



Republic of the Philippines
Province of Cavite
CITY OF BACOOR

Office of the Sangguniang Panlungsod



DISTRICT I

HON. CATHERINE SARINO-EVARISTO

City Councilor

HON. MIGUEL N. BAUTISTA

City Councilor

HON. ADRIELITO G. GAWARAN

City Councilor

HON. MANOLO S. GALVEZ JR.

City Councilor

HON. RICARDO F. UGALDE

City Councilor

HON. LEVY M. TELA

City Councilor

DISTRICT II

HON. ROBERTO I. ADVINCULA

City Councilor

HON. REYNALDO D. PALABRICA

City Councilor

HON. ROGELIO M. NOLASCO

City Councilor

HON. REYNALDO M. FABIAN

City Councilor

HON. SIMPLICIO G. DOMINGUEZ

City Councilor

HON. HORACIO M. BRILLIANTES JR.

City Councilor

HON. RANDY C. FRANCISCO

City Councilor-ABC President

HON. PALM ANGEL S. BUNCIO

City Councilor- SK Federation President

Attested by:

ATTY. KHALID A. ATEGA, JR.

Sangguniang Panlungsod Secretary

Certified by:

HON. ROWENA BAUTISTA-MENDIOLA

City Vice Mayor/Presiding Officer

Noted:

HON. STRIKE B. REVILLA

City Mayor

CITY RESOLUTION NO. 2026-984

Series of 2026

A RESOLUTION AUTHORIZING THE CITY MAYOR, HON. STRIKE B. REVILLA, TO SIGN A MEMORANDUM OF AGREEMENT BETWEEN THE CITY GOVERNMENT OF BACOOR AND CAVITE STATE UNIVERSITY-(CavSU)-BACOOR CITY CAMPUS FOR INTERNSHIP PROGRAM UNDER COMMISSION ON HIGHER EDUCATION (CHED) MEMORANDUM ORDER NO. 104, SERIES OF 2017.

Sponsored by:

Hon. Manolo S. Galvez, Jr.

Co-Sponsored by:

Hon. Miguel N. Bautista, Hon. Palm Angel S. Buncio, Hon. Catherine Sarino-Evaristo, Hon. Reynaldo M. Fabian Hon. Adrielito G. Gawaran, Hon. Rogelio M. Nolasco, Hon. Reynaldo D. Palabrica and Hon. Levy M. Tela.

WHEREAS, on 09 March 2026, the Office of the City Mayor formally requested the Sangguniang Panlungsod to pass a resolution authorizing the City Mayor to sign a Memorandum of Agreement with Cavite State University (CavSU)- Bacoor City Campus on behalf of the City Government of Bacoor with regard to its students' internship Program in accordance to Commission on Higher Education (CHED) Memorandum Order No. 104, Series of 2017.

WHEREAS, the CHED mandates the conduct of student internship in order to provide students an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishments(HTEs) in the country.

WHEREAS, the CavSU seeks to provide its students with opportunities to apply relevant knowledge and skills acquired in formal education to an actual work setting provided by a HTE pursuant to CHED Memorandum Order No. 104, Series of 2017.

WHEREAS, the City Government of Bacoor as Host Training Establishment (HTE) is willing to collaborate with the CavSU-Bacoor City Campus in providing course-related assignments and actual work experience and training to the students of the said university.





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City Councilor- SK Federation President

Attested by:

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

Certified by:

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

Noted:

HON. STRIKE B. REVILLA
City Mayor



WHEREAS, the Office of the City Mayor submitted a draft Memorandum of Agreement to the Sangguniang Panlungsod for its review and consideration. The proposed agreement is hereby deemed incorporated into and made a part of this Resolution as **Annex "A"**.

NOW THEREFORE, upon motion of Hon. Manolo S. Galvez, Jr. unanimously seconded by the rest of the council present in regular session duly assembled, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** by the 6th Sangguniang Panlungsod of the City of Bacoor, Cavite to authorize Mayor Strike B. Revilla to sign the proposed Memorandum of Agreement between the City Government of Bacoor and Cavite State University (CavSU) – Bacoor City Campus.

RESOLVED LASTLY, to furnish the Office of the City Mayor, the Cavite State University- Bacoor City Campus, and all concerned government offices with copies of this resolution.

APPROVED unanimously this 23rd day of March 2026 at the City of Bacoor, Cavite by the 6th Sangguniang Panlungsod.

I hereby certify that the foregoing Resolution was duly approved in accordance with law.

Certified:

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

Attested:

ATTY. KHALID A. ATEGA JR.
Sangguniang Panlungsod Secretary

Noted:

HON. STRIKE B. REVILLA
City Mayor



**MEMORANDUM OF AGREEMENT
FOR LOCAL STUDENT INTERNSHIP**

This Memorandum of Agreement ("MOA") is entered into this ___th day of _____, 202_ at _____, Philippines by and between:

CAVITE STATE UNIVERSITY – BACDOR CITY CAMPUS, a public higher educational institution created and existing by virtue of Republic Act No. 8468, with its principal office at Brgy. Bancod, Municipality of Indang, Province of Cavite, represented by **MENVYLUZ S. MACALALAD, CAMPUS ADMINISTRATOR** (hereinafter referred to as the "**UNIVERSITY**"),
and

CITY GOVERNMENT OF BACDOR, a corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office address at [INSERT COMPANY ADDRESS] represented herein by [NAME OF AUTHORIZED REPRESENTATIVE], [INSERT DESIGNATION] and hereinafter referred to as the "**COMPANY**".

(Individually referred to as a "Party" and collectively as the "Parties".)

WHEREAS, the Commission on Higher Education (CHED) mandates the conduct of student internship in order to provide students an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishments (HTEs) in the country [CHED Memorandum Order No. 104, Series of 2017 (CMO No. 104 S. 2017)];

WHEREAS, the UNIVERSITY, as a higher educational institution and in compliance with CMO No. 104 S. 2017, seeks to provide its students with opportunities to apply relevant knowledge and skills acquired in formal education to an actual work setting provided by a reputable HTE;

WHEREAS, the COMPANY, as a Host Training Establishment (HTE), has the capacity to co-develop and provide, in collaboration with the UNIVERSITY, an internship program, and is willing to collaborate with the UNIVERSITY in providing course-related assignments and actual work experience and training to the UNIVERSITY's students;

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties hereby bind themselves to undertake their respective obligations in this MOA, under the following terms and conditions:

- I. **Scope of the MOA.** This MOA governs the Internship Program ("Program") jointly pursued by the Parties in accordance with CHED Memorandum Order No. 104, Series of 2017. Internship refers to the practical application of classroom learning to an actual work environment. It is synonymous to Practicum, Field Practice, or On-the-Job Training; it is not synonymous to Apprenticeship and Learnership.
- II. **Term of the MOA.** This MOA shall commence upon signing by both Parties and shall continue to be valid until _____ unless earlier terminated as provided herein.
- III. **Duties and Responsibilities of the UNIVERSITY.** The UNIVERSITY commits to:
 - A. Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;
 - B. Collaborate with the COMPANY in developing an Internship Plan which sets out the goals and objectives, knowledge, skills, assignments, performance evaluation criteria and schedule of activities of the Program in order to ensure that the Interns will acquire actual and relevant competencies in each learning area and assignment;
 - C. Ensure the acceptability of the Internship Plan and Internship venue in order to protect the Intern's interests;
 - D. Provide medical and dental services and certification by a duly licensed medical doctor and dentist to the Interns;

- E. Designate an Internship Coordinator for the internship program who shall be responsible for the following:
 - 1. Conduct, as a prerequisite to deployment, pre-internship orientation/training to the Interns on work environment issues, including but not limited to proper work ethics and laws against sexual harassment;
 - 2. Inspect internship venues and sites when necessary;
 - 3. Monitor and assess the interns periodically;
 - 4. Coach or mentor the interns;
 - 5. Consult and assist the Interns in resolving their needs, concerns, and problems or issues encountered; and
 - 6. Validate the result of the internship at the end of the internship period;
- F. Monitor and evaluate the performance of the interns jointly with the COMPANY based on the Internship Plan;
- G. Comply with the reporting and other requirements of CHED Memorandum Order No. 104, s. 2017;
- H. Safeguard Interns undergoing internship from harassment, exploitation, deplorable training conditions, and such other conditions that contravene or defeat the purpose of the internship;

IV. Duties and Responsibilities of the COMPANY. As a host training establishment, the COMPANY commits itself to:

- A. Accept for internship such number of students of the UNIVERSITY as the COMPANY may determine;
- B. Enter into an Internship Contract with each intern. Each duly executed Internship Contract shall form an integral part of this MOA;
- C. Orient the interns on the standard policies, rules, and regulations of the COMPANY before the signing of the Internship Contract;
- D. Develop and implement the Internship Plan, in collaboration with the UNIVERSITY;
- E. Provide the interns with supervised practical training and work experience in accordance with the Internship Plan;
- F. Ensure that the interns do not perform tasks and duties of regular positions in the COMPANY;
- G. Appoint a focal person responsible for the implementation of all the phases of the internship;
- H. Provide the interns with adequate facilities as needed to enable them to perform their duties;
- I. Protect the interns from physical or moral danger to the best extent possible;
- J. Provide monitoring and evaluation reports on the Interns' performance and feedback to the UNIVERSITY on the overall implementation of the Program;
- K. Allow the UNIVERSITY's Internship Coordinator to visit/inspect the COMPANY's Internship site to ensure safety of the interns; and
- L. Issue within fifteen (15) working days from the end of the Internship period a Certificate of Completion, duly accomplished evaluation sheet, and other pertinent reports, information, and/or documents for purposes of describing the interns' performance.

V. Warranties and Representations of the Parties. The Parties represent and warrant that:

- A. They are duly registered with the appropriate government agency/agencies and have the power to enter into this MOA;
- B. The execution of this MOA does not breach any of their respective obligations and contracts; and
- C. They adhere to all laws, issuance, and regulations regarding the workplace and internship programs, as well as health and safety issuance ensuring protection from physical, emotional, and other forms of risk to one's safety, privacy, security, and well-being.

VI. Termination.

- A. This MOA may be terminated at any time upon the written agreement of the Parties.

- B. In the event of a material breach of any provision of this MOA by any party which cannot be addressed by the appropriate corrective measures, the other Party may terminate this MOA.
- C. Either Party may terminate this MOA in the event that the other Party commits a material breach of any provision of this MOA and such material breach has not been remedied within thirty (30) days from receipt by the other Party of the formal written notice of the material breach.
- D. The termination of this MOA shall not affect the validity and completion of any project, program, activity, or contract that was already executed pursuant to this MOA or by virtue of separate agreements, unless otherwise mutually agreed upon by the Parties in writing.
- E. In the event that the COMPANY terminates an Individual internship (in case of a student's breach of contract or misconduct in the internship premises) while this MOA remains in effect, the following procedure shall apply:
 1. The COMPANY shall notify the UNIVERSITY in writing of its decision to terminate the internship at least FIVE (5) working days from the intended date of termination. Such notice shall include:
 - a. The name of the student-intern;
 - b. The original duration of the internship;
 - c. The proposed effective date of termination; and
 - d. A brief explanation of the reason(s) for the early termination.
 2. Upon receipt of the notice, and when practicable, the UNIVERSITY may request a brief consultation with the COMPANY to clarify any concerns or discuss possible resolutions prior to the termination taking effect.
 3. Within FIVE (5) working days of the termination notice, the COMPANY shall provide the UNIVERSITY with:
 - a. Certificate of Completion indicating the actual number of hours completed, even if the internship was not finished in full;
 - b. Partial evaluation or grade, if required under the UNIVERSITY's academic program, based on the intern's performance during the period of engagement;
 - c. Any additional documentation reasonably requested by the UNIVERSITY to support the intern's academic requirements or record-keeping; and
 - d. Confirmation that all COMPANY property, materials, and access credentials issued to the intern have been returned, if applicable.
 4. Termination of an individual internship pursuant to this procedure shall not affect the validity or continuity of this MOA or any other internships conducted under it, unless otherwise agreed in writing by both Parties.

VII. Update of Appendix A. For the term of this MOA, the COMPANY agrees to admit into the Program, at its discretion, such number of students as may be accompanied by the operations of the COMPANY pursuant to the parameters provided in the Internship Plan. The specific details of internship/on-the-job training program (Appendix A) for the duration of this MOA shall be subject to periodic updates upon concurrence of both parties.

The UNIVERSITY shall notify the COMPANY with the updates (if there are any) at the beginning of each academic year or semester upon proper screening and approval of the COMPANY. The updated Annex/es shall be considered part of this MOA upon proper acknowledgment and signature by both Parties. The signed acknowledgment shall be kept on file with the MOA and all appendices for documentation purposes.

Any other amendment/s to the substantial provisions of this MOA may be effected only by mutual written agreement of the Parties.

VIII. Notices. Notices and approvals under this MOA shall be in writing and sent by personal delivery or by mail, with an advance copy to be sent by electronic mail, to the following:

For the First Party:
CAVITE STATE UNIVERSITY
PROF. MENYLUZ S. MACALALAD
Campus Administrator

Business Address: (insert business address of authorized person to receive notices)
Contact Number:
Email:

For the Second Party:
CITY GOVERNMENT OF BACODOR
HON. STRIKE B. REVILLA
(insert designation/title of authorized representative)
Business Address: (insert business address of authorized person to receive notices)
Contact Number:
Email:

IX. Miscellaneous Provisions

A. Intellectual Property. This MOA does not constitute any transfer of Intellectual property. All intellectual properties owned by the Parties the use of which they may respectively contribute to the pursuit of this MOA shall remain their respective properties.

B. No Employer-Employee Relationship. Nothing in this Contract shall be construed as constituting or evidencing a contract of employment or partnership between the Parties or between the student-intern and the COMPANY;

C. Force majeure. Neither Party shall be liable for any failure or delay in the performance of their obligations under this MOA, including but not limited to the safety and security of the Student-Intern resulting in the injury or death of the latter, if such failure or delay is caused by a fortuitous event or force majeure. For purposes of this MOA "force majeure" shall mean any event beyond the reasonable control of the parties, including but not limited to natural disasters, war, civil disturbance, acts of terrorism, epidemics, pandemics, government orders, or other similar events which could not have been foreseen or, if foreseen, could not have been prevented by the exercise of due diligence.

Provided, however, that this clause shall not apply if the injury or death of the Intern is caused by the negligence, fault, or willful misconduct of the COMPANY, or their respective officers, employees, or agents. In such cases, the responsible party shall remain liable in accordance with applicable laws and regulations. Nothing in this clause shall be construed to exempt either party from compliance with applicable laws, rules, and regulations governing the safety and welfare of interns.

D. Limited Liability. The UNIVERSITY shall not be held liable for any willful act, gross negligence, or misconduct committed by the student-intern during the course of the Internship. The student-intern shall be personally accountable for any and all liabilities for damage to property or injury to third persons occasioned by his/her own actions during the course of the Internship. This provision does not, however, preclude the UNIVERSITY from taking appropriate disciplinary action under its student code of conduct, whenever applicable.

E. Data Privacy. The Parties acknowledge and agree to comply with the provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, its implementing Rules and Regulations, and other applicable laws and issuances of the National Privacy Commission (NPC). Each party shall ensure that any personal data collected, accessed, used, processed, stored, or disposed of in connection with this MOA shall be handled with the highest degree of confidentiality, and shall be processed only for legitimate and lawful purposes in accordance with the principles of transparency, legitimate purpose, and proportionality.

F. Safe Spaces. The Parties warrant that they shall comply with all their duties under Republic Act No. 11313, or the Safe Spaces Act, and other related laws, rules, and administrative issuances. Each Party further warrants that should it receive a complaint or report of sexual harassment, or should it have knowledge or reasonably know about a possible or impending act/s of sexual harassment by its officers, personnel, employees,

agents, authorized representatives, or students (as may be applicable) against the officers, personnel, employees, agents, authorized representatives, or students (as may be applicable) of the other Party, the former Party shall immediately investigate the matter and take the appropriate steps to resolve the situation, eliminate the same act/s, prevent their recurrence, and address their effects.

G. **Separability.** The invalidity or unenforceability of any provision of this MOA shall not affect or impair other provisions that are otherwise valid, binding, and effective.

H. **Dispute Resolution.** In the event of any dispute or difference of any kind whatsoever arising out of or relating to this MOA, the Parties shall, at first instance, exercise their best efforts to resolve the dispute or difference by mutual consultation as soon as possible. In case best efforts fail, the dispute or difference shall be resolved following Presidential Decree No. 242 in relation to Sections 66-71, Chapter 14 of E.O. No. 292, and with the Office of the Solicitor General (OSG) [if the other party is a government agency] or R.A. No. 8295 or the Alternative Dispute Resolution Act of 2004, and its IRR [if the other party is a private corporation]. Only upon failure of amicable settlement may either Party bring the dispute before the appropriate court or tribunal of competent jurisdiction in the Province of Cavite to the exclusion of other courts.

I. **Governing Law.** This MOA shall be governed by and construed according to the laws of the Republic of the Philippines.

IN WITNESS WHEREOF, the parties have hereunto affixed their signature on this ____ day of _____, 202__ at _____, Philippines.

**CAVITE STATE UNIVERSITY -
BACOR CITY CAMPUS**

CITY GOVERNMENT OF BACOR

By:

PROF. MENYLUZ S. MACALALAD, MBA
Campus Administrator

HON. STRIKE B. REVILLA
City Mayor

Signed in the presence of:

JIMMY M. CALTINO, MSCJ
Department Chairperson

MURVEN B. ABIADAW, MSCS
OJT Coordinator, Department of Criminology

ANNEX A
STUDENT INTERNSHIP PROGRAM DETAILS
(To the Memorandum of Agreement between Cavite State University and [Host Institution/Company Name])

I. **Program Title:** Local On-the-Job Training (OJT) / Internship Program for [Course Program]

II. **Program Duration and Schedule**

- A. **Total OJT Hours Required:** [Insert number of hours, e.g., 486 hours]
- B. **Start Date:** [Insert start date]
- C. **End Date:** [Insert end date]
- D. **Work Schedule:**
 - 1. **Days:** [e.g., Monday to Friday]
 - 2. **Time:** [e.g., 8:00 AM – 5:00 PM (with 1-hour lunch break)]

Note: Adjustments to the schedule may be allowed, subject to agreement between the student and the Host Institution and approval of the university.

III. **Place of Assignment**

- A. **Company/Agency Name:** [Insert Host Institution/Company Name]
- B. **Address:** [Insert complete address of the assignment location]
- C. **Department/Division Assigned:** [e.g., Human Resources Department / Engineering Division / Marketing Section]

IV. **Supervision and Monitoring**

A. **Cavite State University (CvSU) Faculty Coordinator**

Name: Prof. _____

Position: OJT Coordinator, College of [Insert College Name]

Contact Information: [Insert office email and/or office phone number]

B. **Host Training Establishment OJT Supervisor**

Name: _____

Position: Training and Development Officer, [Insert Department Name]

Company: [Insert Host Institution Name]

Contact Information: [Insert office email and/or office phone number]

Note: Any change in coordinator or supervisor shall be communicated in writing by the concerned party within five (5) working days.

Prepared by:

[NAME]

[Designation], Cavite State University

Approved by:

[NAME] _____
[Designation]; Cavite State University

Acknowledged and Approved:

[NAME] _____
[Designation]; [COMPANY - HTE]

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
City/Municipality of _____) S. S.

BEFORE ME, a Notary Public for and in the City/Municipality of _____, this _____ day of _____, 20____, personally appeared the following affiant known to me and to me known to be the same person who executed the foregoing instrument, and acknowledged to me that the same is his/her free and voluntary act and deed and that of the corporation he/she represents:

Name	Competent Evidence of Identity	Date/Place Issued and Expiration Date

This document consists of SEVEN (7) pages including this page wherein this acknowledgment is written.

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

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20 _____