



## COLLEGE OF COMPUTER STUDIES

August 9, 2024

**MR. ALEJANDRO B. SORIANO II**

IT Manager  
EmpireOne BPO Solutions Inc. San Carlos Site  
Center Mall F.C. Ledesma Ave. Brgy. Palampas  
San Carlos City, negros Occidental

Sir:

Greetings from CPSU-DJVV San Carlos Campus!

One of the requirements for the degree, Bachelor of Science in Information Technology is On-the-Job Training or Internship of its graduating students this First Semester, SY 2024-2025 for 486 hours equivalent to 60.75 days. We are pleased to inform you, that your company has been chosen as the partner host training establishment for the said internship.

If given the chance to be our partner host training establishment, we appreciate it very much if you could accommodate eight (8) of our students and immerse them in the areas of Basic Networking, PC Repair and Troubleshooting, Multimedia Development, Programming, Office System Management, and other Computer-Related Activities.


Herein is the list of students who intend to have their training in your company:

- |                                |                                    |
|--------------------------------|------------------------------------|
| 1. Algadepi, Jayver P.         | 2. Baba, Angel M.                  |
| 3. Baguio, Adrian Christian R. | 4. Bayking, Jamie N.               |
| 5. Cababa, Mariel P.           | 6. Oliveros, John Patrick Miles G. |
| 7. Serrano, Amado Jr. C.       | 8. Villaneuva, Drixy Lir M.        |

Thank you very much for being part of molding our students to be competent in their field of specialization and preparing them to be responsible and competitive workers.

God bless and more power!

Very truly yours,

  
**DELIZA GRACE T. DELGADO**  
BSIT OJT Coordinator

Noted:

  
**DEXTER G. DANDAN, MSIT**  
Program Head, CCS

### VISION

*CPSU as the leading technology-driven multi-disciplinary*

### MISSION

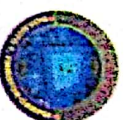
*CPSU is committed to produce competent graduates who can generate and extend leading*

### GOAL

*To provide efficient quality technology-driven and service-oriented*



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CENTRAL PHILIPPINES STATE UNIVERSITY  
San Carlos Campus  
San Carlos City, Negros Occidental



### OJT PERFORMANCE RATING REPORT

Student's Name: Jaime W. Bayting

Course: PIT

Training Company/Agency: Empire One BPO Solution Inc.

Company/Agency Address: Center Mall, FC Ledesma Ave. San Carlos City Neg. Occ

Contact Person: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Inclusive Date of Training: From: August 16, 2024 to Oct. 21, 2024 No. of Hours: \_\_\_\_\_

*Direction: This form seeks your objective, honest and fair evaluation of the student-trainee's performance. Please indicate your rating by checking the appropriate number using the*

Rating	Descriptive Rating	Description
1	Poor	Did not meet job requirements. Significant performance improvement urgently needed.
2	Unsatisfactory	Met minimum job requirements. Work improvement plan was needed to bring performance to a satisfactory level.
3	Satisfactory	Met normal job requirements with few exceptions. Improvements in performance needed in one or more elements
4	Very Satisfactory	Fully met job requirements. Performance was what was expected of a person in his/her position.
5	Excellent	Exceeded job requirements. Student performance was impressive, exceeded what is normally expected in this position.
NA		Not Applicable

CRITERIA		1	2	3	4	5
WORK HABITS						
1. Punctual						✓
2. Reports regularly						✓
3. Performs tasks without much supervision						✓
4. Practices self-discipline in his/her work					✓	
5. Consistently sought new challenges and asked for additional work assignments					✓	
6. Demonstrates dedication and commitment to the tasks assigned to him/her					✓	
7. Receptive to constructive criticism and advice and willing to explore personal strengths and areas for improvement					✓	
Work Habits Total/Average						
WORK SKILLS						
1. Demonstrates the ability to operate machines/tools/equipment needed on the job						✓
2. Handles the details of the work assigned to him/her						✓
3. Shows flexibility (whenever the need arises) in the process of going					✓	



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FEEDBACK FORM  
(STUDENT TRAINEES/INTERNS)

NAME OF THE AGENCY: Empire One BPO Solution Inc.

Address: Centermall, PC Lederma Ave. SCC NEG. Occ.

Name of Trainee: Jaime N. Payking

Training Period: August 15, 2024 to Oct. 31, 2024

STRENGTHS:

Leadership-oriented and proactive in starting task. Work efficiently with minimal supervision.

NEEDS IMPROVEMENT:

Analyzing complex problems. Conducting further research to support outcomes

RECOMMENDATIONS:

Encourage involvement in tasks requiring critical thinking and provide access to resource for enhancing research skills.

Joriano  
Alejandro B. Soriano II  
Signature of Rater over Printed Name

I.T Manager  
Position/Designation





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San Carlos City, Negros Occidental



through his/her task					
4. Manifests thoroughness and precise attention to details				✓	
5. Fully understands the linkage or connection between his/her task to previous, intervening and subsequent tasks				✓	
6. Usually comes up with sound suggestions to problems					✓
<b>Work Skills Total/Average</b>					
<b>SOCIAL SKILLS</b>					
1. Shows tact in dealing with different people he/she comes in contact with				✓	
2. Shows respect and courtesy in dealing with peers and superiors					✓
3. Willingly helps others (whenever necessary) in the performance of their tasks				✓	
4. Is capable of learning from and listening to co-workers				✓	
5. Shows appreciation and gratitude for any form of assistance granted to him/her by others					✓
6. Shows poise, self-confidence and is always well – groomed				✓	
7. Shows emotional maturity					✓
<b>Social Skills Total/Average</b>					
<b>OVER ALL TOTAL/AVERAGE RATING</b>					

Adopted from: DOLE Region 6 (OJT Manual)

Note: Please return to the OJT/Practicum/Internship Coordinator in a sealed envelope. Thank you very much. (1: 70-74; 2: 75-81; 3: 82-88; 4: 89-95; 5: 96-100)

Comments/Suggestions: Your leadership and independence are valuable assets. Strengthening your research and problem-solving skills will enhance your decision making and overall performance.

Soriano  
Alejandro B. Soriano II  
Signature of Rater over Printed Name  
I. T Manager  
Position/Designation

CONFORME/WITNESS:

Parent/Spouse/Guardian

Parent/Spouse/Guardian

Parent/Spouse/Guardian

Parent/Spouse/Guardian

Jill Mancuso  
Parent/Spouse/Guardian

Parent/Spouse/Guardian

Parent/Spouse/Guardian

Parent/Spouse/Guardian

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Parent/Spouse/Guardian

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Parent/Spouse/Guardian

SIGNED IN THE PRESENCE OF:

[Signature]  
DEXTER G. DANDAN, MSIT  
BSIT, OJT Coordinator

\_\_\_\_\_  
Representative of the Partner Institution

[Signature]  
KEN M. BALOGO, MSIT  
Campus Administrator

\_\_\_\_\_  
Representative of the Partner Institution

[Signature]  
DEBBIE LOU BIENQUILINO  
Campus-Wide Student Internship Coordinator

\_\_\_\_\_  
Representative of the Partner Institution

[Signature]  
AUBREY GINELLE P. RALLOS, Ph.D.  
Dean, Office of Student Services and Affairs

\_\_\_\_\_  
Representative of the Partner Institution

[Signature]  
FERNANDO D. ABELLO, Ph.D.  
Vice President for Academic Affairs

\_\_\_\_\_  
Representative of the Partner Institution

Republic of the Philippines }  
City of San Carlos, Negros Occidental } S.S.  
X ..... X

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public personally appeared the following persons:

[Signature]  
ALADINO C. MORACA, PhD.

ID

Passport No. P8894445B

ALEJANDRO B. SORIANO II

Known to me to be the same persons who executed the foregoing agreement, which consists of four (4) pages including this page on which this acknowledgement is written, and the parties acknowledged to me that the same is their voluntary act and deed and of the parties they respectfully represent.

[Signature]  
WITNESS MY HAND AND SEAL this 15 day of OCT 2024,  
2024, at City of San Carlos, Negros Occidental, Philippines.

Doc. No. 07  
Page No. 19  
Book No. XXI  
Series of 2024

NOTARY PUBLIC  
ATTY. JUNVENREY S. UMADHAY  
NOTARY PUBLIC  
FOR THE CITIES OF SAN CARLOS, ESCALANTE AND  
THE MUNICIPALITIES OF TOMBAGO AND CALATAGUA  
NEGROS OCCIDENTAL  
UNTIL DECEMBER 31, 2024  
ROLL NO. 72306  
IBP NO. 331600 (2024)  
PTR NO. 8993974 (2024)  
NICE COMPLIANCE NO. VII-0022571  
PO BOX 10, LAGUDA BUILDING, LOCSIN ST,  
SAN CARLOS CITY, NEGROS OCCIDENTAL  
umadrey@gmail.com



## II. OBLIGATIONS OF THE EMPIREONE BPO SOLUTIONS

2.1 The **EMPIREONE BPO SOLUTIONS** upon consultation with CPSU, may require the qualified students to submit themselves to examinations, and interviews, and file pertinent documents to support their application;

2.2 The **EMPIREONE BPO SOLUTIONS** will orient the student interns regarding the policies, rules, and regulations;

2.3 The **EMPIREONE BPO SOLUTIONS** is not obliged to employ a student intern upon completion of the training;

2.4 That health protocols applied by the **EMPIREONE BPO SOLUTIONS** shall be similarly applied to the student interns subject to the amendments subsequently passed through appropriate laws and regulations.

## III. TERMS AND CONDITIONS

3.1 There is no employer-employee relationship between the **EMPIREONE BPO SOLUTIONS** and the student interns;

3.2 The duration of the on-the-job training/practicum/internship shall be equivalent to four hundred eighty-six (486) working hours unless otherwise agreed upon by the parties;

3.3 Any violation of the foregoing covenants will warrant the cancellation of the Memorandum Of Agreement within thirty (30) days upon notice to CPSU;

3.4 "CPSU acknowledges that the participation of the student-intern in the on-the-job training/practicum/internship program entered with the **EMPIREONE BPO SOLUTIONS** is of their own accord and volition and with the express consent of the student interns' parent/guardian (if still of minor age). In so doing, CPSU agrees to and shall defend, indemnify and hold harmless **EMPIREONE BPO SOLUTIONS** against any and all claims, losses, damages, demands, injuries, judgments, causes of action, suits, and liability of every kind, which are the natural and probable consequences of the negligence, gross negligence, breach of contract, violation of any law, rule or regulation by CPSU/student-interns, the employees, agents or any of the latter's representative, for whose acts CPSU/student-intern is liable."

3.5 This Memorandum Of Agreement shall become effective 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.

## IV. EXCLUSION OF PARTNERSHIP

The parties hereto expressly agree that nothing contained or implied in this Memorandum Of Agreement shall constitute a partnership or joint venture within the parties hereto or any of them do not constitute nor be deemed to constitute any party as an affiliate to any party for any purpose whatsoever.

## V. CONFIDENTIALITY

This Memorandum Of Agreement, as well as the terms and conditions herein, shall be held in strict confidence, and no portion or part hereof may be reproduced or be



## MEMORANDUM OF AGREEMENT

### KNOW ALL MEN AND WOMEN BY THESE PRESENTS:

This On-the-Job Training Memorandum of Agreement (OJT MOA) is made and entered into by and between:

**CENTRAL PHILIPPINES STATE UNIVERSITY**, an educational institution accredited by the Commission on Higher Education of Higher Education and existing under the laws of the Republic of the Philippines with an office address at Brgy. Camingawan, Kabankalan City, Negros Occidental represented by its President, **ALADINO C. MORACA, Ph.D.**, duly authorized by its governing board, and herein referred to as the **FIRST PARTY**.

-and-

**EMPIREONE BPO SOLUTIONS**, a business establishment duly organized and existing by virtue of the laws of the Republic of the Philippines with its principal office address at Center Mall FC Ledesma Ave., Brgy. Palampas, San Carlos City, Negros Occidental, herein represented by its IT Manager, **ALEJANDRO B. SORIANO II**, its duly authorized representative hereinafter referred to as the **SECOND PARTY**.

### WITNESSETH:

Both parties hereby bind themselves to undertake a Memorandum Of Agreement for the purpose of supporting the UNIVERSITY's on-the-job training/practicum/internship program for student interns under the following terms and conditions:

#### I. OBLIGATIONS OF CPSU

1.1 CPSU shall be responsible for briefing the on-the-job training/practicum/internship student interns who intend to conduct practicum exposure in the **EMPIREONE BPO SOLUTIONS** as part of the CPSU's curriculum;

1.2 CPSU shall provide the on-the-job student interns with basic orientation on work values, behavior, and discipline to ensure smooth cooperation with **EMPIREONE BPO SOLUTIONS**

1.3 CPSU shall issue an official endorsement vouching for the well-being of the student interns which shall be used by the **EMPIREONE BPO SOLUTIONS** for processing the application of the student interns;

1.4 CPSU shall voluntarily withdraw a student-intern who is found to misbehave and/or act in defiance of existing standards, rules, and regulations of the **EMPIREONE BPO SOLUTIONS** and impose necessary university sanctions on the said student-intern;

1.5 CPSU shall make supervisory and instructional visits/follow-ups to the **EMPIREONE BPO SOLUTIONS** during the training period and evaluate the student's progress and discuss the training problems;

1.6 CPSU has the discretion to pull out a student-intern if there is an apparent risk and/or exploitation of their rights.

1.7 CPSU shall not hold the **EMPIREONE BPO SOLUTIONS** liable for any injury that may happen during the training period.



revealed to any personnel or entity other than the signatories herein or their authorized representative.

## VI. SEPARABILITY

The invalidity or unenforceability of any provision of this Memorandum Of Agreement shall not affect or impair other provisions that are otherwise valid, binding, and effective.

## VII. GOVERNING LAWS AND ARBITRATION

This Memorandum Of Agreement shall be governed and construed according to the CHED Memorandum Order (CMO) No. 104, Series of 2017, the On-the-Job-Training Manual of the Department of Labor and Employment (DOLE), and other relevant laws, rules, and regulations of the Republic of the Philippines.

## VIII. ENTIRE AGREEMENT

This Memorandum Of Agreement constitutes the entire agreement between the parties, their successors, and assignees. Any and all matters or things that the parties may have agreed to but, have not reduced in writing herein, shall be void and ineffective.

## IX. DURATION

This Memorandum Of Agreement shall take effect for one (1) semester covering this First Semester of School Year 2024-2025 from \_\_\_\_\_ to \_\_\_\_\_ and shall remain in full force and effect unless otherwise modified.

IN WITNESS HEREOF, the parties have hereunto affixed their signature on this \_\_\_\_\_ day of OCT 15, 2024 at the City of San Carlos, Negros Occidental, Philippines.

**CENTRAL PHILIPPINES STATE  
UNIVERSITY**

**ALADINO C. MORACA, PhD.**  
President

Passport No. : P8894445B  
Date of Issue : February 9, 2022  
Place of Issue : DFA-Bacolod City

**EMPIREONE BPO SOLUTIONS**

**ALEJANDRO B. SORIANO II**  
IT Manager

Community Tax No. : \_\_\_\_\_  
Date of Issue : \_\_\_\_\_  
Place of Issue : \_\_\_\_\_