

PROVINCIAL GOVERNMENT OF MISAMIS ORIENTAL TERMS OF CONDITION

1. Scope and Duration

1.a) Purpose: The training is strictly for educational skill development and practical application of the trainee's academic or professional field.

1.b) Duration: The program commences and terminates based on the required total number of hours.

1.c) Schedule: The trainee will adhere to the agreed-upon schedule: 8:00 AM to 5:00 PM

2. Status and Compensation

2.a) No Employment Relationship: It is expressly understood that this arrangement does not create an employer-employee relationship. The trainee is not entitled to any allowances, bonuses, 13th month pay, cash conversion of leaves of any kind, separation pay, retirement pay, and such other benefits, entitlement and claims of any kinds given to employees.

3. Trainee Responsibilities

3.a) Compliance: The trainee must abide by all agency policies, rules, office decorum, and safety protocols.

3.b) Performance: The trainee will diligently perform tasks assigned by the OJT Supervisor.

3.c) Attendance: The trainee must maintain accurate time and attendance records. Unexcused absences may result in the termination of the agreement.

4. Agency Responsibilities

4.a) Mentorship: The agency agrees to provide practical experience (if applicable), supervision, and training relevant to the trainee's field of study.

4.b) Evaluation: The agency will provide periodic performance feedback and complete the necessary evaluation forms required by the sponsoring institution.

5. Confidentiality and Intellectual Property

5.a) Trade Secrets: The trainee agrees to keep all company, client, and proprietary information strictly confidential during and after the training period.

5.b) Surrender of Property: All documents, records, and company properties must be surrendered upon completion of the program.

6. *Liability and Waiver*

6.a) Waiver of Liability: The agency shall not be liable for any accident/incident resulting to physical injuries or death to the On-The-Job Training (OJT) during the training.

7. *Termination of Agreement*

7.a) Grounds: The agency reserves the right to terminate this agreement immediately if the trainee violates agency rules, exhibits gross negligence, or fails to meet the minimum training requirements.