

**Subject: WORK IMMERSION**

**Topic: Pre- Immersion: Memorandum of Agreement**

**Prepared by: MEZCEVILLE J. GABRILLAS**

**Semester: SECOND**

**Grade: 12**

**Week: 2**



**QUEST: Understanding work immersion by discussing:**  
a. Terms and conditions of the Memorandum of Agreement



**EQUIP: What is Memorandum of Agreement (MOA)?**

**Memorandum of Agreement (MOA):** An MOA is a document written between parties to cooperatively work together on an agreed upon project or meet an agreed upon objective. The purpose of an MOA is to have a written formal understanding of the agreement between parties. An MOA details the obligations and commitments of the parties and allocates and minimizes each party's risks. It can also be referred to as a contract and is legally binding. MOAs must contain, but are not limited to:

- a listing of the parties involved;
- a purpose/statement of work;
- terms and conditions;
- appropriate bilateral signatures;
- duration of agreement; and
- any payment terms or special provisions as applicable.

### **Elements of Memorandum of Agreement (MoA)**

Generally, an MoA contains the following information:

- Purpose of entering into an MoA
- Description of parties
- Duties of each contracting party
- Nature of work to be executed
- Time limits
- Ways and manners of funding
- Duration of validity of an MoA
- Termination and breaches
- Signature of parties

SAMPLE MEMORANDUM OF AGREEMENT (MOA)

KNOW ALL MEN BY THESE PRESENTS:

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

ASIAN LEARNING CENTER which holds office at Sangi Road, Pajo Lapu-Lapu City, represented in this instance by Mrs. Louella D. Magdadaro, the school directress, of legal age, married and a resident of P. Rodriguez St., Looc, Lapu-Lapu City, the FIRST PARTY.

HHG-MEPZ 1, a corporation duly organized and existing under Philippine laws with office address at MEPZ 1, Lapu-Lapu City herein represented by its \_\_\_\_\_, Lanie Mirambel, herein after referred to as the "industry partner" or SECOND PARTY.

-and-

WITNESSETH THAT:

That in consideration of the mutual covenants and agreements made herein by one to the other, both parties enter into an agreement for Industrial Internship of students on the following terms and conditions, to wit:

- a. ALC agrees to send its Practicum students to the INDUSTRY PARTNER for 80-160 hours or two (1) month of Industrial Internship starting on the following date:

TECHNOLOGY AREA	NO. OF TRAINEES	Date
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- b. The INDUSTRY PARTNER will screen the said students for the Industrial Internship supplied by ALC, those who meet the following qualifications:
  - At least 18 years of age
  - Physically and mentally fit
  - Of average scholastic performance
- c. ALC shall furnish the INDUSTRY PARTNER the following documents:
  - a. Student Profile (Resume)
  - b. Endorsement Letter
  - c. Medical Certificate of Student (Health Card)
  - d. Police Clearance
  - e. Barangay Clearance
  - f. Waiver from Parent/Guardian
  - g. Student's Evaluation
- d. ALC agrees further to send a Practicum Coordinator/ Supervisor who will work closely with the INDUSTRIAL PARTNER to supervise the effective implementation of the program and activities of the student-trainees and to discuss matters relevant thereto.
- e. The INDUSTRY PARTNER is entitled to designate its own supervisors to observe, coordinate, supervise and report on the implementation of the Project Work Schedule and to monitor the progress of the trainees selected by the INDUSTRY PARTNER.
- f. The INDUSTRY PARTNER shall have the sole prerogative to designate areas of assignment and \_\_\_\_\_ work shifts of the student-trainees according to the INDUSTRY PARTNER'S requirements. However, in consideration of the academic requirements of ALC areas of assignment shall include the Food Services Areas.
- g. The INDUSTRY PARTNER agrees that in consideration of the academic load that the student- trainees might have the duty schedules shall not go beyond 5:00 p.m. An exception might be allowed when the parent or guardian agrees to let the student train later than the time prescribed above.

- h. It is understood that no employee-employer relationship exists between the trainees and the INDUSTRIAL PARTNER. Furthermore, the INDUSTRIAL PARTNER shall not directly or indirectly, enter into any kind of employer-employee relationship with any student during the training and shall not hire any student or former student who has not satisfactorily completed the Project Work Schedule. However, nothing herein shall prevent the INDUSTRIAL PARTNER from securing the services of students who have completed the Project Work Schedule successfully.
- i. The INDUSTRIAL PARTNER reserves the right to terminate the training hours of the student-trainees who (a)do not comply with the Company rules and regulations of the INDUSTRIAL PARTNER (b) does not behave in a manner expected by the INDUSTRIAL PARTNER and communicated to the trainee during orientation and (c) performs below the standards set by the INDUSTRIAL PARTNER.
- j. The INDUSTRIAL PARTNER agrees to issue a Performance Evaluation and Certificate of Training Completion when the student trainees have successfully completed the Project Work Schedule. Furthermore, the INDUSTRIAL PARTNER agrees to assist the student trainees by providing information and documents that will form part of the student trainees’ Practicum Report unless such information and documents be deemed confidential.
- k. It is understood that this agreement shall take effect and be in force for the duration of the training period. PROVIDED, however, that either party reserves the right to terminate upon a week’s notice its participation and involvement in the program should evaluation show that the program has no appreciable benefit to either or both parties.

IN WITNESS WHEREOF, the parties have hereunto affixed their signature on this Memorandum of Agreement on this day **12** of January, 2018 at Lapu-Lapu. Philippines.

First Party	Second Party
<b><u>LOUELLA D. MAGDADARO</u></b> School Directress ASIAN LEARNING CENTER Sangi Road, Pajo, Lapu-Lapu City Cebu, Philippines	<hr/> HR, HHG MEPZ 1 Lapu-lapu City

Signed in the presence of:

**GREGORIO Y. MAGDADARO**  
School Administrator  
ASIAN LEARNING CENTER  
Sangi Road, Pajo, Lapu-Lapu City  
Cebu, Philippines

**ACKNOWLEDGEMENT**

SUBSCRIBED AND SWORN TO BEFORE ME, this \_\_\_\_\_ 2018 at \_\_\_\_\_, Cebu , Philippines, personally appeared the above-named individuals, known to me to be the same persons who executed the foregoing instrument, and they acknowledge to me that the same are their free acts and deeds. This instrument, consisting of three(3) pages, including the page on which the acknowledgement is written, has been signed on the left margin of each and every page thereof by the above-named individuals and their witnesses, and is sealed with my notaryseal.

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



**MISSION:**

**Instruction:** Answer following questions in a paragraph form.

1. MOA stands for? and what it's purpose?

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2. How Important MOA is?

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**STACK:**

The purpose of a memorandum of agreement might be to indicate good will on the part of both parties, or to help them keep track of what they've agreed on. The agreement may help to clarify the relationship between two organizations, and to make clear which services in the community each, is responsible for.

Memorandum of Agreement is a legally binding document, which spells out the specific terms and conditions between and among parties entering into a partnership to implement a program, project, or any other similar undertaking. It can be entered into at the central, regional, division, or school level.

**References:**

- <https://www.uaf.edu/mou-moa/step-by-step-process/>
- [https://blog.ipleaders.in/memorandum-of-agreement-moa/#What\\_is\\_a\\_Memorandum\\_of\\_Agreement](https://blog.ipleaders.in/memorandum-of-agreement-moa/#What_is_a_Memorandum_of_Agreement)



Name: \_\_\_\_\_ Quarter: **2<sup>ND</sup> SEM – 3<sup>RD</sup> QUARTER**  
Yr. and Sec.: \_\_\_\_\_ Week: **TWO**

**Assessment in Work Immersion (Week 2)**

**Direction:** Get a copy of the Accomplished Asian Learning Center Inc. Memorandum of Agreement with the signatures of the both parties.

**(ANSWERS MAY VARY)**