



Republic of the Philippines
Province of Cavite
CITY OF BACOR

Office of the Sangguniang Panlungsod



DISTRICT I

HON. CATHERINE SARINO-EVARISTO
City Councilor

ABSENT
HON. MICHAEL E. SOLIS
City Councilor

HON. ADRIELITO G. GAWARAN
City Councilor

HON. RAMON N. BAUTISTA
City Councilor

HON. ALEJANDRO F. GUTIERREZ
City Councilor

HON. LEVY M. TELA
City Councilor

DISTRICT II

HON. ROBERTO L. ADVINCULA
City Councilor

HON. REYNALDO D. PALABRICA
City Councilor

HON. REYNALDO M. FABIAN
City Councilor

HON. ROGELIO M. NOLASCO
City Councilor

HON. ALDE JOSELITO F. PAGULAYAN
City Councilor

HON. SIMPLICIO G. DOMINGUEZ
City Councilor

HON. RANDY C. FRANCISCO
Liga ng mga Barangay Vice-President

HON. PALM ANGEL S. BUNCIO
SK Federation President

Attested by:
ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:
HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor

Noted by:
HON. STRIKE B. REVILLA
City Mayor



CITY RESOLUTION NO. 2025-704
Series of 2025

A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT ON BEHALF OF THE CITY GOVERNMENT OF BACOR WITH ST. DOMINIC COLLEGE OF ASIA REGARDING THE IMPLEMENTATION OF AN INTERNSHIP PROGRAM INVOLVING THE SAID JURIDICAL ENTITIES.

Sponsored by:

Hon. Alde Joselito F. Pagulayan

Co- Sponsored by:

Hon. Roberto L. Advincula, Hon. Ramon N. Bautista, Hon. Palm Angel S. Buncio, Hon. Simplicio G. Dominguez, Hon. Catherine Sarino-Evaristo, Hon. Reynaldo M. Fabian, Hon. Randy C. Francisco, Hon. Adrielito G. Gawaran, Hon. Alejandro F. Gutierrez, Hon. Rogelio M. Nolasco, Hon. Reynaldo D. Palabrica and Hon. Levy M. Tela.

WHEREAS, on 28 April 2025, the Office of the City Mayor requested the Sangguniang Panlungsod to pass a resolution authorizing the City Mayor to sign a Memorandum of Agreement between the City Government of Bacoor, and St. Dominic College of Asia regarding the implementation of an internship program involving the said juridical entities.

WHEREAS, the internship program between the City Government of Bacoor and St. Dominic College of Asia aims to empower the youth and enhance their skills through hands-on experience in local governance.

WHEREAS, the partnership focuses on community service, education, and youth engagement, ensuring that the students gain practical knowledge while contributing to the city's development and by integrating the students into government projects, the program fosters leadership, resilience, and service oriented values among young professionals.

NOW THEREFORE, upon motion of Hon. Alde Joselito F. Pagulayan unanimously seconded by the Body in regular session duly assembled, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** by the 5th Sangguniang Panlungsod to authorize



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SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor

Noted by:

HON. STRIKE B. REVILLA
City Mayor

the City Mayor, Hon. Strike B. Revilla, to sign a proposed MOA between the City Government of Bacoor and St. Dominic College of Asia.

RESOLVED FURTHER, to furnish the Office of the City Mayor, St. Dominic College of Asia and other government agencies concerned with copies of this Resolution.

APPROVED this 5th day of May 2025 at the City of Bacoor, Cavite by the 5th Sangguniang Panlungsod of the City of Bacoor, Cavite.

I hereby certify that the foregoing Resolution was approved in accordance with law and that the contents hereof are true and correct.

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA
City Vice Mayor/Presiding Officer

Attested by:

ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Noted by:

HON. STRIKE B. REVILLA
City Mayor



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

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

_____, a corporation duly organized and existing under and by virtue of the laws of the Philippines, with business/office address located at _____, represented herein by its _____, **MR./MS.** _____, hereinafter referred to as **"THE COMPANY"**.

- and -

ST. DOMINIC COLLEGE OF ASIA, an educational institution duly recognized and existing under the laws of the Philippines, with office located at St. Dominic Complex, E. Aguinaldo Highway, Bacoor City, Cavite, Philippines represented herein by its **President, Dr. GREGORIO A. ANDAMAN JR.**, hereinafter referred to as **"THE SCHOOL"**.

WITNESSETH:

WHEREAS, THE SCHOOL has instituted an On-the-Job Training Program wherein qualified students undergo training prior to graduation in order to adequately familiarize with actual office and/or technical operations and management to augment their formal learning;

WHEREAS, THE COMPANY, in its concern to enhance the knowledge, skills, attitude, and values of prospective business professionals, has agreed to accept selected students at the School as on-the-job trainees in various departments;

WHEREAS, all parties are cognizant of the need for cooperative endeavor and fully aware of the mutual advantages and benefits that could be mustered in undertaking a joint venture.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree on and stipulate the following:

A. THE COMPANY shall:

1. Select on-the-job trainees according to **THE COMPANY'S** recruitment process;
2. Ensure that selected on-the-job trainees undergo training related to their course, and provide the student interns with work or activities that are varied and challenging;
3. Provide students with an orientation about **THE COMPANY** rules, proper attitudes,

- behavior, and work ethics inside the internship site;
4. Assign an immediate supervisor who will delegate tasks and monitor the performance of the on-the-job trainees;
 5. Adhere to all regulations and labor laws, ensure a safe and conducive working environment for the on-the-job trainees and seek prior written consent from the school if on-the-job trainees will be assigned on a graveyard shift, outside office premises, or will have any out-of-town trips;
 6. Provide free duty meal per shift to on-the-job trainees;
 7. Provide monetary transportation allowance or its equivalent;
 8. Allow a representative of the school to have a scheduled visit within **THE COMPANY** premises;
 9. Provide a certificate of completion to on-the-job trainees after finishing the required number of hours as agreed by both parties; and
 10. Accomplish a student evaluation should **THE SCHOOL** require.

B. THE SCHOOL shall:

1. Endorse students for consideration of **THE COMPANY** as on-the-job trainees and in doing so, provide an endorsement letter indicating the full name of the student, course, and number of hours required to accomplish;
2. Designate a coordinator as point of contact of **THE COMPANY** on various activities or concerns regarding on-the-job trainees;
3. Together with the students, faculty, and parents concerned, renounce and waive any claim against **THE COMPANY** for any injury or loss that the on-the-job trainees may sustain or may suffer, personal or pecuniary, in the performance of their duties and functions while under training not attributable to the negligence or wilful act of any of the personnel of **THE COMPANY**; and
4. In connection with the preceding paragraph, **THE SCHOOL** hereby secures and maintains insurance, subject to its policy limits, for any accident which may occur during the entire period of the internship program.

C. TERMS AND CONDITIONS. Under this Agreement, the following terms and conditions are likewise included:

1. It is expressly understood that there will be no employer-employee relationship between **THE COMPANY** and the students of **THE SCHOOL**;
2. The on-the-job trainees will be personally responsible for any and all liabilities for damage to property or injury to third persons, which may be occasioned by their intentional or negligent acts while in the course of their training;
3. The on-the-job trainees and **THE SCHOOL** shall abide by **THE COMPANY**'s rules and regulations made known to them and comply with those imposed for the internship program;
4. It is expressly understood by **THE SCHOOL** and the on-the-job trainees that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw material purchasing, marketing, finance and all other related documents, manuals, and

operational or technical matters that **THE COMPANY** shall make available to them shall be used for the sole purpose of student training. All of these matters are classified as confidential in nature and proprietary to **THE COMPANY** and the on-the-job trainees hereby undertake to prevent transfer of such information by any of its members to any party outside of **THE COMPANY** without the knowledge and written consent of **THE COMPANY**;

5. During the effectivity of this Agreement, it is understood that on-the-job trainees shall follow all rules and regulations, policies and procedures duly promulgated by **THE COMPANY**;
6. **THE COMPANY** reserves the right to discontinue the On-the-Job Training of any trainee on reasonable grounds upon written notice to **THE SCHOOL**. The discontinuation shall take effect immediately upon receipt of the said notice; and
7. **THE SCHOOL** may likewise, pull-out on-the-job trainees for reasonable grounds after a written notice. The written notice shall immediately take effect upon receipt of the notice by **THE COMPANY**;
8. Both parties shall exert all efforts necessary to achieve the objectives of this joint undertaking; and
9. Neither of the parties shall be liable to any way for the failure to observe or perform any provision of this Agreement if such failure shall be caused by any law, rule regulation of any constituted public authority or shall be to any cause beyond the control of the party in default.

D. CONFIDENTIALITY

This agreement, as well as its terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other than the signatories herein or their authorized representative.

E. EFFECTIVITY

This agreement shall take effect immediately upon signing hereof and shall be valid for the period of 3 years thereafter, either party may terminate this agreement and anytime by serving written notice to the other party, giving thirty (30) days lead time before the intended date of termination.

It is mutually agreed upon that this agreement will not be modified except by written amendment executed by the contracting parties.

IN WITNESS WHEREOF, the parties herein have hereunto set their hands on this ____ day of _____ at Bacoor City, Cavite, Philippines.

FOR AND ON BEHALF:

ST. DOMINIC COLLEGE OF ASIA

By: _____

By: _____

MR./MS. _____
Manager

DR. GREGORIO A. ANDAMAN JR.
President

SIGNED IN THE PRESENCE OF
ST. DOMINIC COLLEGE OF ASIA

DR. ALVIN JASON A. VIRATA
Dean, School of Communication, Multimedia, and Computer Studies

DR. NILDA W. BALSICAS
Vice-President for Academic Affairs

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

CITY OF _____

BEFORE ME, a Notary Public, personally appeared the following persons with their respective competent evidence of identity the particulars of which are indicated below:

Name	Competency Evidence of Identity (ID No.)	Date and Place of Issue/Validity
(TYPE THE NAME OF MANAGER)		
DR. GREGORIO A. ANDAMAN JR.		

Known to me and to me known to be the same persons who executed the foregoing Agreement, and they acknowledged to me that the same is free and voluntary act and deed and of the Corporations/entities they respectively represent.

This instrument consists of five (5) pages including this page where the acknowledgement is written, signed at the end thereof by the parties and their witnesses, and on each and every page thereof.

WITNESS MY HAND SEAL this _____ day of _____
2025 in _____

Notary Public

Doc. No. ____
Page No. ____
Book No. ____
Series of 2025