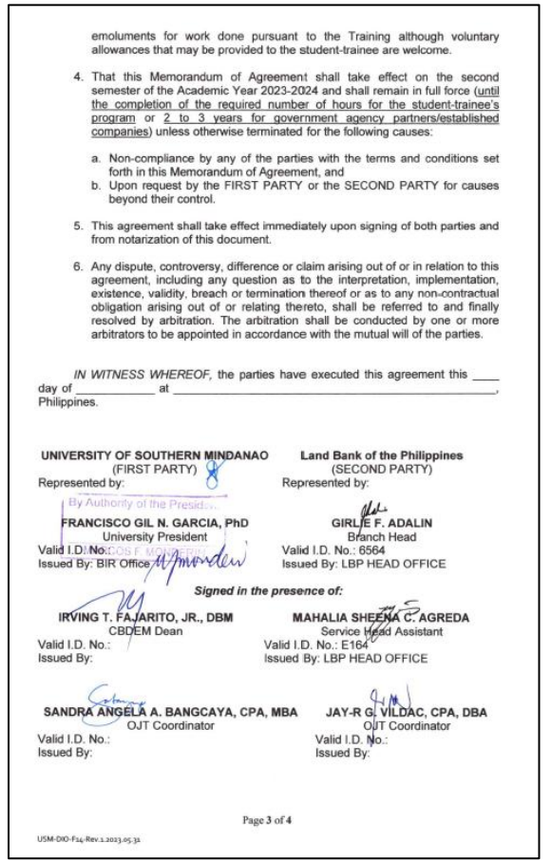
1. The obligations and responsibilities of FIRST PARTY are the following:
   a. To identify the skills and specializations required by the course;
   b. To designate OJT Coordinator/s who shall work with the SECOND PARTY and supervise the activities of the student/s for the duration of the OJT;
   c. To provide the COOPERATOR an evaluation tool for the student's performance;
   d. To ensure the implementation of OJT policies in accordance with the CHED Memorandum Order (CMO) No. 104, otherwise known as, "Revised Guidelines for Student Internship Program in the Philippines;"
   e. To ensure strict observance of the provisions of R.A. 7877, otherwise known as, "Anti-Sexual Harassment Law;"
   f. To provide signed Consent Forms/Waivers/Non-Disclosure Agreements, as applicable;
   g. To closely and periodically monitor, through the OJT Coordinator/s, the health status of the student/s; and,
   h. To coordinate closely with the SECOND PARTY if a student/s' health is compromised, subject to the Local Government Unit's (LGU's) and the SECOND PARTY's protocols.

2. The obligation and responsibilities of the SECOND PARTY shall be as follows:
   a. To ensure that skills and specializations required by the students' course as identified by the First Party are addressed;
   b. To assign a competent Coordinator to liaise with the FIRST PARTY, through the OJT Coordinator, and supervise the student/s without prejudice to the authority of the school, its administration, and teachers, for the duration of the Training;
   c. To orient the student/s about their agency/organization/institution, the work its employees do, and to provide exposure to its stakeholders, if necessary;
   d. To rate the student/s according to the evaluation tool provided by the FIRST PARTY and submit the individual written performance reports and other activities of the student/s to the OJT Coordinator;
   e. To ensure strict observance of the provisions of R.A. 7877, otherwise known as, "Anti-Sexual Harassment Law;"
   f. To be responsible for the welfare and safety of the student/s during the training period;
   g. To implement necessary alternative working arrangements pursuant to the Inter-Agency Task Force for the Management of Emerging Infectious Diseases' (IATF) local guidelines;
   h. To enforce minimum public health protocols in the workplace; and,
   i. To assist the student/s in the possible isolation/repatriation if found COVID-19 positive, subject to the recommendation of the Municipal Health Office.

3. It is understood that the OJT is an integral part of the academic work of the students pursuing the course leading to the degree of Bachelor of Science in Management Accounting at USM, and the SECOND PARTY is, in no way whatsoever, obliged and responsible for payment of wages and other

Page 2 of 4

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emoluments for work done pursuant to the Training although voluntary allowances that may be provided to the student-trainee are welcome.

4. That this Memorandum of Agreement shall take effect on the second semester of the Academic Year 2023-2024 and shall remain in full force (until the completion of the required number of hours for the student-trainee's program or 2 to 3 years for government agency partners/established companies) unless otherwise terminated for the following causes:

   a. Non-compliance by any of the parties with the terms and conditions set forth in this Memorandum of Agreement, and
   b. Upon request by the FIRST PARTY or the SECOND PARTY for causes beyond their control.

5. This agreement shall take effect immediately upon signing of both parties and from notarization of this document.

6. Any dispute, controversy, difference or claim arising out of or in relation to this agreement, including any question as to the interpretation, implementation, existence, validity, breach or termination thereof or as to any non-contractual obligation arising out of or relating thereto, shall be referred to and finally resolved by arbitration. The arbitration shall be conducted by one or more arbitrators to be appointed in accordance with the mutual will of the parties.

IN WITNESS WHEREOF, the parties have executed this agreement this ____ day of _____ at _____, Philippines.

UNIVERSITY OF SOUTHERN MINDANAO
(FIRST PARTY)
Represented by:

FRANCISCO GIL N. GARCIA, PhD
University President
Valid I.D. No.:
Issued By: BIR Office

Land Bank of the Philippines
(SECOND PARTY)
Represented by:

GIRLIE F. ADALIN
Branch Head
Valid I.D. No.: 6564
Issued By: LBP HEAD OFFICE

Signed in the presence of:

IRVING T. FAJARITO, JR., DBM
CBDEM Dean
Valid I.D. No.:
Issued By:

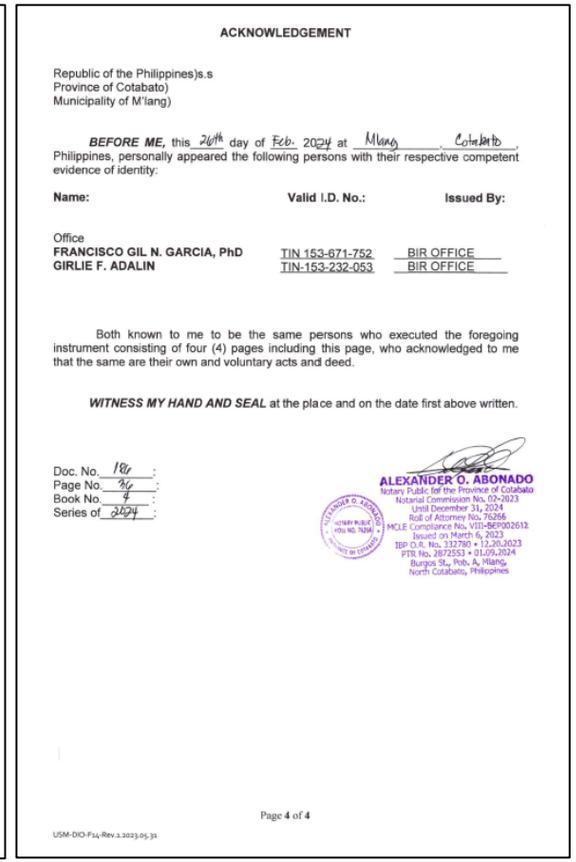
MAHALIA SHEENA C. AGREDA
Service Head Assistant
Valid I.D. No.: E164
Issued By: LBP HEAD OFFICE

SANDRA ANGELA A. BANGCAYA, CPA, MBA
OJT Coordinator
Valid I.D. No.:
Issued By:

JAY-R G. VILDAC, CPA, DBA
OJT Coordinator
Valid I.D. No.:
Issued By:

Page 3 of 4

USM-DIO-F14-Rev.1.2023.05.31



ACKNOWLEDGEMENT

Republic of the Philippines)s.s
Province of Cotabato)
Municipality of M'lang)

BEFORE ME, this 26th day of Feb. 2024 at M'lang, Cotabato, Philippines, personally appeared the following persons with their respective competent evidence of identity:

Name:	**Valid I.D. No.:**	**Issued By:**
Office		
FRANCISCO GIL N. GARCIA, PhD	TIN 153-671-752	BIR OFFICE
GIRLIE F. ADALIN	TIN-153-232-053	BIR OFFICE

Both known to me to be the same persons who executed the foregoing instrument consisting of four (4) pages including this page, who acknowledged to me that the same are their own and voluntary acts and deed.

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

Doc. No. 18r
Page No. 36
Book No. 4
Series of 2024

ALEXANDER O. ABONADO
Notary Public for the Province of Cotabato
Notarial Commission No. 02-2023
Until December 31, 2024
Roll of Attorney No. 76266
MCLE Compliance No. VIII-BEP002612
Issued on March 6, 2023
IBP O.R. No. 332780 • 12.26.2023
PTR No. 2872553 • 01.09.2024
Burgos St., Pob. 4, M'lang,
North Cotabato, Philippines

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Check link for other MOAs
https://drive.google.com/file/d/14bT-MsSxkFX_NHTio2uPWCQLtm8igMTY/view?usp=sharing

Photos of students at their Host Training Establishments (HTEs) for their 400 hours off-campus internship.



Interns (left side in yellow bouses) at the Davao del Sur Electric Cooperative, Inc.



Intern at the office of Pernato, Pernato & Co., CPAs in Tacurong City, Sultan Kudarat (SOCCSKSARGEN), Philippines



Interns (left side in yellow bouses) at the Bureau of the Treasury- NCPO celebrating with the employees.



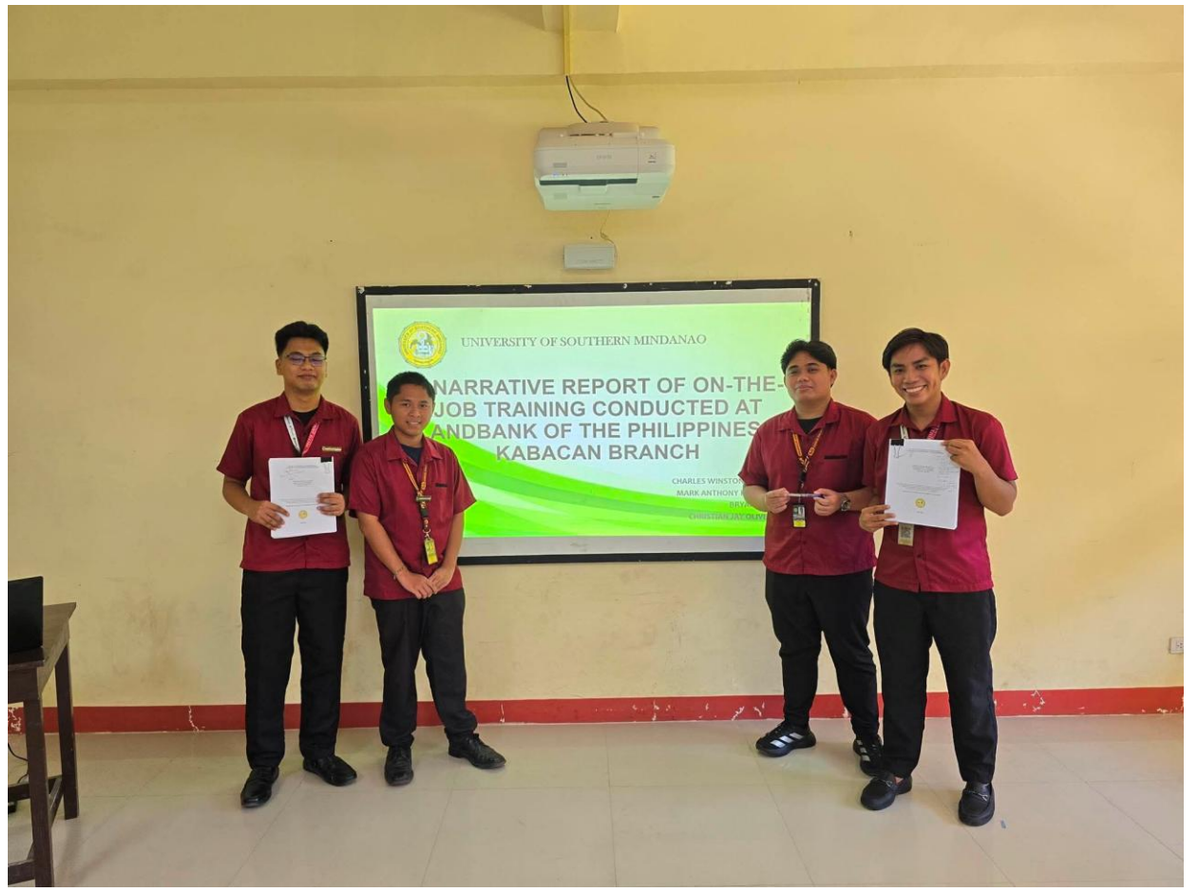
Interns (right side) at the DPWH REGIONAL OFFICE – Region XI with their supervisor and employes



Interns (right side) at the Partner Rural Bank - Kabacan



Interns at the Davao del Sur Electric Cooperative Inc.



Students during the presentation of their internship experience during their Terminal Reporting at the end of the internship



Students during the presentation of their internship experience during their Terminal Reporting at the end of the internship