



Office of the Vice-Chancellor for Academic Affairs

## Office of Field Activities Diliman



MEMORANDUM NO.OVCAA-MVLO-OFA 25-005

TO : ALL DEANS, DIRECTORS, AND HEADS OF UNITS

THROUGH : **MARIA VANESSA P. LUSUNG-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 : Release of the template for University-wide Memorandum of Agreement (MOA) on Internships/Practicum/On-the-Job Training (OJT)

DATE : 18 June 2025

---

In support of the University's commitment to administrative efficiency and expanded student access to experiential learning opportunities, the Office of Field Activities (OFA) Diliman is pleased to announce the release of the **University-wide** Memorandum of Agreement (MOA) template for internships, practicum, and on-the-job training (OJT). This newly approved template<sup>1</sup> establishes a formal partnership between the University of the Philippines Diliman and the Host Training Establishment (HTE). It is designed to be inclusive and applicable to all UP Diliman students enrolled in required or elective internship or practicum courses, regardless of their degree program, as long as they meet the HTE's qualifications and are formally accepted.

The University-wide MOA is intended to streamline the legal review and approval process, as long as all required documents are properly submitted by the sponsoring academic unit to OFA Diliman. In the past, academic units submitted separate, unit-specific MOAs with HTEs. These agreements were limited in scope and could only be used for students from the specific academic unit identified in the MOA. With the University-wide MOA, a single agreement can now be utilized across different academic units, making internship partnerships more accessible and reducing repetitive administrative procedures.

The procedure for processing the University-wide MOA remains similar to the previous process<sup>2</sup>. The sponsoring academic unit shall lead negotiations with the HTE and submit the required documents to OFA Diliman. The unit is also responsible for coordinating the notarization of all copies of the finalized MOA. For a quick review of the process flow, please refer to this [link](#).

---

<sup>1</sup> Reviewed and endorsed by the Diliman Legal Office in [DLO Memorandum Series No. 1236A-25/ECLV](#)

<sup>2</sup> [Memorandum of Agreement \(MOA\) Process for Local Off-Campus Internships](#)

It is strongly advised that MOA processing be initiated by the units at least six (6) months or a semester before the start of the internship. The following are the documentary requirements that the units must submit to OFA Diliman via email at [ofadiliman@up.edu.ph](mailto:ofadiliman@up.edu.ph) for the University-wide MOA with their partner HTE:

1. Draft agreement *using the [University-wide MOA Template](#)* or Annex 1 attached with this memorandum in editable Word format.
2. Certification from HTE to authorize signatories (e.g., [Secretary's Certificate](#) of Board Resolution, or Special Power of Attorney with Certificate of DTI Registration if a sole proprietorship)
3. [Endorsement letter to the Chancellor and budget certification](#) from the Head of Unit about the proposed partnership
4. Certification of no special budgetary outlay from DBO (in accordance with OSU Memo 2017-02-04)
5. A copy of a government-issued ID of a qualified representative of the HTE

For future form 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](mailto: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.



[University-wide MOA template](#)



[MOA Processing Guide  
\(Flow chart & Video\)](#)



17 June 2025

Chief Legal Officer:

*Marius R. Bartolabac*

University Legal Counsels:

*Percival U. Cortez*

*Glenda Isabel L. Buisan*

*Shaima E. Pangkal*

*Jan Gabriel L. Sebric*

-----

*Epen N. Jerda*

*Paul P. Lontjas*

*Anita P. Tale*

*Renate B. Licauco*

*Maria Lux S. Raneses-Raval*

*Maria Melina B. Saldaño*

*Angeline L. Cheng*

*Marianne P. Lexada-Marquez*

## MEMORANDUM

Series No. 1236A-25/ECLV

FOR : CHRISTIAN R. OROZO, Ph.D.  
Director, OFA Diliman

SUBJECT : UPD-WIDE MOA TEMPLATE FOR INTERNSHIPS

We refer to OFA's request for final review of the revised draft MOA template between UP and the host training establishment/company for UP Diliman-wide internships.

Please see attached revised template of the MOA which may be used by Academic Units for their internship programs.

As mentioned in our DLO Memorandum Series No. 0974A-25/ECLV dated 16 May 2025, kindly inform the Academic Units to ensure that the student intern is of legal age (eighteen (18) years old at the time of their internship). As adults, the parents/legal guardians are no longer required to give their consent to the students' participation in the internship program.

*Maria Melina B. Saldaño*  
MARIA MELINA B. SALDAJENO

*Percival U. Cortez*  
PERCIVAL U. CORTEZ

Approved

*Marius R. Bartolabac*  
MARIUS R. BARTOLABAC



16 May 2025

**Chief Legal Officer:**

*Marius R. Bartolabac*

**MEMORANDUM**

Series No. 0974A-25/ECLV

**University Legal Counsels:**

*Percival U. Cortez*

*Glenda Isabel L. Buisan*

*Shaima E. Panghal*

*Jan Gabriel L. Sebric*

**FOR : CHRISTIAN R. OROZO, Ph.D.**

Director, OFA Diliman

**SUBJECT : UPD-WIDE MOA TEMPLATE FOR INTERNSHIPS**

*Epen A. Jerda*

*Paul P. Lentijas*

*Anita R. Tale*

*Renate B. Licauco*

*Maria Luz S. Pineses-Raval*

*Maria Melina B. Saldaño*

*Angeline L. Cheng*

*Marianne P. Lexada-Marquez*

We refer to OFA's request for final review of the revised draft MOA template between UP and the host training establishment/company for UP Diliman-wide internships, incorporating the recommended revisions in our email to OFA dated 23 April 2025, with minor revisions from your office.

We reviewed the revised MOA and found the same substantially in order, subject to our recommended revisions marked in blue font in the attached revised draft of the MOA. Please note that we deleted parental attendance in orientations (Sec. 2.d) and parental waiver for claims against the company (Sec. 3.c) in the MOA.

Please inform the Academic Units to ensure that the student-intern is of legal age (eighteen (18) years old at the time of their internship). As adults, the parents/legal guardians are no longer required to give their consent to the undertaking.

As requested in your 23 April 2025 letter to DLO, below are the usual documentary requirements for internship MOAs endorsed to our office by the Chancellor for review pursuant to Administrative Order No. ECLV-23-068 dated 23 June 2023:

- Endorsement letter from the academic unit addressed to the Chancellor;
- OVCRD review of the intellectual property provision for MOAs not following the OVCRD-approved template;
- Certificate of no special budgetary outlay from the UPD Budget Office;
- Corporate Secretary's Certificate from the host training company on its Board of Directors' resolution authorizing the company to enter into the MOA and designating its authorized signatory.
- 

*Maria Melina B. Saldaño*  
MARIA MELINA B. SALDAÑO

*Percival U. Cortez*  
PERCIVAL U. CORTEZ

Approved

*Marius R. Bartolabac*  
MARIUS R. BARTOLABAC

**Confidential Note:**

"The information contained in this document and any files transmitted with it are confidential and intended solely for the use of the individual/s or entities to whom this is addressed. Access by anyone else is expressly unauthorized. The content of this message is under professional confidentiality or other legal disclosure restrictions. If you are not the intended recipient, any disclosure, copying, distribution or any other action is prohibited and may be unlawful. In such a case, please notify the sender and subsequently return this document."