



UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION



PRACTICUM GENERAL GUIDELINES



AY 2022-2023

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I. RATIONALE

The Practicum is a modular output-based, experiential course to be undertaken by students in recognized Host Training Establishments (HTEs) or companies duly registered under Securities and Exchange Commission or Department of Trade and Industry. This is mandated by the Commission on Higher Education (CHED) through memorandum 104 series of 2017 that is meant to provide students with an opportunity to complement their formal learning with practical knowledge, skills, and desirable attitudes. This course is a requirement for the following majors:

- a. Business Economics
- b. Financial Management
- c. Human Resources Management
- d. Marketing Management

Notable Course Revisions:

1. The course has been revised to accommodate onsite/In-person/virtual practicum arrangements with HTEs (Host Training Establishments) duly registered under the Securities and Exchange Commission or the Department of Trade and Industry as specified in Section 17 of the memoranda.
2. From the traditional 300 hours of on-site experiential exposure, this course will now transition to a 600-hour full metered or modular output - based experiential approach which is rationalized across a duration of 5 Months pursuant to Art 6, Section 7 of the CHED Memo.
3. For a modular based, experiential report will be developed by the different departments on a per industry basis but can still be modified by the faculty adviser depending on the actual needs of the HTEs. These modular reports which can range from 3 to 5 modules will be submitted on agreed dates by Faculty advisers and advisees.
4. These modular reports should be original as in use only in Practicum and were not submitted partly or wholly in other subjects. Any misrepresentation will automatically give the student a FAILED grade.
5. From a university generated list of accredited HTEs, the students are now given the freedom to search for their own qualified HTEs subject to the approval of the practicum coordinator who will ensure that the said organizations meet the requirements of the memoranda.

II. QUALIFICATION

The following students are eligible to undergo student internship/practicum:

1. Regular students – 4th year standing and enrolled in the 6-unit Practicum course
2. Irregular students - must have taken all the prerequisite courses for Practicum. In case of deficiencies, the student has to enroll first the deficiency pre-requisite to the Practicum during the Special Term and after passing the deficiency, enroll the Practicum. Irregular students with deficiencies that are not pre-requisites of Practicum may enroll. There is no limit as to the number of deficiencies so long as these are not pre-requisites of the Practicum course and subject to the policy on overload.

III. PROCEDURES

1. The Practicum/OJT Briefing/Orientation is conducted by the Practicum Coordinator. The orientation is conducted before the start of the first semester of the Academic Year, in time for the start of OJT during the First Term for Business Economics, Financial Management, and Human Resources Management departments or before the second semester of the Academic Year, in time for the start of OJT during the Second Term for Marketing Management.
2. Students SHOULD take the initiative in identifying companies/institutions/organizations that will accept them as online trainees after completion of third year courses. Selection of companies should meet the criteria set by the college (See VII), and approved by the Department Chairs
3. Only students who are enrolled in the 6-unit Practicum Course shall be allowed to undergo the practicum. The official start of Practicum shall be at the earliest, the day AFTER the student's enrollment and submission of complete initial documents (See III.4).
4. Once accepted by the company, the student must submit the following initial documents:
 - a. Cover Page with Date of Enrollment, Student name, Student Contact Numbers, Program of Study, Student E-mail Address, Department Chair, Student Section, Name of Institution, Institution Contact Number, Institution Address, Practicum Supervisor, and Practicum Supervisor E-mail Address
 - b. Registration Form Showing Practicum as an Enrolled Course
 - c. Signed Practicum Engagement Contract by the Host Training Establishment (HTE) and MOA.

- d. Short Description of the Host Training Establishment signed by the student and his/her parent/guardian with photocopied valid ID. This document will legitimize the HTE as witnessed by parents/guardians, so any misrepresentation of the HTE will automatically give the student a FAILED grade
 - e. In case of onsite practicum arrangement, the student must submit the following additional requirements:
 - i. Copy of Student's Vaccination Card
 - ii. Local government and/or national government workplace safety certification and or its equivalent permits to accommodate in-person operations. In the absence of such, the student-intern must be allowed to conduct a virtual facility tour to check the premises of the HTE.
 - iii. Parental Consent Form
 - iv. Health and Safety Protocol
5. The above documents should be submitted to the Practicum Coordinator before the start of Practicum which will be endorsed to the respective Department Chairs using the Practicum HTE Approval Checklist Form (refer to page 9), and which will in turn be given to the Faculty advisers.
6. The practicum student must compile his/her Practicum Portfolio (Pracfolio) that must be submitted to the Practicum Adviser on a predetermined date but shall not be later than the official last day of classes for the 1st Term for Business Economics, Financial Management and Human Resources Management departments or 2nd Term for Marketing Management.
7. The Pracfolio shall be submitted to the Practicum Adviser on a pre-determined date based on the official start of the Practicum engagement with the HTE. It shall contain the following:
- a. Cover Page with Student Name, Practicum Coordinator Name, and the Practicum Adviser Name
 - b. A Short Description of the Practicum Company
 - c. Student's Curriculum Vitae with Picture
 - d. Modular output-based reports
 - e. Practicum Summary
 - f. Documentation (incl. certificate of completion)

IV. APPLICATION

1. The student selects the company for his/her practicum.

2. The Letter of Intent/Endorsement form that will be used in applying for practicum is available in template form, downloadable from the CCBA website on OJT Documents. The short description of the company, its line of business, its incorporators/owners, date of organization/establishment that will be signed by the student and by one of the parents/guardian (with photo copied valid ID) is likewise available in template form and downloadable from the same source.
3. The student submits the filled-up templates to the Practicum Coordinator for his electronic signature.
4. If a separate application form is required by the company, the form should be accomplished for the purpose.
5. The student must be enrolled in the 6-unit Practicum course before he/she commences the practicum assignment.
6. All documentary requirements as contained in Section III.4 must be submitted to the Practicum Coordinator.
7. Only students who submitted complete initial documents shall be assigned a Practicum Adviser.

V. COMPLIANCE

1. Completion of the modular output-based report with satisfactory rating from the immediate on-site supervisor and faculty adviser.
2. Submission to the Practicum Adviser or his/her designated representative the Modular Output Compilation, within fifteen (15) calendar days from the last day of Practicum Assignment, and shall contain the following:
 - a. Cover Page with Student Name, Practicum Coordinator Name and the Practicum Adviser Name
 - b. A Short Description of the Practicum Company
 - c. Student's Curriculum Vitae with Picture
 - d. Modular Output-Based Reports
 - e. Practicum Summary
 - f. Documentation (incl. certificate of completion)
3. The Practicum Summary must be typewritten in a long bond paper, in Times New Roman font size 12, and maximum of 3 pages. It must contain the following:
 - a. process of finding the practicum placement
 - b. reflection about working online in the organization/company
 - c. work schedule
 - d. most memorable practicum moment
 - e. difficulties encountered and solutions made

VI. PRACTICUM PERIOD

1. The Practicum shall be completed during the First Term and shall commence once the student has enrolled in the practicum course and submitted the complete initial documents. It is to be rendered from time that will be agreed upon by the HTE and the practicum student. The First Term is from August to December. The Practicum course will be credited in the 1st semester. For practicum rendered in the 2nd Semester, such shall be completed from January to May and will be credited in the same semester.
2. Should a situation require that the practicum be rendered in the 2nd Semester, such shall be completed from January to May and will be credited in the same semester.

VII. SELECTION OF HTE FOR PRACTICUM

1. Students may either have their practicum assignment in any private entities, which should either be:
 - a. SEC-registered; or
 - b. DTI registered
2. For private entities, aside from being either a SEC or DTI registered business entity, the criteria in choosing an HTE are as follows:
 - a. Years in operations must not be lower than 5 years.
 - b. Paid-up capital must not be lower than 10,000,000.00 pesos.
 - c. The number of employees must not be lower than 25.
 - d. The HTE must be able to provide tasks relevant to the student's field of study.
3. For public/government entities, the following are the criteria:
 - a. The government office must be national or regional level offices. Municipal hall, barangays are not considered.
 - b. The nature of the tasks in government agency is aligned with the program.
4. A student will be allowed to have his/her practicum in his/her family-owned enterprise provided that the company will pass the same requirements enumerated in VII.2 as other companies
5. In the case of students who started their practicum late, they will be allowed to have their practicum in the same company as their other classmates' who are already finished with their Pracfolio, provided their modular reports will have

substantial value-added to their classmates' submitted reports, especially in cases where these students will be handled by different advisers.

VIII. ASSISTANCE TO STUDENTS WITHOUT HTE

A student who cannot find a practicum assignment should notify the practicum coordinator who can give him/her the list of companies where current AY students are doing their practicum. The responsibility of finding HTE remains with the students.

IX. IMPLEMENTING GUIDELINES ON PRACTICUM

The Implementing Guidelines on Practicum of the College of Commerce and Business Administration (CCBA) is consistent with CHED Memorandum Order (CMO) No. 104 Series of 2017. In addition, the practicum is expected to conduct himself/herself in a highly professional manner in accordance with the values of the University.

1. Decorum. The practicum is expected to conduct himself/herself in a correct or proper behavior that shows respect and good manners, at all times.
2. Attendance & Punctuality. The practicum is expected to report to his/her practicum assignment regularly and consistent with the prescribed office work schedule. On certain unavoidable circumstances that the practicum cannot report on time or may be absent from work, proper notification should be provided to the immediate supervisor.
3. Confidentiality. During the practicum period, the practicum is expected to ensure that sensitive and confidential information be treated accordingly.
4. Overtime. Practicum, whenever necessary are allowed up to 2 hours of overtime from Monday to Thursday only. No overtime will be approved and counted regardless of the circumstance if it is rendered on a Friday, Saturday, Sunday or holiday. In effect, a practicum can render up to 10 hours per day only.

X. COURSE REQUIREMENTS

1. Students are required to complete the modular output-based reports and obtain a satisfactory rating from the supervisor/manager/HR Head and the Faculty Adviser, in accordance with the course rating herein contained. The rating instruments are found in Annexes A, and B and the same instruments shall be used by the supervisor and the Faculty Adviser in assessing the practicum's performance for purposes of course grading.

2. The school-prescribed online practicum activities which students are required to attend are as follows:
 - a. Practicum Orientation, where the final instructions, guidelines and requirements of the Practicum course will be given by the Practicum Coordinator and their respective department chairs.
 - b. Interim Assessment, where the practicum student will provide his/her Practicum Adviser with due modular reports.
 - c. Post-Practicum Meeting, where the practicum student will submit his/her Pracfolio.

XI. GRADING SYSTEM

1. The practicum grade of a student will be computed based on the following:

Supervisor’s Rating (Based on the rubrics provided in Annex A)	40%
Pracfolio/Average Modular Output Ratings	40%
Practicum Adviser’s Rating (Based on rubrics provided in Annex B)	20%
TOTAL	100%
<i>NOTE: The computed grade is a raw grade and must be transmuted using a college approved transmutation table (refer to Annex C). After transmuting, use the equivalency table to determine the final grade following the University grading system.</i>	

2. In case the Practicum student fails to complete the number of required hours and/or fails to submit the required documents on or before the deadline, the student will earn an INC final grade. The student has 1 term to complete all the requirements including the required number of hours and notify the Practicum Adviser of the compliance.

XII. PRACTICUM ADVISER

1. The Department Chairs shall assign a Practicum Adviser within fifteen (15) calendar days from receipt of complete initial documents from the Practicum Coordinator. Only practicum students who have submitted the above documents shall be assigned an adviser and shall be guided and monitored during the practicum assignment.


2. The assigned Practicum Adviser must communicate to the designated HTE supervisor seven (7) calendar days after receipt of the list of practicum advisees. The medium of communication is dependent on the convenience of the Practicum Adviser and the HTE supervisor.
3. The Practicum Adviser must provide contact information to the HTE supervisor for ease of communication.
4. Towards the end of the practicum period or two (2) weeks prior to the completion of the 600 hours, the Practicum Adviser must communicate to the HTE supervisor to explain the evaluation system.

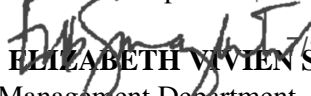
XIII. OTHERS


1. The Practicum office may issue additional guidelines before and during the Practicum period to ensure the efficient implementation of the Program.
2. Strict compliance of these guidelines is expected.

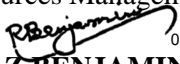
Endorsed by:

 July 7, 2022
MR. ANTONIO E. ETRATA, JR., Ph.D.
 Practicum Coordinator

 07/11/2022
ASST. PROF. ERIC G. PASQUIN, Ph.D.
 Chair, Business Economics Department

 7/12/2022
ASSOC. PROF. ELIZABETH VIVIEN S. MAGBATA, Ph.D.
 Chair, Financial Management Department


ASST. PROF. EILEIGH GRACE VANESSA M. CASTRO, MIR
 Chair, Human Resources Management Department

 07/25/2022
ASST. PROF. RIAZ BENJAMIN, MBA
 Chair, Marketing Management Department

Approved for implementation this 1st day of August, 2022.


ASSOC. PROF. LEONARDO M. CANOY, JR., Ph.D.
 Dean


REV. FR. SENEN R. ECLEO, O.P.
 Regent

XIV. APPENDICES



UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION



PRACTICUM HOST TRAINING ESTABLISHMENT APPROVAL CHECKLIST

Name of Student	
Major	
Section	
Host Training Establishment	

Type of Document	Submitted	Not Submitted	Not Required by the HTE
Cover Page with date of enrollment, student name, student contact numbers, program of study, student e-mail address, Department Chair, student section, name of HTE, HTE's contact number, HTE's address, Practicum Supervisor, and Practicum Supervisor's e-mail address			
Registration Form Showing Practicum as an Enrolled Course			
Signed Practicum Engagement Contract by the Host Training Establishment (HTE)			
Memorandum of Agreement			
Non-Disclosure Agreement			
Short Description of the Host Training Establishment signed by the student and his/her parent/guardian with photocopied valid ID. This document will legitimize the HTE as witnessed by parents/guardians, so any misrepresentation of the HTE will automatically give the student a FAILED grade.			
Copy of DTI/SEC Permit			
ADDITIONAL DOCUMENTS FOR ON SITE			
Copy of HTE's Health and Safety Protocols			
Copy Student's Vaccination Card			
Local government and/or national government workplace safety certification and or its equivalent permits to accommodate in-person operations			
Signed Parental Consent Form			

Recommendation and Comments	Approved	Disapproved

Reviewed by (Name and Signature)	
Designation	
Date	



UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION



_____ DEPARTMENT

A.Y. 2022 – 2023

ONLINE INTERNSHIP SUPERVISOR EVALUATION FORM

Name of Intern	
Duration of Intern	
Number of Hours Completed	
Name of HTE	

Instructions: Please use this rating sheet to evaluate the performance of our student intern. please check the box with the appropriate score for each attribute. The rating sheet will evaluate the intern’s competencies, skills, work ethics, and quality of output. To ensure the integrity of the instrument, any erasure/alteration will invalidate the score for any attribute. Thank you.

INTERN’S PERFORMANCE	1	2	3	4	5
	Poor	Fair	Good	Very Good	Excellent
Completes task/s in a timely manner. Intern used time productively.					
Submitted outputs were checked thoroughly for quality and are useful to the assigned department/unit/team.					
Constantly dependable in completing the assigned task/s and pays close attention to details.					
Able to communicate his/her ideas and can make a point well during meetings, brainstorming, and through email.					
Consistently ask for new tasks/assignments and easily understands instructions in completing these new tasks.					
Whenever necessary, has actively sought supervision and was open to constructive criticisms.					

Shows interest to learn new things. Regularly ask feedbacks and uses the same to improve the output.					
Works well with the team. The intern exhibits enthusiasm to get along with others.					
Reports to work on time and is always present during virtual meeting.					
Integrates academic concepts and uses critical analysis to add value to the output.					

Description of Modular Outputs (tasks completed):	
<p>Narrate the intern’s strong points and weak points.</p> <p>Other comments:</p> 	
I certify that _____ has completed _____ number of hours as of evaluation date.	
Name of Rater	
Position	
Signature	
Date Accomplished	
NOTE	The Supervisor should send the accomplished form to the Practicum Adviser.



UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION



_____ DEPARTMENT

A.Y. 2022 – 2023

ONSITE INTERNSHIP SUPERVISOR EVALUATION FORM

Name of Intern	
Duration of Intern	
Number of Hours Completed	
Name of HTE	

Instructions: Please use this rating sheet to evaluate the performance of our student intern. please check the box with the appropriate score for each attribute. The rating sheet will evaluate the intern’s competencies, skills, work ethics, and quality of output. To ensure the integrity of the instrument, any erasure/alteration will invalidate the score for any attribute. Thank you.

INTERN’S PERFORMANCE	1	2	3	4	5
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Submitted outputs were checked thoroughly for quality and are useful to the assigned department/unit/team.					
Constantly dependable in completing the assigned task/s and pays close attention to details.					
Able to communicate his/her ideas and can make a point well during meetings, brainstorming, and presentation.					
Consistently ask for new tasks/assignments and easily understands instructions in completing these new tasks.					
Whenever necessary, has actively sought supervision and was open to constructive criticisms.					

Shows interest to learn new things. Regularly ask feedbacks and uses the same to improve the output.					
Works well with the team. The intern exhibits enthusiasm to get along with others.					
Reports to work on time and is always present during meeting.					
Integrates academic concepts and uses critical analysis to add value to the output.					

Description of Modular Outputs (tasks completed):	
<p>Narrate the intern's strong points and weak points.</p> <p>Other comments:</p>	
I certify that _____ has completed _____ number of hours as of evaluation date.	
Name of Rater	
Position	
Signature	
Date Accomplished	
NOTE	The Supervisor should send the accomplished form to the Practicum Adviser.

REVISED FACULTY ADVISER RATING SHEET
AY 2022 – 2023

UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION
PRACTICUM PROGRAM
PRACTICUM ADVISER EVALUATION SHEET

Name: _____ Section _____ Date of Submission: _____

Practicum Assignment/Company: _____

Duration of Practicum: _____ Adviser's Name: _____

I. Supervisor's Rating (40%) (Multiply the corresponding equivalent with the number of criteria)

Rating	Equivalent	# of Criteria	Total
Excellent	10		
Very Good	8		
Good	6		
Fair	4		
Poor	2		
TOTAL			

II. Pracfolio - Modular Output Compilation (40%)

A. Criteria/Max. Points	16-20 _____	11-15 _____	6-10 _____	1-5 _____	0
Complete and accurate submission of the required documents.	All 6 required formatted documents have been submitted	4-5 required formatted documents have been submitted	2-3 required formatted documents have been submitted	Only 1 required formatted document has been submitted	No document submitted
Required Documents					
_____ 1. Cover Page			_____ 4. Modular-Output Reports		
_____ 2. Short description of the co. (one page)			_____ 5. Practicum summary (3 pages maximum)		
_____ 3. Student's curriculum vitae with picture			_____ 6. Documentation pictures (including Certificate of Completion)		
B. Criteria/Max. Points	66-80 _____	49-65 _____	33-48 _____	17-32 _____	1-16 _____
Content, relevance, and organization of the Modular Output-Based report	Excellent	Very Good	Good	Fair	Poor
TOTAL (IIA + IIB)					

III. Adviser's Rating (20%)					
A. Criteria/Max. Points	66-80 _____	49-65 _____	33-48 _____	17-32 _____	1-16 _____
General impression of the modular reports based on presentation and its contribution to the practicum company	Reliable Data, Relevant Objectives, Realistic Strategies, Practical Action Plans and Viable Business Model	Reliable Data, Relevant Objectives, Realistic Strategies and Practical Action Plans	Reliable Data, Relevant Objectives and Realistic Strategies	Reliable Data and Relevant Objectives	Reliable Data
B. Criteria/Max. Points	10	8	6	4	0
Regularly updates the Online Practicum Journal without being reminded.					
C. Criteria/Max. Points	10	8	6	4	0
Timely submission of complete Pracfolio (deadline is 15 calendar days from the last day of practicum)	Submitted on or before deadline	Submitted within 1 week after the deadline	Submitted more than 1 week but within one month after the deadline	Submitted more than 1 month but within 2 months after the deadline	Submitted more than two months after the deadline
TOTAL (Adviser's Rating) (IIIA + IIIB + IIIC)					

SUMMARY OF INPUTS

I. Supervisor's Rating Equivalent	_____ X .40	= _____
II. Pracfolio - Average Modular Output Report	_____ X .40	= _____
III. Adviser's Rating	_____ X .20	= _____

TOTAL COMPUTED GRADE

NOTE: The computed grade is a raw grade. Please use the provided table to transmute the grade.

Additional Comments:

Name and Signature of the Practicum Adviser

GRADING SYSTEM

96 to 100	1.00	Excellent
94 to 95	1.25	Very Good
92 to 93	1.50	Very Good
89 to 91	1.75	Good
87 to 88	2.00	Good
84 to 86	2.25	Good
82 to 83	2.50	Fair
79 to 81	2.75	Fair
75 to 78	3.00	Passed
Below 75	5.00	Failed

TRANSMUTATION TABLE

Raw Grade	Transmuted Grade
38	47.5
39	49
40	50
41	51
42	53
43	54
44	55
45	56
46	58
47	59
48	60
49	61
50	63
51	64
52	65
53	66
54	68
55	69
56	70
57	71
58	73
59	74
60	75
61	76
62	76
63	77
64	78
65	78
66	79
67	79
68	80
69	81
70	81
71	82
72	83
73	83
74	84
75	84
76	85
77	86
78	86

79	87
80	88
81	88
82	89
83	89
84	90
85	91
86	91
87	92
88	93
89	93
90	94
91	94
92	95
93	96
94	96
95	97
96	98
97	99
98	100
99	100
100	100

Date

Name of HTE

Name of Contact Person (Owner/President/HR Director or its equivalent)

(Title of Contact Person)

Address

Dear _____,

Warm greetings from the University of Santo Tomas!

My name is _____, a senior _____ student from UST College of Commerce and Business Administration. I would like to respectfully offer my services as an intern for your esteemed organization this coming August 2022 which is the official start of our program's practicum course.

Our program offers 2 formats: onsite or online practicum arrangements. For **online internship**, you can choose between format A or format B which will build towards our 600-hour service requirements:

A. Modular Practicum Format

We will provide you with a list of deliverables. Each deliverable has a corresponding number of hours as its equivalent.

B. Full Metered (Fully On-Call) Format

We will devote our entire practicum days for on-call duties and there will be no need for designation of output deliverables. This set-up is evidenced by a daily time tracker duly certified as true and correct by both the practicum and practicum supervisor with tasks accomplished on the relevant dates.

I will be transmitting additional documents (Memorandum of Agreement, Non-Disclosure Agreement, if required) a few weeks after you have confirmed your interest in our program.

I would like to express my sincerest gratitude for your time, and I am hoping for your positive feedback regarding this matter.

Sincerely yours,

Student' Complete Name and Signature

Contact Number



UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION



ENDORSEMENT

We are pleased to endorse _____ to undergo (specify if it is online or onsite) 600-hour Practicum in your company.

We understand that the named student needs to comply with your requirements and the requirements of our University prior to acceptance.

We thank you in advance for the partnership.

Very truly yours,

Antonio E. Etrata, Jr., Ph.D.
Practicum Coordinator



UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION



ONLINE PRACTICUM ENGAGEMENT CONFORME

Mr. Antonio E. Etrata, Jr., Ph.D.
Practicum Coordinator
College of Commerce and Business Administration
University of Santo Tomas

Dear **Mr. Etrata**:

We are pleased to accept your student _____ for online Practicum in our company.

Name of HTE	
Unit/Department Assignment	
Unit Head	
Contact Details	

We fully understand the following:

1. The program will start August of 2022 and will end December 2022.
2. The arrangement is purely online, and no physical service will be rendered on site.
3. Online delivery formats were discussed in an earlier correspondence and our company chose delivery format_____.
4. A designated practicum adviser from UST will monitor the services rendered by the intern and will serve as their official time record keeper.
5. The designated practicum adviser may reach out to us regarding issues and concerns regarding our interns. This will include performance appraisal/evaluation forms to rate the quality of their work.
6. We can enforce our company’s rules and regulations to our interns by providing a copy of which to the practicum adviser.
7. We will report to UST’s designated adviser any issues or concerns we will have with our intern.
8. We can have preliminary meetings with our interns regarding documentary due diligence and preliminary orientations from September to December of 2022.

We attest that our business is fully compliant with the laws of the Philippines, and we are not engaged in any illegal activities.

Very truly yours,

COMPANY REPRESENTATIVE SIGNATURE

COMPANY REPRESENTATIVE NAME AND DESIGNATION

DATE



UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION



ONSITE PRACTICUM ENGAGEMENT CONFORME

Mr. Antonio E. Etrata, Jr., Ph.D.
Practicum Coordinator
College of Commerce and Business Administration
University of Santo Tomas

Dear **Mr. Etrata**:

We are pleased to accept your student _____ for onsite Practicum in our company.

Name of HTE	
Unit/Department Assignment	
Unit Head	
Contact Details	

We fully understand the following:

1. The program will start August of 2022 and will end December 2022.
2. The University at any point in time reserves the right to shift the internship arrangements to full online setup depending on the health situation, case rates of COVID 19 infections, orders of CHED and IATF, or the University's Internal Crises Management Committee without detriment to the evaluation of the student interns.
3. Online delivery formats were discussed in an earlier correspondence and our company chose delivery format _____.
4. A designated practicum adviser from UST will monitor the services rendered by the intern and will serve as their official time record keeper.
5. The designated practicum adviser may reach out to us regarding issues and concerns regarding our interns. This will include performance appraisal/evaluation forms to rate the quality of their work.
6. We can enforce our company's rules and regulations to our interns by providing a copy of which to the practicum adviser.
7. We will report to UST's designated adviser any issues or concerns we will have with our intern.
8. We can have preliminary meetings with our interns regarding documentary due diligence and preliminary orientations from September to December of 2022.

We attest that our business is fully compliant with the laws of the Philippines, and we are not engaged in any illegal activities.

Very truly yours,

COMPANY REPRESENTATIVE SIGNATURE

COMPANY REPRESENTATIVE NAME AND DESIGNATION

DATE



UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION



PARENTAL/GUARDIAN CONSENT FORM

I, _____, the parent/legal guardian of _____,
a _____ a student of _____ major in
_____ hereby expressly state that:

1. I am fully aware that my _____ will take an onsite practicum at _____.
2. I allow my _____ to render 600 hours of onsite practicum subject to the policies of the University of Santo Tomas and/or competent government instrumentalities.
3. I have read and understood the rules and regulations set by the Host Training Establishment and commit that my _____ will abide by the said rules and regulations.
4. I fully and voluntarily waive my right to hold the University of Santo Tomas (UST), the Host Training Establishment (HTE), or any of its officers, employees, or representatives responsible for any case of untoward incident that may happen to my _____ during the duration of _____ training.

Student Name and Signature of the Student

Name and Signature of the Parent/Guardian

NOTE: This area is for the image/copy of the parent's/guardian's valid ID

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement made and executed between:

University of Santo Tomas, a non-stock, non-profit educational institution, duly organized and existing under Philippine Laws with office/business address at España, Manila represented herein by Prof. Cheryl R. Peralta, DrPH, Vice Rector for Academic Affairs of the University of Santo Tomas, hereinafter referred to as the **UNIVERSITY**.

and

_____ a corporation duly organized and existing under
Philippine Laws with office/business address at
_____ represented herein by
_____, hereinafter referred to as the
HOST TRAINING ESTABLISHMENT.

Witnesseth that:

WHEREAS, the curriculum for the degree of Bachelor of Science in Business Administration in the UNIVERSITY includes on-the-job-training program for its student, so as to afford them actual experience in office operation and to augment their formal training;

WHEREAS, the HOST TRAINING ESTABLISHMENT supports this program and is willing to give the students of the UNIVERSITY, currently enrolled in the College of Commerce, course related work assignments and expose them to online actual learning experiences during pandemic;

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereby bind themselves to undertake this Agreement, under the following terms and conditions:

1. The on-the-job training shall be held On-Site/In-Person/or Fully Online training arrangements wherever necessary, with flexible working hours and scheduled during the hours 8:00 AM to 5:00 PM, Mondays to Fridays but shall not coincide with the class schedule as set by the department. The duration of the program shall be equivalent to six hundred (600) working hours unless otherwise agreed upon by the HOST TRAINING ESTABLISHMENT and the UNIVERSITY;
2. The University at any point in time reserves the right to shift the internship arrangements to full online setup depending on the health situation, case rates of COVID 19 infections, orders of CHED and IATF, or the University's Internal Crises Management Committee without detriment to the evaluation of the student interns.

3. The UNIVERSITY shall be responsible for briefing the on-the-job student-trainees who intend to conduct practicum exposure in the HOST TRAINING ESTABLISHMENT as part of the UNIVERSITY'S curriculum;
4. The UNIVERSITY shall provide the on-the-job student-trainee the basic orientation on work values, behavior, and discipline to ensure smooth cooperation with the HOST TRAINING ESTABLISHMENT;
5. The UNIVERSITY shall voluntarily withdraw a student-trainee who is found to misbehave and/or act in defiance to existing standards, rules, and regulations of the HOST TRAINING ESTABLISHMENT and impose necessary university sanctions to the said student-trainee;
6. The HOST TRAINING ESTABLISHMENT shall commit to take in the student-trainees for the current semester consistent with the requirements of the UNIVERSITY;
7. The HOST TRAINING ESTABLISHMENT shall provide the university through the student intern their local government and/or national government workplace safety seal and/or its equivalent permits to accommodate in-person operations. In the absence of such, the student-intern must be allowed to conduct a virtual facility tour to check the premises of the HTE.
8. The HOST TRAINING ESTABLISHMENT shall provide the university through the student/intern its Health and Safety Protocols.
9. The HOST TRAINING ESTABLISHMENT shall provide free relevant instruction and training to the student-trainees, consistent with its policies, rules and regulations. It shall treat the student in a professional manner, and shall not subject him/her to tasks and work assignments that are risky, dangerous or unrelated to the purpose of this Agreement;
10. There is no employer-employee relationship between the HOST TRAINING ESTABLISHMENT and the student-trainee. As student-trainee, he/she shall not be entitled to the compensation/benefits accorded to an employee. However, the HOST TRAINING ESTABLISHMENT may grant the TRAINEE a training allowance, if possible, in accordance with the HOST TRAINING ESTABLISHMENT'S existing rules and regulations;
11. The HOST TRAINING ESTABLISHMENT is not obliged to employ student-trainee upon completion of the training. However, the HOST TRAINING ESTABLISHMENT, upon consultation with the UNIVERSITY, may require qualified students to submit themselves to examinations, interviews, and file pertinent documents to support their application;

12. The student-trainee shall be personally responsible for any and all liabilities arising from gross negligence in the performance of his/her duties and functions while under training;
13. The parties shall not divulge any information that it may have access to, and any such information will only be used for academic purposes.
14. Both parties shall have the right to pre-terminate the on-the-job training if:
 - a. the TRAINEE violates the rules and regulations of the HOST TRAINING ESTABLISHMENT, or if there is serious misconduct;
 - b. the HOST TRAINING ESTABLISHMENT does not provide the kind of responsible training as agreed upon; or
 - c. there is any violation of the foregoing covenants that will warrant the cancellation of this Agreement;

PROVIDED, that the terminating party shall formally inform the Program Coordinator or Faculty Adviser of the grievance before any decision to terminate is made and finalized. The Program Coordinator or Faculty Adviser shall intervene in order to rectify the situation in the interest of all parties concerned.

15. This Memorandum of Agreement shall become effective from _____ to _____ upon signature of both parties and implementation will begin immediately and shall continue to be valid hereafter until written notice is given by either party thirty (30) days prior to the date of intended termination.

IN WITNESS WHERE OF the parties have signed this Memorandum of Agreement at _____ this _____ day of _____, 202_____.

For the HOST TRAINING ESTABLISHMENT For the UNIVERSITY

Name
 Designation

 Community Tax No: _____
 Date of Issue: _____
 Place of Issue: _____

Prof. Cheryl R. Peralta, DrPH
 Vice Rector for Academic Affairs

 Community Tax No: _____
 Date of Issue: _____
 Place of Issue: _____

SIGNED IN THE PRESENCE OF:

Signature over Printed Name of
HTE Witness

Assoc. Prof. Leonardo M. Canoy, Jr., Ph.D.
Dean, College of Commerce & Business