



MEMORANDUM NO.OVCAA-MVLO-OFA 26-006



TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

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

FROM :  **CHRISTIAN R. OROZCO, Ph.D.**
Director, Office of Field Activities Diliman

SUBJECT : Valid University-Wide MOAs as of May 2026

DATE : 29 May 2026

We are pleased to announce the initial list of approved University-Wide MOAs. These partnership agreements are applicable to all UP Diliman students enrolled in required or elective internship courses, regardless of their degree program, as long as they meet the HTE's qualifications and are formally accepted. The Office has valid and existing partnerships with the following companies:

Partner Company	Contact Details*	Validity
Ascendion Digital Solutions Philippines Inc.	Cristelle Budomo (cristelle.budomo@ascendion.com)	3 years (2026-2029)
Happy Hive Solutions Inc.	Lea M. Tibos (internship.happyhiveinc@gmail.com , 09219867694)	3 years (2026-2029)
Symrise Inc.	Sheila May Alog (sheila-may.alog@symrise.com)	3 years (2026-2029)
Manulife Data Services	Tom Besares (Ly_or_Thomas_Besares@manulife.com)	3 years (2026-2029)
Unionbank	Rizza Joshan Pascual (rjppascual@unionbankph.com) Jamila Pialago (jepialago@unionbankph.com)	3 years (2026-2029)

*Please ensure that the names and contact details are used only for communication purposes.

Academic units may utilize these additional agreements for the conduct of the internship, practicum, or OJT for their students. Kindly be advised that these agreements are only additions to the list of approved and valid MOAs for the academic units. Academic units, as implementing units, are strongly urged to continue reaching out to companies and institutions to establish partnership agreements and initiate MOA processing.

For internships and other relevant AFA submissions, kindly see our instruction videos and step-by-step guide on this [page](#). All the requirements, as well as links to the templates and needed forms, are displayed on our website for your convenience and easy navigation.

Should you have any concerns or clarifications, 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 continued support and cooperation.



ASCENDION

MEMORANDUM OF AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

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

ASCENDION DIGITAL SOLUTIONS PHILIPPINES INC., a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with business address at 10/F Tower 2 Ayala North Exchange, 6796 Ayala Ave. Cor. Salcedo and Amorsolo STS., San Lorenzo, 1223, represented herein by its Senior Manager – Finance and Accounts, **CHINTAN VIPINCHANDRA DAVE**, who is duly authorized to represent the Corporation in this Agreement, hereinafter referred to as “**Ascendion**”;

- and -

UNIVERSITY OF THE PHILIPPINES, the national university, created by virtue of Act No. 1870, as amended by Republic Act No. 9500, otherwise known as “The University of the Philippines Charter of 2008” through its constituent university at 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**”.

Ascendion and the **UNIVERSITY** may be individually referred to as a “Party” and collectively as the “Parties”.

WITNESSETH: THAT-

WHEREAS, the **UNIVERSITY** offers academic courses wherein its students undergo on-the-job training, internship, or office practice as a requirement for graduation and to expose them to actual office/work situations, thereby augmenting their formal education;

WHEREAS, the **UNIVERSITY** has established a Training or Internship Program in accordance with existing laws and the prevailing requirements of the Commission on Higher Education (CHED) for students pursuing courses that require on-the-job training/internship at company facilities and offices as prerequisite for graduation or completion of their enrolled courses;



WHEREAS, Ascendion is a company engaged in IT solutions and services and accepts student interns as part of its efforts to provide training opportunities to students required to undergo actual office practice, internship or on-the-job-training;

WHEREAS, the UNIVERSITY proposes that its students be allowed to undergo office practice, internship or on-the-job training at **Ascendion**, which proposal was accepted/approved by the latter, subject to the terms and conditions provided for in this Agreement, and the applicable laws and CHED circulars, memoranda, rules, and regulations;

WHEREAS, the Ascendion and the UNIVERSITY, through its academic units (i.e., colleges and institutes, hereinafter referred to as "AU"), have agreed to launch an internship/practicum program, hereinafter referred to as the "Internship Program" for the **UNIVERSITY's** student interns.

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties hereto have agreed to be bound by the following terms and conditions:

1. RESPONSIBILITIES OF THE ASCENDION

The **Ascendion** shall:

- a. Designate its Internship Supervisor(s) (IS) who will coordinate with the AU's Internship Coordinator(s)/Faculty-In-Charge (FIC) in jointly defining practical and related works along the student interns' area of specialization and serve as guides to the respective student interns;
- b. Provide the daily schedule of activities of the student interns for the entire duration of the Internship Program. The schedule must be submitted for approval to the AU at least two (2) weeks before the intended start of the internship. When required by the government during a public health emergency, all approved internship activities shall be performed under a work-from-home arrangement until circumstances permit face-to-face internship training as mutually determined by **Ascendion** and the **UNIVERSITY**;
- c. Conduct an orientation for the student interns about **Ascendion's** rules and regulations, safety protocols, existing Code of Conduct, and policies governing the Internship Program before the start of the internship. A copy of said rules and regulations shall be submitted to the AU and its students before the orientation;
- d. Provide materials and tools necessary to ensure the safety of the student interns while fulfilling their tasks for the Internship Program, including the required uniforms, safety shoes, and other personal protective equipment, if necessary;
- e. Ensure that the student interns engage in the approved activities for at most eight (8) hours per day to reach the required hours as per the student interns' approved curriculum not exceeding five (5) months for the duration of the Internship Program;



- f. Provide daily allowance of at least 75% of the minimum wage to the student interns at the time of the internship, where applicable;
- g. In cases where the student interns need to go on the field, the **Ascendion** shall provide transportation at a pre-agreed schedule and timetable;
- h. In case of emergency, free medical check-up (c/o the **Ascendion** clinic) and initial dose of needed medicine;
- i. Accomplish the necessary forms required by the AU (e.g., Internship Evaluation Report) to monitor, supervise, and evaluate the performance of student interns in connection with the assigned activities for the duration of the Internship Program; and
- j. Issue Certificates of Completion to the student interns upon fulfillment of all internship activities and tasks.

2. RESPONSIBILITIES OF THE UNIVERSITY

The **UNIVERSITY**, through its AU, shall:

- a. Recommend to **Ascendion** a list of highly qualified students who are willing to undergo internship at the **Ascendion**, taking into consideration the requirements of the Internship Program and of **Ascendion** in terms of qualifications and number of students required;
- b. Designate the FIC for the students for the duration of the Internship Program. The FIC shall be selected from the faculty of the AU and shall review and approve the daily schedule proposed by the **Ascendion**;
- c. Submit to **Ascendion** the documents required for the Internship Program (e.g. Letter of Recommendation for Student Internship) prior to the commencement of the Internship Program;
- d. Orient student interns about **Ascendion's** rules and regulations, proper attitudes and behavior, particularly towards his/her work and his/her co-workers, referred to in Section 1.c above;
- e. Closely monitor the attendance/activities and performance of the student interns;
- f. Ensure that the FIC will evaluate and assess the activities of the student interns at the end of the Internship Program; and
- g. Ensure the submission of a Final Written Report to **Ascendion**, reviewed and endorsed by the FIC, seven (7) days after the completion of the student interns' internship.

3. GENERAL CONDITIONS

It is further agreed that:

- a. There will be no employer-employee relationship **Ascendion** and the student interns of the AU.
- b. The student interns shall abide by the **Ascendion's** rules and regulations and comply with those stipulated for the Internship Program; otherwise and upon observance of due process, the student may be excluded from further participation in the Internship Program.



- c. The student interns are under the supervision of their FIC while undergoing internship. The FIC together with the student interns shall waive any claim against the **Ascendion** for any injury that the student may sustain or any loss that they may suffer, personal or pecuniary, in the performance of their duties and functions while under internship, except when injury or damage is due to the fault or negligence of the **Ascendion** or its officers and representatives. The waiver of the students shall be submitted to the **Ascendion** prior to the commencement of the training.
- d. The **UNIVERSITY** and/or the AU shall not be held liable for damages which may be caused to **Ascendion** property due to the student interns' intentional, unintentional, deliberate, or negligent acts.
- e. The AU may, on reasonable grounds, pull out any student interns from the Internship Program upon prior written notice to **Ascendion**.
- f. The **UNIVERSITY** and **Ascendion** agree that in case of any incident that may arise as a result of the student interns' internship in **Ascendion**, the Parties agree to create a panel to investigate the circumstances of the incident. One (1) member of the panel shall be selected by each Party, and the third member will be jointly selected by both Parties. Responsibility for the damages and/or injuries shall be taken on a case-to-case basis based on the findings of the panel.

4. INTELLECTUAL PROPERTY RIGHTS

Any intellectual property rights arising from the Agreement shall be governed by the Intellectual Property Code of the Philippines (Republic Act No. 8293) and other applicable laws.

Any intellectual property owned by either Party prior to this MOA shall continue to be owned by them. The Student cannot use any confidential information or data from **Ascendion** to create intellectual property without the express written approval of **Ascendion**.

Any intellectual property independently created by the Student during the internship plan/period shall be exclusively owned by the Student. Should **Ascendion** provide financial support for the creation of such intellectual property, the ownership of the intellectual property shall be subject to another agreement.

In case the Student jointly creates intellectual property with a person connected with **Ascendion**, the intellectual property shall belong to such actual contribution made for its creation.

5. CONFIDENTIALITY

- a. Confidential information shall mean any and all information given, received, volunteered, offered, or acquired by or from the Parties in writing, in drawings, or in any other way, in the course of or arising out of, the implementation of the Internship Program, that is specified by the disclosing Party as "**Confidential**" in nature.



- b. Confidential information is not part of public knowledge or literature, and shall be kept in strictest confidence by the Parties and shall not in any way, and at any time, be published, communicated, divulged, or disclosed.
- c. The Parties shall not use or cause to be used any confidential information for any purpose other than the conduct of the Internship Program, and as such, any of the Parties shall not, unless with prior written consent of the other:
 - i. Reproduce, copy, or use any confidential information;
 - ii. Disclose to, place at the disposal of, or use on behalf of any third party, or enable any third party to peruse, copy, or use any confidential information.
- d. Both Parties shall implement all reasonable security measures to maintain the confidentiality of all confidential information exchanged between the parties during the term of this Agreement.
- e. This confidentiality clause shall continue for the duration of this Agreement and for an additional two (2) years after the termination of this Agreement. The management of all confidential information and documents after these additional two (2) years shall be agreed upon by both Parties prior to the termination of this Agreement.

6. PERSONAL DATA PROTECTION

Each Party shall abide by the provisions of Republic Act No. 10173 (Data Privacy Act of 2012) and all other applicable laws and regulations in processing personal information and sensitive personal information and in performing and carrying out its obligations under this Agreement.

All personal information or sensitive personal information as defined under the Data Privacy Act of 2012 shall be used solely and exclusively for the purpose of implementing this Agreement.

Each Party shall ensure that appropriate organizational, physical, and technical measures are in place to maintain the confidentiality, integrity, and security of personal information and sensitive personal information that may come to its knowledge or possession by reason of any provision of this Agreement and that its employees, agents, representatives, or any person under its authority shall hold said information under strict confidentiality at all times.

7. TERMINATION

Either Party may pre-terminate this Agreement upon written notice of its intent to terminate to the other Party at least thirty (30) days prior to the intended date of termination.

Any pre-termination of this Agreement shall be without prejudice to the completion of the internship of student interns undergoing training as of the date of termination.



8. DISPUTE RESOLUTION

In the event of a dispute between the Parties regarding this Agreement, both Parties agree to freely and voluntarily submit themselves to necessary consultation and negotiation for purposes of amicable settlement and find a mutually acceptable solution to their dispute. Alternative methods of dispute resolution shall be exhausted before resorting to court litigation. Should the Parties fail to reach an amicable settlement of the dispute, the same shall be submitted to arbitration in accordance with Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004". Should the dispute between the Parties reach the courts of the law, the Parties agree that the competent courts of Quezon City shall be the exclusive venue, to the exclusion of all other courts or tribunals.

9. MODIFICATION

Any modification to the provisions and stipulations of this Agreement shall take effect through a written document duly signed by the Parties herein.

10. COMPLIANCE IN GOOD FAITH

The Parties hereby bind themselves to exercise utmost good faith in the performance of their duties.

11. ASSIGNMENT

This Agreement and all rights and obligations hereunder shall not be assigned by either Party without the prior written consent of the other Party.

12. SEVERABILITY

The invalidity or unenforceability of any provision of the Agreement shall not affect or impair other provisions that are otherwise valid, binding and effective. The Parties will use their reasonable efforts to substitute one or more valid and enforceable provisions which, insofar as practicable, implement the purposes and intent thereof.

13. EFFECTIVITY AND RENEWAL

This Agreement shall take effect on the date of last signing by the Parties and shall remain in full force and effect for three (3) years. It shall be reviewed on a year-to-year basis unless either Party gives notice of its intention to pre-terminate this Agreement as provided in Section 7 above. This Agreement may be renewed by mutual written agreement of the Parties.



FEB 13 2026

IN WITNESS WHEREOF, the parties thereto, affix their signatures, this ____ day of
2025 at MAKATI CITY.

**ASCENDION DIGITAL SOLUTIONS
PHILIPPINES INC.**

By: 

CHINTAN VIPINCHANDRA DAVE
Senior Manager – Finance and Accounts

Date : _____

UNIVERSITY OF THE PHILIPPINES

By: 

EDGARDO CARLO L. VISTAN II
Mr. Chancellor, Diliman *ler*

Date : _____

Signed in the presence of:



CARLO ROBLE
Director - People, Culture & HR



CHRISTIAN R. OROZCO, Ph.D.
OFA Diliman Director





MEMORANDUM OF AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

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

HAPPY HIVE SOLUTIONS INC., a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with business address at **105-A MATIMTIMAN ST. SIKATUNA VILLAGE, QUEZON CITY**, represented herein by its, **HUMAN RESOURCE MANAGER, LEA M. TIBOS**, who is duly authorized to represent the Corporation/Organization in this Agreement, hereinafter referred to as "**HHSI**";

- and -

UNIVERSITY OF THE PHILIPPINES, the national university, created by virtue of Act No. 1870, as amended by Republic Act No. 9500, otherwise known as "The University of the Philippines Charter of 2008" through its constituent university at 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**".

HHSI and the **UNIVERSITY** may also be individually referred to as a "Party" and collectively as the "Parties".

WITNESSETH: THAT-

WHEREAS, the **UNIVERSITY** offers academic courses wherein its students undergo on-the-job training, internship, or office practice as a requirement for graduation and to expose them to actual office/work situations, thereby augmenting their formal education;

WHEREAS, the **UNIVERSITY** has established a Training or Internship Program in accordance with existing laws and the prevailing requirements of the Commission on Higher Education (CHED) for students pursuing courses that require on-the-job training/internship at company facilities and offices as prerequisite for graduation or completion of their enrolled courses;

WHEREAS, **HHSI** is a company engaged in services offering bookkeeping, tax compliance, business permit processing, payroll, consultancy, and workspace solutions, and accepts student interns as part of its efforts to provide training opportunities to students required to undergo actual office practice, internship or on-the-job training;

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WHEREAS, the **UNIVERSITY** proposes that its students be allowed to undergo office practice, internship or on-the-job training at **HHSI**, which proposal was accepted/approved by the latter, subject to the terms and conditions provided for in this Agreement, and the applicable laws and **CHED** circulars, memoranda, rules, and regulations;

WHEREAS, the **HHSI** and the **UNIVERSITY**, through its academic units (i.e., colleges and institutes, hereinafter referred to as "AU"), have agreed to launch an internship/practicum program, hereinafter referred to as the "Internship Program" for the **UNIVERSITY**'s student interns.

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties hereto have agreed to be bound by the following terms and conditions:

1. RESPONSIBILITIES OF THE HHSI

The **HHSI** shall:

- a. Designate its Internship Supervisor(s) (IS) who will coordinate with the AU's Internship Coordinator(s)/Faculty-In-Charge (FIC) in jointly defining practical and related works along the student interns' area of specialization and serve as guides to the respective student interns;
- b. Provide the daily schedule of activities of the student interns for the entire duration of the Internship Program. The schedule must be submitted for approval to the AU at least two (2) weeks before the intended start of the internship. When required by the government during a public health emergency, all approved internship activities shall be performed under a work-from-home arrangement until circumstances permit face-to-face internship training as mutually determined by **HHSI** and the **UNIVERSITY**;
- c. Conduct an orientation for the student interns about **HHSI**'s rules and regulations, safety protocols, existing Code of Conduct, and policies governing the Internship Program before the start of the internship. A copy of said rules and regulations shall be submitted to the AU and its students before the orientation;
- d. Provide materials and tools necessary to ensure the safety of the student interns while fulfilling their tasks for the Internship Program, including the required uniforms, safety shoes, and other personal protective equipment, if necessary;
- e. Ensure that the student interns engage in the approved activities for at most eight (8) hours per day to reach the required hours as per the student interns' approved curriculum not exceeding five (5) months for the duration of the Internship Program;
- f. Provide a daily allowance, if applicable, at a rate to be mutually agreed upon by **HHSI** and the **UNIVERSITY** prior to the start of the internship program.
- g. In cases where the student interns need to go on the field, the **HHSI** shall provide transportation at a pre-agreed schedule and timetable;
- h. In case of emergency, **HHSI** shall provide immediate first aid and assistance to the student interns, including coordination with medical



professionals if necessary. Any further medical expenses beyond initial emergency response shall be the responsibility of the student intern and/or the UNIVERSITY.

- i. Accomplish the necessary forms required by the AU (e.g., Internship Evaluation Report) to monitor, supervise, and evaluate the performance of student interns in connection with the assigned activities for the duration of the Internship Program; and
- j. Issue Certificates of Completion to the student interns upon fulfillment of all internship activities and tasks.

2. RESPONSIBILITIES OF THE UNIVERSITY

The UNIVERSITY, through its AU, shall:

- a. Recommend to HHSI a list of highly qualified students who are willing to undergo internship at the HHSI, taking into consideration the requirements of the Internship Program and of HHSI in terms of qualifications and number of students required;
- b. Designate the FIC for the students for the duration of the Internship Program. The FIC shall be selected from the faculty of the AU and shall review and approve the daily schedule proposed by the HHSI;
- c. Submit to HHSI the documents required for the Internship Program (e.g. Letter of Recommendation for Student Internship) prior to the commencement of the Internship Program;
- d. Orient student interns about HHSI rules and regulations, proper attitudes and behavior, particularly towards his/her work and his/her co-workers, referred to in Section 1.c above;
- e. Closely monitor the attendance/activities and performance of the student interns;
- f. Ensure that the FIC will evaluate and assess the activities of the student interns at the end of the Internship Program; and
- g. Ensure the submission of a Final Written Report to HHSI, reviewed and endorsed by the FIC, seven (7) days after the completion of the student interns' internship.

3. GENERAL CONDITIONS

It is further agreed that:

- a. There will be no employer-employee relationship between HHSI and the student interns of the AU.
- b. The student interns shall abide by the HHSI's rules and regulations and comply with those stipulated for the Internship Program; otherwise and upon observance of due process, the student may be excluded from further participation in the Internship Program.
- c. The student interns are under the supervision of their FIC while undergoing internship. The FIC together with the student interns shall waive any claim against the HHSI for any injury that the student may sustain or any loss that they may suffer, personal or pecuniary, in the performance of their duties and functions while under internship, except



when injury or damage is due to the fault or negligence of the **HHSI** or its officers and representatives. The waiver of the students shall be submitted to the **HHSI** prior to the commencement of the training.

- d. The **UNIVERSITY** and/or the **AU** shall not be held liable for damages which may be caused to **HHSI** property due to the student interns' intentional, unintentional, deliberate, or negligent acts.
- e. The **AU** may, on reasonable grounds, pull out any student interns from the Internship Program upon prior written notice to **HHSI**.
- f. The **UNIVERSITY** and **HHSI** agree that in case of any incident that may arise as a result of the student interns' internship in **HHSI**, the Parties agree to create a panel to investigate the circumstances of the incident. One (1) member of the panel shall be selected by each Party, and the third member will be jointly selected by both Parties. Responsibility for the damages and/or injuries shall be taken on a case-to-case basis based on the findings of the panel.

4. INTELLECTUAL PROPERTY RIGHTS

Any intellectual property owned by the Parties prior to this Agreement shall continue to be owned by them. The Student cannot use any confidential information or data from the **HHSI** to create intellectual property without the express written approval of the **HHSI**;

Any intellectual property independently created by the Student during the period covered by the internship plan/period shall be exclusively owned by the Student. Should **HHSI** provide financial support for the creation of such intellectual property, the ownership of the intellectual property shall be subject to another agreement;

In case the Student jointly creates intellectual property with a person connected with **HHSI**, the intellectual property shall belong to such actual contribution made for its creation.

5. CONFIDENTIALITY

- a. Confidential information shall mean any and all information given, received, volunteered, offered, or acquired by or from the Parties in writing, in drawings, or in any other way, in the course of or arising out of, the implementation of the Internship Program, that is specified by the disclosing Party as "**Confidential**" in nature.
- b. Confidential information is not part of public knowledge or literature, and shall be kept in strictest confidence by the Parties and shall not in any way, and at any time, be published, communicated, divulged, or disclosed.
- c. The Parties shall not use or cause to be used any confidential information for any purpose other than the conduct of the Internship Program, and as such, any of the Parties shall not, unless with prior written consent of the other:
 - i. Reproduce, copy, or use any confidential information;



- ii. Disclose to, place at the disposal of, or use on behalf of any third party, or enable any third party to peruse, copy, or use any confidential information.
- d. Both Parties shall implement all reasonable security measures to maintain the confidentiality of all confidential information exchanged between the parties during the term of this Agreement.
- e. This confidentiality clause shall continue for the duration of this Agreement and for an additional two (2) years after the termination of this Agreement. The management of all confidential information and documents after these additional two (2) years shall be agreed upon by both Parties prior to the termination of this Agreement.

6. PERSONAL DATA PROTECTION

Each Party shall abide by the provisions of Republic Act No. 10173 (Data Privacy Act of 2012) and all other applicable laws and regulations in processing personal information and sensitive personal information and in performing and carrying out its obligations under this Agreement.

All personal information or sensitive personal information as defined under the Data Privacy Act of 2012 shall be used solely and exclusively for the purpose of implementing this Agreement.

Each Party shall ensure that appropriate organizational, physical, and technical measures are in place to maintain the confidentiality, integrity, and security of personal information and sensitive personal information that may come to its knowledge or possession by reason of any provision of this Agreement and that its employees, agents, representatives, or any person under its authority shall hold said information under strict confidentiality at all times.

7. TERMINATION

Either Party may pre-terminate this Agreement upon written notice of its intent to terminate to the other Party at least thirty (30) days prior to the intended date of termination.

Any pre-termination of this Agreement shall be without prejudice to the completion of the internship of student interns undergoing training as of the date of termination.

8. DISPUTE RESOLUTION

In the event of a dispute between the Parties regarding this Agreement, both Parties agree to freely and voluntarily submit themselves to necessary consultation and negotiation for purposes of amicable settlement and find a mutually acceptable solution to their dispute. Alternative methods of dispute resolution shall be exhausted before resorting to court litigation. Should the Parties fail to reach an



amicable settlement of the dispute, the same shall be submitted to arbitration in accordance with Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004". Should the dispute between the Parties reach the courts of the law, the Parties agree that the competent courts of Quezon City shall be the exclusive venue, to the exclusion of all other courts or tribunals.

9. MODIFICATION

Any modification to the provisions and stipulations of this Agreement shall take effect through a written document duly signed by the Parties herein.

10. COMPLIANCE IN GOOD FAITH

The Parties hereby bind themselves to exercise utmost good faith in the performance of their duties.

11. ASSIGNMENT

This Agreement and all rights and obligations hereunder shall not be assigned by either Party without the prior written consent of the other Party.

12. SEVERABILITY

The invalidity or unenforceability of any provision of the Agreement shall not affect or impair other provisions that are otherwise valid, binding and effective. The Parties will use their reasonable efforts to substitute one or more valid and enforceable provisions which, insofar as practicable, implement the purposes and intent thereof.

13. EFFECTIVITY AND RENEWAL

This Agreement shall take effect on the date of last signing by the Parties and shall remain in full force and effect for three (3) years. It shall be reviewed on a year-to-year basis unless either Party gives notice of its intention to pre-terminate this Agreement as provided in Section 7 above. This Agreement may be renewed by mutual written agreement of the Parties.



JAN 15 2026

IN WITNESS WHEREOF, the parties thereto, affix their signatures, this ____ day of _____, 2025 at Quezon City, Philippines.

HAPPY HIVE SOLUTIONS, INC.

UNIVERSITY OF THE PHILIPPINES

By: _____

By: _____

LEA M. TIBOS
Human Resource Manager

EDGARDO CARLO L. VISTAN II
Chancellor, Diliman *et al.*

Date : JAN 15 2026

Date : JAN 15 2026

Signed in the presence of:

REENA O. LEBANAN
Chief Executive Officer

CHRISTIAN R. OROZCO, Ph.D.
OFA Diliman Director





MEMORANDUM OF AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

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

SYMRISE, INC., a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with business address at Unit 2405-2407 24th Flr. Exquadra Tower, 1 Jade Drive Ortigas Center, San Antonio, Pasig City, 1605 Philippines, represented herein by its Country Director Scent & Care – PH, MY & Export Markets, **PETER E. KHEMLANI**, who is duly authorized to represent the Corporation in this Agreement, hereinafter referred to as "**SYMRISE**".

- and -

UNIVERSITY OF THE PHILIPPINES, the national university, created by virtue of Act No. 1870, as amended by Republic Act No. 9500, otherwise known as "The University of the Philippines Charter of 2008" through its constituent university at 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**".

SYMRISE, INC. and the **UNIVERSITY** may also be individually referred to as a "Party" and collectively as the "Parties".

WITNESSETH: THAT-

WHEREAS, the **UNIVERSITY** offers academic courses wherein its students undergo on-the-job training, internship, or office practice as a requirement for graduation and to expose them to actual office/work situations, thereby augmenting their formal education;

WHEREAS, the **UNIVERSITY** has established a Training or Internship Program in accordance with existing laws and the prevailing requirements of the Commission on Higher Education (CHED) for students pursuing courses that require on-the-job training/internship at company facilities and offices as prerequisite for graduation or completion of their enrolled courses;

WHEREAS, **SYMRISE, INC** is a company engaged in global supply of fragrances, flavors, food, nutrition, and cosmetics ingredients and accepts student interns as part of its efforts to provide training opportunities to students required to undergo actual office practice,

internship or on-the-job-training; hands-on exposure to real time marketing projects that support FMCG customers, equipping with a strong foundation in B2B Marketing within the fragrance industry.

WHEREAS, the **UNIVERSITY** proposes that its students be allowed to undergo office practice, internship or on-the-job training at **SYMRISE**, which proposal was accepted/approved by the latter, subject to the terms and conditions provided for in this Agreement, and the applicable laws and CHED circulars, memoranda, rules, and regulations;

WHEREAS, the **SYMRISE** and the **UNIVERSITY**, through its academic units (i.e., colleges and institutes, hereinafter referred to as "AU"), have agreed to launch an internship/practicum program, hereinafter referred to as the "Internship Program" for the **UNIVERSITY**'s student interns.

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties hereto have agreed to be bound by the following terms and conditions:

1. RESPONSIBILITIES OF SYMRISE

The **SYMRISE, INC.** shall:

- a. Designate its Internship Supervisor(s) (IS) who will coordinate with the AU's Internship Coordinator(s)/Faculty-In-Charge (FIC) in jointly defining practical and related works along the student interns' area of specialization and serve as guides to the respective student interns;
- b. Provide the daily schedule of activities of the student interns for the entire duration of the Internship Program. The schedule must be submitted for approval to the AU at least two (2) weeks before the intended start of the internship. When required by the government during a public health emergency, all approved internship activities shall be performed under a work-from-home arrangement until circumstances permit face-to-face internship training as mutually determined by **SYMRISE** and the **UNIVERSITY**;
- c. Conduct an orientation for the student interns about **SYMRISE**'s rules and regulations, safety protocols, existing Code of Conduct, and policies governing the Internship Program before the start of the internship. A copy of said rules and regulations shall be submitted to the AU and its students before the orientation;
- d. Provide materials and tools necessary to ensure the safety of the student interns while fulfilling their tasks for the Internship Program, including the required uniforms, safety shoes, and other personal protective equipment, if necessary;
- e. Ensure that the student interns engage in the approved activities for at most eight (8) hours per day to reach the required hours as per the student interns' approved curriculum not exceeding five (5) months for the duration of the Internship Program;

- f. Provide daily allowance of at least 75% of the minimum wage to the student interns at the time of the internship, where applicable;
- g. In cases where the student interns need to go on the field, **SYMRISE** shall provide transportation at a pre-agreed schedule and timetable;
- h. In case of emergency, free medical check-up (c/o the **SYMRISE** clinic) and initial dose of needed medicine;
- i. Accomplish the necessary forms required by the AU (e.g., Internship Evaluation Report) to monitor, supervise, and evaluate the performance of student interns in connection with the assigned activities for the duration of the Internship Program; and
- j. Issue Certificates of Completion to the student interns upon fulfillment of all internship activities and tasks.

2. RESPONSIBILITIES OF THE UNIVERSITY

The **UNIVERSITY**, through its AU, shall:

- a. Recommend to **SYMRISE** a list of highly qualified students who are willing to undergo internship at the **SYMRISE**, taking into consideration the requirements of the Internship Program and of **SYMRISE** in terms of qualifications and number of students required;
- b. Designate the FIC for the students for the duration of the Internship Program. The FIC shall be selected from the faculty of the AU and shall review and approve the daily schedule proposed by **SYMRISE**;
- c. Submit to **SYMRISE** the documents required for the Internship Program (e.g. Letter of Recommendation for Student Internship) prior to the commencement of the Internship Program;
- d. Orient student interns about **SYMRISE's** rules and regulations, proper attitudes and behavior, particularly towards his/her work and his/her co-workers, referred to in Section 1.c above;
- e. Closely monitor the attendance/activities and performance of the student interns;
- f. Ensure that the FIC will evaluate and assess the activities of the student interns at the end of the Internship Program; and
- g. Ensure the submission of a Final Written Report to **SYMRISE**, reviewed and endorsed by the FIC, seven (7) days after the completion of the student interns' internship.

3. GENERAL CONDITIONS

It is further agreed that:

- a. There will be no employer-employee relationship between **SYMRISE INC.** and the student interns of the AU.
- b. The student interns shall abide by the **SYMRISE's** rules and regulations and comply with those stipulated for the Internship Program; otherwise and upon observance of due process, the student may be excluded from further participation in the Internship Program.

- c. The student interns are under the supervision of their FIC while undergoing internship. The FIC together with the student interns shall waive any claim against **SYMRISE** for any injury that the student may sustain or any loss that they may suffer, personal or pecuniary, in the performance of their duties and functions while under internship, except when injury or damage is due to the fault or negligence of **SYMRISE** or its officers and representatives. The waiver of the students shall be submitted to **SYMRISE** prior to the commencement of the training.
- d. The **UNIVERSITY** and/or the AU shall not be held liable for damages which may be caused to **SYMRISE** property due to the student interns' intentional, unintentional, deliberate, or negligent acts.
- e. The AU may, on reasonable grounds, pull out any student interns from the Internship Program upon prior written notice to **SYMRISE**
- f. The **UNIVERSITY** and **SYMRISE** agree that in case of any incident that may arise as a result of the student interns' internship in **SYMRISE**, the Parties agree to create a panel to investigate the circumstances of the incident. One (1) member of the panel shall be selected by each Party, and the third member will be jointly selected by both Parties. Responsibility for the damages and/or injuries shall be taken on a case-to-case basis based on the findings of the panel.

4. INTELLECTUAL PROPERTY RIGHTS

Any intellectual property rights arising from the Agreement shall be governed by the Intellectual Property Code of the Philippines (Republic Act No. 8293) and other applicable laws.

Any intellectual property owned by the Parties prior to this Agreement shall continue to be owned by them. The student intern cannot use any confidential information or data from **SYMRISE** to create intellectual property without the express written approval of the latter.

Any intellectual property independently created by the student intern during the period covered by the internship plan/period shall be exclusively owned by the student intern. Should **SYMRISE** provide financial support for the creation of such intellectual property, the ownership of the intellectual property shall be subject to another agreement.

In case the student intern jointly creates intellectual property with a person connected with **SYMRISE**, the intellectual property shall belong to such actual contribution made for its creation.

5. CONFIDENTIALITY

- a. Confidential information shall mean any and all information given, received, volunteered, offered, or acquired by or from the Parties in writing, in drawings, or in any other way, in the course of or arising out of,

the implementation of the Internship Program, that is specified by the disclosing Party as “**Confidential**” in nature.

- b. Confidential information is not part of public knowledge or literature, and shall be kept in strictest confidence by the Parties and shall not in any way, and at any time, be published, communicated, divulged, or disclosed.
- c. The Parties shall not use or cause to be used any confidential information for any purpose other than the conduct of the Internship Program, and as such, any of the Parties shall not, unless with prior written consent of the other:
 - i. Reproduce, copy, or use any confidential information;
 - ii. Disclose to, place at the disposal of, or use on behalf of any third party, or enable any third party to peruse, copy, or use any confidential information.
- d. Both Parties shall implement all reasonable security measures to maintain the confidentiality of all confidential information exchanged between the parties during the term of this Agreement.
- e. This confidentiality clause shall continue for the duration of this Agreement and for an additional two (2) years after the termination of this Agreement. The management of all confidential information and documents after these additional two (2) years shall be agreed upon by both Parties prior to the termination of this Agreement.

6. PERSONAL DATA PROTECTION

Each Party shall abide by the provisions of Republic Act No. 10173 (Data Privacy Act of 2012) and all other applicable laws and regulations in processing personal information and sensitive personal information and in performing and carrying out its obligations under this Agreement.

All personal information or sensitive personal information as defined under the Data Privacy Act of 2012 shall be used solely and exclusively for the purpose of implementing this Agreement.

Each Party shall ensure that appropriate organizational, physical, and technical measures are in place to maintain the confidentiality, integrity, and security of personal information and sensitive personal information that may come to its knowledge or possession by reason of any provision of this Agreement and that its employees, agents, representatives, or any person under its authority shall hold said information under strict confidentiality at all times.

7. TERMINATION

Either Party may pre-terminate this Agreement upon written notice of its intent to terminate to the other Party at least thirty (30) days prior to the intended date of termination.

Any pre-termination of this Agreement shall be without prejudice to the completion of the internship of student interns undergoing training as of the date of termination.

8. DISPUTE RESOLUTION

In the event of a dispute between the Parties regarding this Agreement, both Parties agree to freely and voluntarily submit themselves to necessary consultation and negotiation for purposes of amicable settlement and find a mutually acceptable solution to their dispute. Alternative methods of dispute resolution shall be exhausted before resorting to court litigation. Should the Parties fail to reach an amicable settlement of the dispute, the same shall be submitted to arbitration in accordance with Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004". Should the dispute between the Parties reach the courts of the law, the Parties agree that the competent courts of Quezon City shall be the exclusive venue, to the exclusion of all other courts or tribunals.

9. MODIFICATION

Any modification to the provisions and stipulations of this Agreement shall take effect through a written document duly signed by the Parties herein.

10. COMPLIANCE IN GOOD FAITH

The Parties hereby bind themselves to exercise utmost good faith in the performance of their duties.

11. ASSIGNMENT

This Agreement and all rights and obligations hereunder shall not be assigned by either Party without the prior written consent of the other Party.

12. SEVERABILITY

The invalidity or unenforceability of any provision of the Agreement shall not affect or impair other provisions that are otherwise valid, binding and effective. The Parties will use their reasonable efforts to substitute one or more valid and enforceable provisions which, insofar as practicable, implement the purposes and intent thereof.

13. EFFECTIVITY AND RENEWAL

This Agreement shall take effect on the date of last signing by the Parties and shall remain in full force and effect for three (3) years. It shall be reviewed on a year-to-year basis unless either Party gives notice of its intention to pre-terminate this Agreement as provided in Section 7 above. This Agreement may be renewed by mutual written agreement of the Parties.

IN WITNESS WHEREOF, the parties thereto, affix their signatures, this ____ day of _____ 2025 on the dates and places below.

SYMRISE INC.

UNIVERSITY OF THE PHILIPPINES

By:

By:



PETER E. KHEMLANI
Country Director – S&C

EDGARDO CARLO L. VISTAN II
Chancellor *pl.*

Date : 11/17/25
Place : Pasig City

Date : _____
Place : _____

SIGNED IN THE PRESENCE OF:



YASHMIN LUMBAO
Regional Finance Manager

MARIA VANESSA P. LUSUNG-OYZON, Ph.D.
Vice Chancellor for Academic Affairs

Date : 11/21/25
Place : Pasig City

Date : _____
Place : _____



SHEILA MAY ALOG
HR Operations Generalist
Symrise, Inc.

CHRISTIAN R. OROZCO, Ph.D.
OFA Diliman Director



 **Manulife**

MEMORANDUM OF AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

This Agreement is executed and entered into by and between:

MANULIFE DATA SERVICES, INC. a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with business address at **UP North Science & Technology Park, Commonwealth Avenue, Diliman, Quezon City 1101**, represented herein by its **AVP HR Business Partner, MARIA FREYJA D. NG**, and **AVP Talent Acquisition, ALMA SAN BUENAVENTURA-CHUA** who are duly authorized to represent the Corporation/Organization in this Agreement, hereinafter referred to as **"MANULIFE"**;

- and -

UNIVERSITY OF THE PHILIPPINES, the national university, created by virtue of Act No. 1870, as amended by Republic Act No. 9500, otherwise known as "The University of the Philippines Charter of 2008" through its constituent university at 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"**.

MANULIFE and the **UNIVERSITY** may also be individually referred to as a "Party" and collectively as the "Parties".

WITNESSETH: THAT-

WHEREAS, the **UNIVERSITY** offers academic courses wherein its students undergo on-the-job training, internship, or office practice as a requirement for graduation and to expose them to actual office/work situations, thereby augmenting their formal education;

WHEREAS, the **UNIVERSITY** has established a Training or Internship Program in accordance with existing laws and the prevailing requirements of the Commission on Higher Education (CHED) for students pursuing courses that require on-the-job training/internship at company facilities and offices as prerequisite for graduation or completion of their enrolled courses;

WHEREAS, MANULIFE is a company engaged in providing financial services and accepts student interns as part of its efforts to provide training opportunities to students required to undergo actual office practice, internship or on-the-job-training;

WHEREAS, the UNIVERSITY proposes that its students be allowed to undergo office practice, internship or on-the-job training at **MANULIFE**, which proposal was accepted/approved by the latter, subject to the terms and conditions provided for in this Agreement, and the applicable laws and CHED circulars, memoranda, rules, and regulations;

WHEREAS, the MANULIFE and the UNIVERSITY, through its academic units (i.e., colleges and institutes, hereinafter referred to as "AU"), have agreed to launch an internship/practicum program, hereinafter referred to as the "Internship Program" for the **UNIVERSITY's** student interns.

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties hereto have agreed, by these presents, to be bound by the following terms and conditions:

1. RESPONSIBILITIES OF THE MANULIFE

MANULIFE shall:

- a. Designate its Internship Supervisor(s) (IS) who will coordinate with the AU's Internship Coordinator(s)/Faculty-In-Charge (FIC) in defining practical and related works along the student interns' area of specialization and serve as guides to the respective student interns;
- b. Provide the daily schedule of activities of the student interns for the entire duration of the Internship Program, to be submitted for approval to the academic unit/s at least two (2) weeks before the intended start of the internship, which shall form part of the Student Internship Agreement;
- c. Conduct an orientation for the student interns about **MANULIFE's** rules and regulations, safety protocols, existing Code of Conduct, and policies governing the Internship Program before the start of the internship;
- d. Provide materials and tools necessary to ensure the safety of the student interns, including uniforms, safety shoes, and other personal protective equipment, if necessary;
- e. Ensure that student interns engage in the approved activities for at most eight (8) hours per day to reach the required hours as per the student interns' approved curriculum, as provided in the Student Internship Agreement, not exceeding five (5) months for the duration of the Internship Program except for highly technical programs that require longer internship hours;
- f. Provide a daily allowance equivalent to at least 75% of the minimum wage to the student interns, where applicable, and be responsible for distributing these allowances;
- g. Provide transportation for field assignments as necessary and reimburse reasonable out-of-pocket expenses incurred by student interns for off-company assignments;
- h. Accomplish the necessary forms (e.g., Internship Evaluation Report) to monitor, supervise, and evaluate the performance of student interns during the Internship Program;

- i. Issue Certificates of Completion to the student interns upon fulfillment of all internship activities and tasks.

2. RESPONSIBILITIES OF THE UNIVERSITY

The UNIVERSITY, through its concerned AU, shall:

- a. Recommend to MANULIFE a list of highly qualified students who are willing to undergo internship at the MANULIFE, taking into consideration the requirements of the Internship Program and of MANULIFE in terms of qualifications and number of students required;
- b. Designate the FIC for the students for the duration of the Internship Program. The FIC shall be selected from the faculty of the UNIVERSITY and shall review and approve the daily schedule proposed by the MANULIFE.
- c. Submit to MANULIFE the documents required for the Internship Program (e.g. Letter of Recommendation for Student Internship) prior to the commencement of the Internship Program.
- d. Orient student interns about MANULIFE's rules and regulations, proper attitudes and behavior, particularly towards his/her work and his/her co-workers, referred to in Section 1.c above;
- e. Closely monitor the attendance/activities and performance of the student interns;
- f. Ensure that the FIC will evaluate and assess the activities of the student interns at the end of the Internship Program;
- g. Ensure the submission of a Final Written Report to MANULIFE's, reviewed and endorsed by the FIC, seven (7) days after the completion of the student interns' internship.

3. GENERAL CONDITIONS

It is further agreed that:

- a. There will be no employer-employee relationship between MANULIFE and the student interns of the AU;
- b. The student interns shall abide by the MANULIFE's rules and regulations and comply with those stipulated for the Internship Program; otherwise and upon observance of due process, the student may be excluded from further participation in the Internship Program;
- c. The student interns are under the supervision of their FIC while undergoing internship. The FIC together with the student interns shall waive any claim against the MANULIFE for any injury that the student may sustain or any loss that they may suffer, personal or pecuniary, in the performance of their duties and functions while under internship, except when injury or damage is due to the fault or negligence of the MANULIFE or its officers and representatives. The waiver of the students concerned shall be submitted to the MANULIFE prior to the commencement of the training;

- d. The UNIVERSITY and/or the concerned AU shall not be held liable for damages which may be caused to MANULIFE property due to the student interns' intentional, unintentional, deliberate, or negligent acts.
- e. The concerned AU may, on reasonable grounds, pull out any student interns from the Internship Program upon prior written notice to MANULIFE; and
- f. The UNIVERSITY and MANULIFE agree that in case of any incident that may arise as a result of the student interns' internship in MANULIFE, the Parties agree to create a panel to investigate the circumstances of the incident. One (1) member of the panel shall be selected by each Party, and the third member will be jointly selected by both Parties. Responsibility for the damages and/or injuries shall be taken on a case-to-case basis based on the findings of the panel.

4. INTELLECTUAL PROPERTY RIGHTS

Any intellectual property rights arising from the Agreement shall be governed by the Intellectual Property Code of the Philippines (Republic Act No. 8293), the UNIVERSITY's policies, and other applicable laws.

Any intellectual property owned by the Parties prior to this Agreement shall continue to be owned by them. The student intern cannot use any confidential information or data from MANULIFE to create intellectual property without the express written approval of the latter.

Any intellectual property independently created by the student intern during the period covered by the internship plan/period shall be exclusively owned by the student intern. Should MANULIFE provide financial support for the creation of such intellectual property, the ownership of the intellectual property shall be subject to another agreement.

In case the student intern jointly creates intellectual property with a person connected with MANULIFE, the intellectual property shall belong to such actual contribution made for its creation.

5. CONFIDENTIALITY

- a. Confidential information shall mean any and all information given, received, volunteered, offered, or acquired by and from the Parties in writing, in drawings, or in any other way, in the course of, or arising out of, the implementation of the Internship Program, that is specified by the disclosing Party as "Confidential" in nature.
- b. Confidential information is not part of public knowledge or literature, and shall be kept in strictest confidence by the Parties and shall not in any way, and at any time, be published, communicated, divulged, or disclosed.
- c. The Parties shall not use or cause to be used any confidential information for any purpose other than the conduct of the Internship Program, and as such, any of the Parties shall not, unless with prior written consent of the other:
 - i. Reproduce, copy, or use any confidential information;

- ii. Disclose to, place at the disposal of, or use on behalf of any third party, or enable any third party to peruse, copy, or use any confidential information.
- d. Both Parties shall implement all reasonable security measures to maintain the confidentiality of all confidential information exchanged between the parties during the term of this Agreement.
- e. This confidentiality clause shall continue for the duration of this Agreement and for an additional two (2) years after the termination of this Agreement. The management of all confidential information and documents after these additional two (2) years shall be agreed upon by both Parties prior to the termination of this Agreement.

6. PERSONAL DATA PROTECTION

Each Party shall abide by the provisions of Republic Act No. 10173 (Data Privacy Act of 2012) and all other applicable laws and regulations in processing personal information and sensitive personal information and in performing and carrying out its obligations under this Agreement.

All personal information or sensitive personal information as defined under the Data Privacy Act of 2012 shall be used solely and exclusively for the purpose of implementing this Agreement.

Each Party shall ensure that appropriate organizational, physical, and technical measures are in place to maintain the confidentiality, integrity, and security of personal information and sensitive personal information that may come to its knowledge or possession by reason of any provision of this Agreement and that its employees, agents, representatives, or any person under its authority shall hold said information under strict confidentiality at all times.

7. TERMINATION

Either Party may pre-terminate this Agreement upon written notice of its intent to terminate to the other Party at least thirty (30) days prior to the intended date of termination.

Any pre-termination of this Agreement shall be without prejudice to the completion of the internship of student interns undergoing training as of the date of termination.

8. DISPUTE RESOLUTION

In the event of a dispute between the Parties regarding this Agreement, both Parties agree to freely and voluntarily submit themselves to necessary consultation and negotiation for purposes of amicable settlement and find a mutually acceptable solution to their dispute. Alternative methods of dispute resolution shall be exhausted before resorting to court litigation. Should the Parties fail to reach an amicable settlement of the dispute, the same shall be submitted to arbitration in accordance with Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004". Should the dispute between the Parties reach the

courts of the law, the Parties agree that the competent courts of Quezon City shall be the exclusive venue, to the exclusion of all other courts or tribunals.

9. MODIFICATION

Any modification to the provisions and stipulations of this Agreement shall take effect through a written document duly signed by the Parties herein.

10. COMPLIANCE IN GOOD FAITH

The Parties hereby bind themselves to exercise utmost good faith in the performance of their duties.

11. ASSIGNMENT

This Agreement and all rights and obligations hereunder shall not be assigned by either Party without the prior written consent of the other Party.

12. SEVERABILITY

The invalidity or unenforceability of any provision of the Agreement shall not affect or impair other provisions that are otherwise valid, binding, and effective. The Parties will use their reasonable efforts to substitute one or more valid and enforceable provisions which, insofar as practicable, implement the purposes and intent thereof.

13. EFFECTIVITY AND RENEWAL

This Agreement shall take effect on the date of last signing by the Parties and shall remain in full force and effect for three (3) years. It shall be reviewed on a year-to-year basis unless either Party gives notice of its intention to pre-terminate this Agreement as provided in Section 7 above. This Agreement may be renewed by mutual written agreement of the Parties.

IN WITNESS WHEREOF, the parties thereto, affix their signatures, this ____ day of
2026 at _____

MANULIFE DATA SERVICES, INC

By:



MARIA FREYJA D. NG
AVP HR Business Partner

Date: March 9, 2026



ALMA SAN-BUENAVENTURA - CHUA
AVP Talent Acquisition

Date: March 9, 2026

UNIVERSITY OF THE PHILIPPINES

By:



EDGARDO CARLO L. VISTAN II
Chancellor

Date: _____

Signed in the presence of:



DARLING PAULA KLIATCHKO
Manager, Talent Acquisition



CHRISTIAN R. OROZCO, Ph.D.
Director, Office of Field Activities

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“**Agreement**”) is made and entered into this ___ day of _____ by and between:

UNION BANK OF THE PHILIPPINES, a universal banking corporation duly organized and existing under the laws of the Republic of the Philippines with principal business address at UnionBank Plaza, Meralco Avenue corner Onyx St., Ortigas Center, Pasig City, represented by **MARIA THERESA R. AQUINO**, Talent Attraction and Acquisition Head hereinafter referred to as "**BANK**".

- and -

UNIVERSITY OF THE PHILIPPINES, the national university, created by virtue of Act No. 1870, as amended by Republic Act No. 9500, otherwise known as “The University of the Philippines Charter of 2008” through its constituent university at 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**”.

(Hereinafter collectively referred to as the “**Parties**”.)

WHEREAS, the Commission on Higher Education of the Philippines (CHED) issued CHED Memorandum Order (CMO) No. 104 Series of 2017, which amended CMO No. 23 Series of 2009, to provide the Revised Guidelines to implement the Student Internship Program in the Philippines (SIPP) for all Programs, in order to promote the well-being of higher education students, guarantee quality of their learning and exposure, and ensure their safety while undergoing internship;

WHEREAS, CMO No. 104 Series of 2017 aims to (i) strengthen the implementation of the local internship through collaborative effort of the academe-industry linkage among the participating Higher Education Institutions (HEIs) and partner institution/establishment; (ii) establish the harmonious collaboration/linkages between HEIs and Host Training Establishments (HTEs) for the effective environment of the student interns; and (iii) train student interns under actual work place conditions;

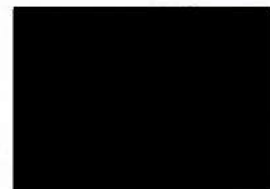
WHEREAS, pursuant to the Revised Guidelines for SIPP, the **UNIVERSITY** as an HEI, seeks to further its goal of enriching its degree programs by developing the competencies, knowledge and skills of its qualified students through training in a real working environment in industries in the country, by promoting mutually supportive industry-academe collaboration/linkages, and by strengthening career guidance;

WHEREAS, the **UNIVERSITY** has sought reputable establishments in the country willing to support the said goal by being an HTE for the program;

WHEREAS, the **BANK** has agreed to be one of the HTEs for the **UNIVERSITY**;

WHEREAS, the **BANK** can provide course related training to the qualified students of the **UNIVERSITY** in the form of actual exposure and/or trainings to various activities in the different departments or units of the **BANK**;

WHEREAS, the Parties agree to collaborate with each other in developing an *Internship Program* for the student interns, specifying goals and objectives, knowledge, skills, attitudes and



competencies that the student intern should acquire in each learning area, assignments, and schedule of activities, among others;

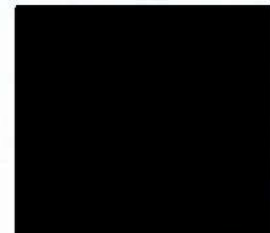
WHEREAS, the Parties agree that the student interns shall not be charged fees other than the approved practicum fee, unless the additional fees are approved by the CHED;

NOW THEREFORE, for and in consideration of the foregoing premises, the aforementioned Parties hereby mutually agree on the following:

A. OBLIGATIONS OF THE UNIVERSITY

The UNIVERSITY shall:

1. Nominate students as candidates for the *Internship Program*, who will go through the usual selection process of the **BANK**;
2. Ensure that the student interns will acquire actual and relevant competencies in each learning area, assignments, and schedule of activities integrated in the *Internship Program*;
3. Assign a competent Faculty SIPP Coordinator, who, in collaboration with the **BANK**, will be responsible for the implementation of all phases of the *Internship Program*;
4. Monitor and evaluate performance of the student interns jointly with the **BANK** based on the *Internship Program*;
5. Monitor and attend the student/intern's needs and concerns in coordination with the **BANK**;
6. Conduct a pre-internship orientation to accepted student interns prior to their deployment in the **BANK**, topics of the orientation should include, but not limited to work environment issues such as proper work ethics, laws against sexual harassment, and the confidentiality policies of the **BANK**, imparting to the student interns that the confidential policies are also imposed on them;
7. Facilitate the processing of documents of student-interns regarding the training in coordination with the **BANK**;
8. Conduct initial and regular inspection of the premises of the **BANK** where the training of the student intern shall be conducted to ensure the safety of the student intern; *Provided*, that the **UNIVERSITY** shall (i) notify the **BANK** and coordinate with the latter's authorized representative at least two (2) working days prior to the scheduled inspection, therein identifying specifically the names and positions of the representatives the **UNIVERSITY** shall be sending for the inspection and (ii) obtain from the **BANK** the terms of such inspection; and *Provided, further*, that the **UNIVERSITY** shall ensure that the said inspection shall in no way interrupt or disrupt the business operations of the **BANK**; and, *Provided, finally*, that the **UNIVERSITY** shall respect and observe the standards and measures implemented by the **BANK** for the protection of the confidentiality of its files, records and information;
9. Take appropriate action on any complaint the **BANK** may have against a student intern; and
10. Secure the notarized waiver and renunciation of the student interns concerned of any and all claims against the **BANK** for any injury or loss that the student interns may sustain or suffer, personal or pecuniary, in the performance of their duties and functions while under training not attributable to the negligence or willful act of any of the personnel of the **BANK**. The waivers shall be submitted to the **BANK** prior to the commencement of the program.



B. OBLIGATIONS OF THE BANK

The BANK shall:

1. Undertake the selection process of the student interns nominated by the **UNIVERSITY** based on the **BANK's** policies and guidelines in recruitment and selection of personnel;
2. Enter into an Internship Contract with the selected student interns who will undergo the *Internship Program*;
3. Facilitate the processing of the documents of the student interns in coordination with the **UNIVERSITY**;
4. Provide a supervised applied training experience for the student interns in accordance with the *Internship Program* developed by the Parties;
5. Assign a focal person responsible for the implementation of all phases of the *Internship Program*;
6. Protect the student interns from physical or moral danger while undergoing the *Internship Program*;
7. Collaborate and periodically coordinate with the SIPP Coordinator all throughout the *Internship Program*;
8. Accomplish the **UNIVERSITY's** evaluation system of student performance at the end of the *Internship Program*, and discuss the results of the performance evaluation with the student interns;
9. Conduct a post training review and evaluation of the *Internship Program* with the **UNIVERSITY**; and
10. Issue a Certificate of Completion to the student interns not later than two (2) weeks after the completion of the *Internship Program* and after the student interns and/or the **UNIVERSITY** surrender to the **BANK** of all documents, data, and office materials and equipment owned by the **BANK**.



C. GENERAL CONDITIONS

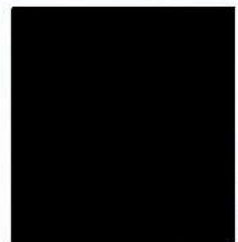
- a. This Agreement shall take effect on the date of last signing by the parties and shall remain in full force and effect for three (3) years, subject to any renewal or extension through a written agreement of the parties. The duration of each training program per student-intern shall not be longer than a cumulative of five (5) months.
- b. The **UNIVERSITY** and the **BANK** will jointly develop an *Internship Program* for the student-interns that specifies the objectives, knowledge, skills, and competencies that the student-interns should acquire in each learning area, assignment, and/or activity covered by the *Internship Program*.
- c. The **UNIVERSITY** and the **BANK** shall jointly monitor and evaluate the performance of the student-interns based on the criteria provided for under the *Internship Program* and shall conduct a post-training review and evaluation of the program and the performance of the student-interns.
- d. There will be no employer-employee relationship between the **BANK** and the student interns of the **UNIVERSITY** and that the **BANK** is under no obligation to employ the student-interns after the internship or at any time thereafter. Further, nothing in this Agreement shall constitute a partnership or joint venture between the **UNIVERSITY** and the **BANK**.
- e. The student interns 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.
- f. The **UNIVERSITY** and the student interns agree to hold the **BANK** free and harmless from any injury or loss not attributable to the **BANK** that the student interns, through their fault or negligence, may cause to third-parties during the course of the internship;
- g. The student interns are under the supervision of its official Internship/Practicum Adviser while undergoing practicum /internship, and, together with the student interns concerned, shall waive any claim against the **BANK** for any injury that the student may sustain or any loss, that they may suffer, personal or pecuniary, in the performance of their duties and functions while under practicum/internship, except when injury or damage is due to the fault or negligence of the **BANK** or its officers and representatives. The waiver of the students and the concerned shall be submitted to the **BANK** prior to the commencement of the training.
- h. The **UNIVERSITY** and/or COE shall not be held liable for damages which may be caused to **BANK** property due to the student/interns' intentional, unintentional, deliberate, or negligent acts. The student interns shall be solely liable for such acts.
- i. The **UNIVERSITY** and **BANK** agree that in case of any incident that may arise as a result of the student interns' internship in **BANK**, the parties agree to create a panel to investigate the circumstances of the incident. One member of the panel shall be selected by each party, and the third member will be jointly selected by both parties. Responsibility for the damages and/or injuries shall be taken on a case-to-case basis based on the findings of the panel.

D. COMPLETION OF THE PROGRAM

The student intern shall be deemed to have completed the *Internship Program* after his or her performance of the required hours of the program (as per the student interns' approved curriculum not exceeding five (5) months for the duration of the Internship Program), unless a different period is agreed upon by the Parties.

E. TERMINATION OF THE STUDENT INTERN PARTICIPATION IN THE INTERNSHIP PROGRAM

The **BANK**, with notice to the **UNIVERSITY**, may immediately terminate the participation of a student intern in the *Internship Program* under the following circumstances:



- a. The student intern has committed a violation of relevant laws, rules and regulations, the provisions of the CMO, the terms and conditions of his or her Internship Contract, the guidelines of the *Internship Program* and the rules and regulations of the **BANK**;
- b. The student intern has been grossly negligent in the performance of his or her assigned tasks, is frequently late or absent for training, or is otherwise determined by the **BANK** to be unqualified to perform his or her assigned tasks or unfit to continue his or her training in the **BANK**;
- c. Upon the written request of the student intern; or
- d. Upon termination of this Agreement.

Under cases (a), (b) and (c), the Party seeking to pre-terminate the student intern's participation shall notify the other Party of such intention and the specific reasons for the same. Either Party may pre-terminate this Agreement upon written notice of its intent to terminate to the other Party at least thirty (30) days prior to the intended date of termination. Any pre-termination of this Agreement shall be without prejudice to the completion of the internship of student interns undergoing training as of the date of termination.

F. DURATION AND TERMINATION OF AGREEMENT

This Agreement shall take effect upon signing by both parties and shall remain in full force and effect for three (3) years. It shall be reviewed on a year-to-year basis unless either party gives notice of its intention to terminate this Agreement at least thirty days (30) before the intended termination date.

A Party shall have the right to immediately terminate the Agreement even without prior notice if the other Party violates any law, rule or regulation, is in breach of or fails to comply with its duties and responsibilities under this Agreement, or fails to comply with its duties and responsibilities under CHED CMO No. 104 Series of 2017 and all other pertinent laws, rules and regulations.

G. WARRANTY

The **UNIVERSITY** warrants to the **BANK** that it is compliant and shall continue to be compliant with all the requirements of CHED CMO No. 104 Series of 2017 and all other pertinent laws, rules and regulations, and that it has the full power and lawful authority to execute and enter into and perform all obligations under this Agreement.

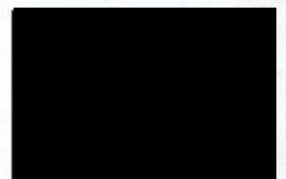
H. CONFIDENTIALITY

The 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.

All information made available by the **BANK** to the **UNIVERSITY** and its student interns shall be used for the sole purpose of training and are classified as **confidential** in nature. The student interns hereby undertake to prevent any transfer of such information to any party outside of the **BANK** without its knowledge and written consent.

The **UNIVERSITY** shall not disclose to any third party any confidential information pertaining, related or incidental to the **BANK** or its operations and affairs, that the **UNIVERSITY** may receive or gain access to in the course of or pursuant to the *Internship Program* or this Agreement. The **UNIVERSITY** shall impose this same duty of confidentiality on its officers, directors, employees, authorized representatives or other individuals, entities or organizations involved in the implementation of the *Internship Program* or this Agreement, or who may otherwise receive or gain access to confidential information in the course of or pursuant to the *Internship Program* or this Agreement.

The **UNIVERSITY** and its student interns understand and acknowledge that any disclosure or misappropriation of any of the confidential information, in violation of this Agreement which may cause the **BANK** irreparable harm, shall entitle the latter the right to use whatever legal means necessary to restrain any further disclosure or misappropriation of the information and for such other reliefs as the **BANK** shall deem appropriate. This confidentiality clause shall continue even after the termination of the *Internship Program*.



I. PROPRIETARY OWNERSHIP OVER WORK PRODUCT AND INTELLECTUAL PROPERTY

Any and all studies, reports, or other material, graphic, software or otherwise, information, data, raw or derived, the student intern is given access to or is prepared by the student intern for the **BANK (Work-Product)** in accordance with this Agreement shall be the property of the **BANK**. As such, the **UNIVERSITY** shall ensure and cause the student intern to turn over all documents and materials containing such information, and all other materials which the **BANK** deems necessary to be turned over, to the **BANK** upon completion of the project or termination of the training. No certificate of completion or any other document signifying completion of the program shall be issued in favor of the student intern prior to the surrender of all such documents and data to the satisfaction of the **BANK**. Office materials, equipment and furniture that may have been provided for the student intern's use shall likewise be handed over to the **BANK** upon completion of the training.

The **BANK** retains exclusive right to publish or otherwise disseminate, in all relevant languages and under circumstances, as determined by it, reports and other work-related papers arising from the materials, facilities, equipment and work-product, including but not limited to any and all raw and derived work-product of the student-intern, all intellectual properties and all related intellectual property rights, including but not limited to copyright and related rights, trademark and service marks, geographic indications, industrial designs, patents, protection of undisclosed information, and other information directly relevant, arising from or incidental to this Agreement.

J. SEPARABILITY

If any one or more of the provisions of this Agreement for any reason be declared to be invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as though such invalid, illegal or unenforceable provision(s) has never been set forth, in which case the Agreement shall be carried out as nearly as possible to its original terms and intent.

K. ENTIRE AGREEMENT

This Agreement contains the entire agreement between the Parties with respect to the subject matter of this Agreement and supersedes any and all prior notices and agreements between the Parties, whether written or oral, with respect to the subject matter hereof.

L. DISPUTE RESOLUTION AND VENUE OF ACTIONS

Any dispute relating to the execution or implementation or interpretation or violation of this Agreement, shall be the subject of consultation between the parties. Any dispute shall be settled as expeditiously as possible. To this end, amicable means of dispute settlement shall first be exhausted by the parties, with due consideration on the confidentiality concerns of the **BANK**. The parties agree on the principle that all disputes shall be resolved through friendly discussion.

Should all efforts to settle a dispute through friendly negotiations fail after sixty (60) calendar days from the time of receipt by one party of a written notice of the violation or matter of concern from the other/aggrieved party, the same shall be submitted to arbitration in accordance with Republic Act no. 9285, otherwise known as "Alternative Dispute Resolution Act of 2004". However, should the dispute between the parties reach the courts of the law, the parties agree that the competent courts of Quezon City shall be the exclusive venue, to the exclusion of all other courts or tribunals.



IN WITNESS WHEREOF, the parties hereto have signed these presents on this _____, in Quezon City, Philippines.

UNIVERSITY OF THE PHILIPPINES

By:

[Redacted Signature]

EDGARDO CARLO L. VISTAN II
Chancellor, UP Diliman [Redacted]

UNION BANK OF THE PHILIPPINES

By:

[Redacted Signature]

MARIA THERESA R. AQUINO
Talent Attraction and Acquisition Head
Bank Representative

SIGNED IN THE PRESENCE OF:

[Redacted Signature]

CHRISTIAN R. OROZCO, Ph.D.
OFA Diliman Director

[Redacted Signature]

JAMILA E. PIALAGO
Sourcing Channel Strategy and
Market Intelligence Team Lead

