



DE LA SALLE LIPA
Lipa City 4217

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

DEPARTMENT OF MANAGEMENT TECHNOLOGY

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

4TH YEAR BS MANAGEMENT TECHNOLOGY

(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,

MANAGEMENT TECHNOLOGY

(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