





MEMORANDUM NO. OVCAA-MVLO-OFA 24-001

TO : ALL DEANS, HEADS OF UNITS, AND FACULTY MEMBERS

THROUGH : 
PROF. MARIA VANESSA P. LUSUNG-OYZON, Ph.D.
Vice-Chancellor for Academic Affairs, Office of the Vice-Chancellor for Academic Affairs

FROM : 
ASST. PROF. ARLYN P. MACAPINLAC
Director, Office of Field Activities Diliman

SUBJECT : New Procedure for the Renewal or Extension of MOA/MOUs for Internships, Practicum and OJT with no Amendments in Provisions

DATE : 16 January 2024

The Office of Field Activities (OFA) Diliman is delighted to release its streamlined renewal/extension process for expired or expiring MOAs and MOUs for Practicum, Internships, and On-the-Job Training. Please note that this only applies to recently-expired¹ or expiring MOAs and MOUs that academic units and partner host training establishments (HTEs) intend to renew or extend **with no changes in the provisions**. The retained provisions must be consistent with the current policies and issuances on Practicum, Internships, and On-the-Job Training. In the new process, rewriting and submitting exactly the same provisions as draft to undergo the usual legal review will no longer be necessary; instead, academic units will use the attached **MOA Renewal Template** (Appendix A). The process of renewal or extension may be initiated by the units at least six (6) months or a semester before the end of the agreement's validity period. This new procedure is intended to expedite the legal review process, provided that all the required documents are in order.

The following are the documentary requirements that the units must submit to OFA Diliman via email at ofadiliman@up.edu.ph for the renewal or extension of the MOA/MOU with their partner HTE:

1. Draft agreement (*using the MOA Renewal Template*)
2. A copy of the MOA/MOU for renewal/extension (attached as Annex A to the new draft of the agreement)

¹ Not more than three (3) months from the date of expiry.

3. Certification from HTE to authorize signatories (e.g. Secretary's Certificate of Board Resolution, or Special Power of Attorney with Certificate of DTI Registration if a sole proprietorship)
4. [Endorsement letter to the Chancellor and budget certification](#) from the Head of Unit about the proposed partnership
5. Certification of no special budgetary outlay from DBO (in accordance with OSU Memo 2017-02-04)
6. A copy of a government-issued ID of a qualified representative of the HTE

Once the required documents have been completed and submitted to OFA Diliman, they will be subject to review and endorsement by the counsel appointed by the Office of the Chancellor (OC).² Given this new procedure, academic units are encouraged to periodically monitor the expiry date of their valid MOA/MOUs in order to prepare for the agreement's possible renewal or extension.

Should you have any concerns and clarifications, or plan to set a meeting with us, please do not hesitate to contact us at ofadiliman@up.edu.ph. Our Office will be most glad to assist and serve you.

Please be guided accordingly. Thank you for your usual cooperation. Stay safe and healthy!

² As per [Administrative Order No. ECLV 23-068](#)

Appendix A.

**MEMORANDUM OF AGREEMENT
(RENEWAL/ Extension)**

This Memorandum of Agreement (“Agreement”) is executed and entered into by and between:

<COMPANY NAME>, a **<corporation/partnership/branch/sole proprietorship>** duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with business address at **<COMPANY Address>**, represented herein by its **<Head Position>**, **<HEAD NAME>**, who is duly authorized to represent the Corporation/Organization in this Agreement, hereinafter referred to as the “**INTERNSHIP PARTNER**”;

- and -

UNIVERSITY OF THE PHILIPPINES, the National University, created by virtue of Act No. 1870, as amended and strengthened by Republic Act No. 9500, otherwise known as “The University of the Philippines Charter of 2008” through its constituent university in Diliman, with official address at Quezon Hall, U.P. Campus, Diliman, Quezon City 1101, Philippines, represented herein by its Chancellor, **EDGARDO CARLO L. VISTAN II**, hereinafter referred to as the “**UNIVERSITY**”;

Each referred to here as a “**Party**” and collectively as the “**Parties**”.

WHEREAS, the University, through the **<NAME OF COLLEGE> (<COLLEGE ABBR>)**, and **<COMPANY ABBR>** entered into a *Memorandum of Agreement* dated **<date>** and entered as Doc. No. _____; Page No. _____; Book No. _____; Series of 20____, into the Notarial Record of Atty. _____ of _____ City, (the “MOA”, a copy of which is attached hereto as Annex A and made an integral part hereof) for an internship/practicum program (the “**Internship Program**”);

WHEREAS, the MOA is/was effective for three (3) years **<kindly confirm>** or until **<date>**;

WHEREAS, upon a review of the Internship Program and the MOA, the Parties have found it beneficial to continue the Internship Program and renew the MOA under the same terms and conditions, except as herein stated;

NOW THEREFORE, for and in consideration of the foregoing premises and their reciprocal obligations herein, the Parties mutually agree as follows:

1. The MOA, a copy of which is attached hereto, **expired** (if the *Memorandum of Agreement* has already lapsed) / **will expire** on **<date under Memorandum of Agreement>**.

2. The Parties agree to renew/extend the term of the MOA for an additional period of three (3) years **<kindly confirm>**, upon its expiration, or until **<date>** (the **“Renewal/Extension Period”**).

3. Each Party warrants that it is authorized to enter into this Agreement, to negotiate and approve the renewal/extension of the MOA, and its ability to continue performing its obligations thereunder during the Renewal Period.

4. This Agreement may be signed in any number of counterparts. After the Parties deliver a signed original to the other, any single counterpart or a set of counterparts signed by the Parties shall constitute a full and original agreement for all legal intents and purposes.

5. This Agreement, including the attached MOA (Annex A hereof), constitutes the entire agreement between the Parties. All other terms and conditions of the MOA not otherwise herein modified shall remain unchanged.

IN WITNESS WHEREOF, the Parties affix their signatures on the dates and places indicated.

<COMPANY NAME>

UNIVERSITY OF THE PHILIPPINES

By:

By:

<AUTHORIZED SIGNATORY NAME>
<Position>

EDGARDO CARLO L. VISTAN II
Chancellor

Date: _____

Date: _____

Place: _____

Place: _____

Signed in the presence of

Signed in the presence of

<DESIGNATED WITNESS>
<Position>

<NAME OF COLLEGE DEAN>
Dean, **<Name of College>**

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction this ____ day of _____ 202_, the following personally appeared:

NAME	Government-Issued Identification No.	Issued on / at
EDGARDO CARLO L. VISTAN II		
<Row left blank or deleted if signed in counterparts>		

Known to me and by me known to be the same persons who executed the foregoing instrument, and who declared, acknowledged and swore before me that the foregoing is their free and voluntary act and deed and that of the entities herein represented.

This instrument refers to a Memorandum of Agreement between <Company> and the University of the Philippines consisting of <number (cardinal number) of pages> pages including this Acknowledgment page, and signed by the parties and their witnesses.

WITNESS MY HAND AND NOTARIAL SEAL, I have hereunto set my hand this date and the place first above written.

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