

University of the Philippines Los Baños
COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY
College, Laguna

MEMORANDUM OF UNDERSTANDING

For the purpose of enabling the students to put his/her technical knowledge of engineering into practice; acquire a working knowledge of the technical and human aspects of management of engineering projects/activities; learn new knowledge and techniques and gain experience from the farm/field operation as well as contribute toward the latter's improvement, the UPLB College of Engineering and Agro-industrial Technology through its Department of _____, enters into this agreement, with _____ whereby:

1. One student under the major practice program shall be detailed on a part-time basis on the said farm/agency from _____ to _____.
2. The student shall be exposed to, and allowed to participate in all possible farm/field operations undertaken within the period specified, such as _____.
3. The farm owner/manager or farmer-cooperator or agency officer in return shall be open to any suggestions/recommendations of the student to improve the farm/field operation.
4. The student will make a comprehensive report of his major practice experience and shall provide a copy to the farm/agency cooperator.
5. While on this off-campus work, the student promises to abide by the rules on student conduct of the University and all pertinent rules and regulations of the farm/agency concerned. In the direct absence of his faculty adviser, the student will be under the direct supervision of the farm manager or farm-cooperator or agency officer, as the case maybe, or the respective representative.

It is further understood that this agreement may be discontinued at any time by either of the two parties if in its judgement, the welfare of the party is best served thereby. Thirty days prior notice will be required for such a discontinuance.

IN WITNESS WHEREOF, the respective parties have executed this instrument or caused it to be executed by their duly authorized representatives on the dates indicated opposite their respective signatures.

UPLB College of Engineering and Agro-Industrial Technology:

_____ Student	_____ Date	_____ Adviser	_____ Date
_____ Department Chairman	_____ Date	_____ Dean	_____ Date
Farm/Agency: _____ Title		_____ Date	

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CONSENT OF PARENT/GUARDIAN

I, _____, of legal age, residing at _____, and parent/guardian of _____, student in the Department of _____ College of Engineering and Agro-industrial Technology, U.P. Los Baños, College, Laguna, do hereby authorize him/her to undertake farm/field work outside the UPLB Campus at _____ from _____ to _____. I understand that Mr./Ms. _____ will be guided by the University rules on student conduct as if he/she were inside the UPLB campus and also by pertinent rules and regulations of the farm, agency or community.

I hereby further agree to shoulder all personal and incidental expenses that may be incurred by _____ in connection with this off-campus field work required for successful completion of his/her study program.

IN WITNESS WHEREOF, I have hereunto signed this affidavit this _____ day of _____ 19____, at _____.

WITNESSES:

Affiant

Subscribed and sworn to before me this _____ day of _____ 19 ____ in the Municipality of _____ Province of _____, the affiant exhibited to me his/her Residence Certificate No. _____ issued at _____ on _____, 19 ____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____

Until _____
T A N _____

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S T U D E N T ' S P L E D G E

I, _____, a student in the Department
of _____, College of Engineering and Agro-
industrial Technology, U.P. Los Baños, College, Laguna, do hereby agree and promise to abide by the
rules on student conduct of the University while undergoing farm/field practice at
_____, as well as the pertinent rules and regulations of the
farm/agency/community.

I understand that while on this off-campus assignment, I shall be under the direct supervision of
the Farm Manager or his/her representative or equivalent responsible government official/agency officer,
in the absence, of my faculty adviser.

Name and Signature of the Student

Signed in the presence of the Major Adviser

Signature of Adviser

CEAT FORM 1.4
Student Off Campus Work

Original copy – College Secretary
Duplicate copy – Student
Triplicate copy – Company

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CONSENT TO USE COMPANY NAME IN MANUSCRIPT

This is to certify that, I, _____ (name),
in my capacity as _____ (position in the
company) of _____ (company
name), allows _____ (student name) to use the
following name/s, acronyms or abbreviations to represent the name of our company in the
title and body of the student's manuscript:

1. _____
2. _____
3. _____

SIGNATURE OVER PRINTED NAME

DATE

Note: This form will only be used as reference for the verification of the manuscript title and will not be a part of the manuscript. It will be kept by the department/unit with confidentiality.