



**DE LA SALLE LIPA**  
Lipa City 4217

College of Business, Economics  
Accountancy and Management  
(043) 756 5555

**DEPARTMENT OF FINANCIAL MANAGEMENT**

**ON-THE-JOB TRAINING / PRACTICUM AGREEMENT**

This agreement is for the purpose of establishing the common conditions of the student's training.

The **Company**,

(Name of the company)

With office address at,

(Office/business address of the company)

Agrees to accommodate the **Trainee(s)**,

(Name of the students)

A

**4<sup>TH</sup> YEAR BSBA FINANCIAL MANAGEMENT**

(Year/Level and Course of Student)

student(s) of **De La Salle Lipa, Inc.**, for the purpose of receiving training in various departments of the company related to,

**FINANCIAL MANAGEMENT**

(Training Program needed)

The duration of the practicum program shall be equivalent, but not limited to

**400 hours**

(Required Training Hours)

That will begin on,

(First day of training)

The following terms and conditions shall govern this agreement:

1. **De La Salle Lipa, Inc** shall be responsible for conducting the preliminary screening of the **Trainee** who intend to engage in practicum in the **Company** as part of the school curriculum;
2. **De La Salle Lipa, Inc** shall provide the **Trainee** with the basic orientation on work values, behavior, and discipline to ensure smooth operation and cooperation with the **Company**;
3. **De La Salle Lipa, Inc** shall issue an official endorsement letter for the well being of the **Trainee** that shall be used by the **Company** for processing the application of the **Trainee**;
4. The **Company** shall provide the **Trainee** Practicum Supervisor who shall be responsible in evaluating his/her performance. Any concern shall be reported to **De La Salle Lipa, Inc.** Teacher-in-Charge;
5. The **Company** shall provide the **Trainee** orientation and training on the areas pertinent to his/her line of specialization, and;
  - 5.1 provide the **Trainee** with wide varieties of work assignments and exposures which are related to the current application of appropriate knowledge and skills;
6. **De La Salle Lipa, Inc** Teacher-in-Charge shall be responsible for the following:
  - 6.1 Set a meeting with the **Trainee** to:
    - 6.1.1 receive feedbacks regarding the professional practicum experience;
    - 6.1.2 provide guidance on tasks and projects;
    - 6.1.3 discuss insights and observations obtained while at the practicum site;

- 6.1.4 exchange information related to one's professional discipline and interests;
- 6.1.5 express training concerns; and
- 6.1.6 share work related concerns connected to one's integration of faith and work
- 6.2 Have communication with the **Company**; to confer with the assigned Practicum Supervisor regarding the performance of the **Trainee**, and this can be done through:
  - 6.2.1 Regular phone checking, and
  - 6.2.2 Personal workplace visit
- 7. The **Company** Practicum Supervisor shall:
  - 7.1 evaluate the performance of the **Trainee** upon completion of the training, by accomplishing the following forms:
    - 7.1.1 Performance Evaluation Form
    - 7.1.2 Employment Readiness Index Survey
  - 7.2 provide the **Trainee** with a Certificate of Completion and Daily Time Record, upon completion of the required number of training hours
- 8. The **Company** shall accord adequate protection given to the **Trainee** in accordance with the Labor Code and other existing laws, rules and regulations;
- 9. The **Company** shall not be liable for any loss or injury sustained by the **Trainee** inside its premises provided the requisite amount of diligence is observed by the Office/Company;
- 10. There is no employer-employee relationship existing between the **Company** and the **Trainee** during the duration of the Practicum Program;
- 11. The **Company** is not obliged to employ any **Trainee** upon completion of the training but may also do so based on such reasonable terms and conditions that it may set;
- 12. The **Trainee** shall conform to all rules and regulations of the **Company** while on training;
- 13. The **Trainee** and also the **Company** shall not divulge any information that he/she/it may have access to, and as such information will only be used for academic purposes.
- 14. **De La Salle Lipa, Inc** shall voluntarily withdraw a **Trainee** who is found to misbehave and/or act in defiance to existing standards, rules, and regulations of the Company and impose necessary school sanctions to the said **Trainee**.

**FOR THE COMPANY**

\_\_\_\_\_  
**(Signature over Printed Name / Designation)**  
 Company Representative

\_\_\_\_\_  
**(Signature over Printed Name) / Designation)**  
 Company Representative

**PRACTICUM STUDENT(S)**

\_\_\_\_\_  
**(Signature over Printed Name)**

\_\_\_\_\_  
**(Signature over Printed Name)**

\_\_\_\_\_  
**(Signature over Printed Name)**

**FOR DE LA SALLE LIPA, INC.**

\_\_\_\_\_  
**(Signature over Printed Name)**  
 Teacher-in-Charge

\_\_\_\_\_  
**(Signature over Printed Name)**  
 Department Chair

\_\_\_\_\_  
**(Signature over Printed Name)**  
 College Dean