



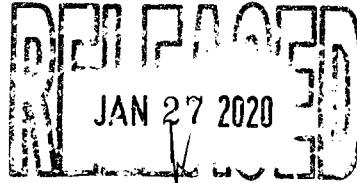
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad 2601, Benguet  
Tel: (074) 422-1318 | Fax: (074) 422-4074  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



January 24, 2020

REGIONAL MEMORANDUM  
No. 030.2020




DEPED-CAR

**INVITATION TO SENIOR HIGH SCHOOL (SHS) AND ALTERNATIVE LEARNING  
SYSTEM (ALS) STUDENTS TO JCW ON-THE-JOB TRAINING OPPORTUNITIES**

**TO :** Schools Division Office Superintendents  
Principals, School Heads and Teachers  
All Divisions

1. In continuance of partnership in providing job opportunities for the SHS and ALS students, the DepEd-CAR and JCW Outsourcing and Management, Inc. have re-entered into a Memorandum of Agreement for CY 2020.
2. SHS and ALS students interested for full time and part-time job opportunities should be recommended to the JCW, Outsourcing and Management, Inc. for orientation, training and deployment as stipulated in the Memorandum of Agreement.
3. Attached is the photo copy of the MOA and the poster of job vacancies for detailed information and references.
4. Immediate and wide dissemination of this memorandum is enjoined.

  
**MAY B. ECLAR, Ph. D., CESO V**  
Regional Director

CLMD/CFM/aka



Unit 404 FMSG Building No. 9 Balete Drive corner 3<sup>rd</sup> Street,  
Barangay Mariana, New Manila, Quezon City 1112  
Tel. No. (02) 706-7594 / 0917-8612091 / 0933-8605177

## **Mga kasalukuyang hiring para sa Service Crew( Cashiers, Dining Crew, Kitchen Crew)**

### **Urgent Hiring! (Baguio Area)**

1. Chowking Lower Session Road ( 20 )
2. Greenwich Abanao (15)
3. Greenwich Lower Session Road ( 6)
4. Greenwich SM City Baguio (32)

#### **❖ Basic Qualifications**

- **Male/Female**
- **Must be 18 Years old and above**
- **At least ALS/High School graduate**
- **Punctual,Hardworking and Fast Learner**
- **No visible tattoo**

#### **Paano mag-apply?**

1. Makipag-coordinate sa aming Recruitment Specialist sa number na **0923-088-4894**.
2. Kapag may schedule na ng interview magdala ng iyong updated resume sa napagusapang lugar.
3. Maaari ring ipadala ang iyong resume sa:

**[joanceleste.jcw@gmail.com](mailto:joanceleste.jcw@gmail.com)**

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is made and entered into in the City of Baguio, Philippines by and between

**JCW OUTSOURCING AND MANAGEMENT, INC.** with office address at Unit 404 FMSG Building, 10 Balete Drive, New Manila, Quezon City represented by its Chief Operations Officer, **Mary Jean S. Robelo**, hereinafter referred to as JCW.

- and -

**DEPARTMENT OF EDUCATION (CORDILLERA AUTONOMOUS REGION)**, a government institution with office address at Wangal, La Trinidad, Benguet, represented by its Regional Director, **May B. Eclar**, hereinafter referred to as DepEd CAR.

WHEREAS, JCW in its thrust to enhance the knowledge, skills, attitudes, and work values of the students enrolled in the Senior High School and Alternative Learning System (ALS), has agreed to provide full-time or part-time employment and/or On-The-Job Training opportunities to DepEd CAR's students.

WHEREAS, DepEd CAR, has agreed to partner with JCW to disseminate employment and/or On-The-Job Training opportunities to its student population as part of DepEd CAR's effort to adequately expose its students to actual work situations, and to enable them to acquire the necessary knowledge, skills, attitudes, and work values.

NOW, therefore, for and in consideration of the foregoing premises, JCW and DepEd CAR hereby agree on and stipulate the following:

1. JCW shall undertake the selection process of the recommended students in adherence to JCW's policies and guidelines in recruitment and selection for this purpose;
  1. Ensure that students undergo training and provide the students with work or activities that are varied and challenging;
  2. Provide students with employment and/or On-The-Job Training opportunities;
  3. Provide students with an orientation about the company and about the job;
  4. Designate an On-Site Supervisor who will monitor and discuss the performance of the students on a monthly basis for the duration of the employment and/or On-The-Job Training and to coordinate with JCW's Human Resources Department all matters related to this partnership;
  5. Ensure a safe and conducive working environment for the students;
  6. Provide compensation to the full-time or part-time working students and/or trainees based on their worked hours in accordance with the minimum wage required by law;
  7. Accomplish the monthly and term-end evaluation form and discuss the results of the performance evaluation with the students;
  8. Participate in career guidance activities;
  9. Designate a representative during the culminating activity of the students; and
  10. Inform the school, through the faculty adviser or coordinator, other matters related to this partnership.

*MJE*  
1/10/15

*Robelo*  
1/10/15

2. DepEd CAR shall:

1. Allow JCW to post employment and/or On-The-Job Training opportunities in the premises of DepEd CAR;
2. Direct the interested students to JCW through JCW's Baguio City-based Field Operations Manager;
3. Designate the Regional Youth Formation Coordinator and Division Youth Formation Coordinator who will coordinate with JCW on the various activities under this program;
4. Inform JCW, through the Regional/ Division Youth Formation coordinator, other matters related to this partnership; and
5. Together with the students, teachers and parents concerned, renounce and waive any claim against JCW for any injury or loss that the student intern may sustain or may 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 JCW. The waivers of the concerned parties shall be submitted to JCW prior to the commencement of the training.

C. Under this Partnership, the following terms and conditions are likewise included:

1. The students 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 On-The-Job training;
2. It is expressly understood by DepEd CAR, and the students that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw material purchasing, marketing, finance and all other related documents, manuals, and operational or technical matters that JCW and/or its corporate partners shall make available to them shall be used for the sole purpose of student training and/or through employment. All of these matters are classified as confidential in nature and proprietary to JCW and the students hereby undertake to prevent transfer of such information by any of its members to any party outside of JCW without the knowledge and written consent of JCW. The students hereby acknowledge this condition specifically after having read and affixed their individual signatures to the CONFIDENTIALITY AGREEMENT, a sample of which is attached herewith, which forms part of this Agreement;
3. Any intellectual property owned by the parties prior to this agreement shall continue to be owned by them. The students cannot use any confidential information or data from the company to create intellectual property without the express written approval of the company;
4. Any intellectual property independently created by the students during the period covered by the practicum shall be exclusively owned by the students. Should JCW provide financial support for the creation of such intellectual property, the ownership of the intellectual property shall be determined by agreement of the parties which shall be embodied in a separate written agreement; and,
5. In case the students jointly creates intellectual property with a person employed by JCW the intellectual property shall belong to the students and JCW jointly in equal shares, unless the parties agree on a different proportion of ownership.

D. DURATION

This AGREEMENT shall hold for the duration of the 2020-2022 Academic School Year, and is automatically renewable every year, provided that JCW and DepEd CAR reserve their respective rights to withdraw their participation in the agreement upon written notice.

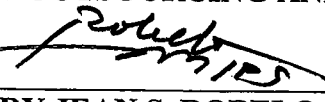
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IN WITNESS WHEREOF, the parties hereto have signed these presents on this 15 JAN day of \_\_\_\_\_, 2020 in Manila, Philippines.


BY:

JCW OUTSOURCING AND MANAGEMENT, INC.

  
\_\_\_\_\_  
**MARY JEAN S. ROBELO**  
Chief Operations Officer

**DEPARTMENT OF EDUCATION (CORDILLERA AUTONOMOUS REGION)**

  
\_\_\_\_\_  
**MAY B. ECLAR**  
Regional Director

  
**MARIE CARULIN VERAO**

Signed in the presence of:

  
**MENINA M. DANTACA**

**CONFIDENTIALITY AGREEMENT**

I, STUDENTS' NAME, OF LEGAL AGE, a student enrolled in the Alternative Learning System through Department of Education (CAR) hereby binds myself and agrees that all information on trade secrets, technology, manufacturing process, quality assurance methodologies, product formulation, production capacities, documents and manuals and other technical matters that **JOBCON WORX, INC.** shall make available to me or that I may have access to in connection with **JOBCON WORX, INC.** concern to enhance the training and development of more and better **SKILLED ALS GRADUATES** (information technology professionals) by providing me technical support in the form of training on the current and latest development in the \_\_\_\_\_ (computer) industry shall be used for the sole purpose of **PERFORMING** (developing ) **THE assigned TASKS** (systems projects). All of these matters are classified as confidential in nature and proprietary to **JOBCON WORX, INC.**

I agree that such information shall be held in trust and in fiduciary capacity, and I hereby undertake to prevent transfer of such information and assigns consciously and unconsciously, to any party without written consent of **JOBCON WORX, INC.**

This Agreement shall be effective upon the signing hereof and shall continue to be in force and effect even after the termination of the Memorandum of Agreement signed between **JOBCON WORX, INC.** and **DepEd CAR.**

Signed this DATE day of MONTH, YEAR in Manila, Philippines.

\_\_\_\_\_  
**STUDENTS' NAME**

Noted by:

JCW OUTSOURCING AND MANAGEMENT, INC.

  
\_\_\_\_\_  
**MARY JEAN S. ROBELO**  
Chief Operations Officer

ACKNOWLEDGEMENT

Republic of the Philippines ) S.S. City of Manila )

On this 15 day of JAN, 2020 personally appeared before me, a Notary Public in and for the city of Manila, the following persons:

all known to me to be the same persons who executed the foregoing document and acknowledgement that the same is an act of their free and voluntary will and deed.

IN WITNESS WHEREOF, I hereunto sign this document and affix my seal of office on this date and place aforementioned.

NAME	PASSPORT/CTC NUMBER	DATE ISSUED	PLACE ISSUED
Mary Jean S. Robelo	SSS 01-007582-7		
	OACA ID 14656 - Quezon City		

Doc. No. 464 Page No. 93 Book No. 52 Series of 2020

ATTY. GABINO B. CHAO-AYAN  
Commission N.A. No.31-NC-20-R  
Notary Public for Baguio City  
Until December 31, 2021  
Roll No. 43342; p 69; Bk XVIII; 5/05/1999  
IBP Lifetime Receipt No 806052; 1/08/2010  
PTR No. 4405078; 11/10/2019; Baguio City

## ADDENDUM

This Addendum is made and entered into in the City of Baguio, Philippines by and between **JCW OUTSOURCING AND MANAGEMENT, INC.** with office address at Unit 404 FMSG Building, 10 Balete Drive, New Manila, Quezon City represented by its Chief Operations Officer, **Mary Jean S. Robelo**, hereinafter referred to as JCW.

– and –

**DEPARTMENT OF EDUCATION (CORDILLERA AUTONOMOUS REGION)**, a government institution with office address at Wangal, La Trinidad, Benguet, represented by its Regional Director, **May B. Eclar**, hereinafter referred to as DepEd CAR.

### WITNESSETH

WHEREAS, the parties have executed an agreement relative to the opportunity to provide full-time or part-time employment and/or On-The-Job Training opportunities to DepEd CAR's students. enhancement of tthe knowledge, skills, attitudes, and work values of the students enrolled in the Senior High School and Alternative Learning System (ALS),

WHEREAS, there is a need to amplify the provisions therein for the mutual protection of the parties in case of untoward incidents.

NOW THEREFORE, for and in consideration of the foregoing, the parties herein hereby agree as follows:


1. Together with the students, teachers and parents concerned, renounce and waive any claim against DepEd CAR or its duly authorized representatives for any injury or loss that the student intern may sustain or may 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 JCW. The waivers of the concerned parties shall be submitted to DepEd CAR prior to the endorsement and commencement of the training.
2. All other terms and conditions of the Memorandum of Agreement executed between the parties shall remain valid and enforceable.

*MJE*


*Robelo*  
*mjs*

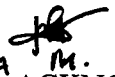
IN WITNESS WHEREOF, the parties hereto have signed these presents on this 15 JAN 2020 day of \_\_\_\_\_, 2020 in Manila, Philippines.


BY:  
JCW OUTSOURCING AND MANAGEMENT, INC.

  
\_\_\_\_\_  
MARY JEAN S. ROBELO  
Chief Operations Officer

DEPARTMENT OF EDUCATION (CORDILLERA AUTONOMOUS REGION)

  
\_\_\_\_\_  
MAY B. ECLAR  
Regional Director

Signed in the presence of:  
  
DENILDA M. DANTACA  
ACKNOWLEDGEMENT

  
MARIE CAROLYN VERANO

Republic of the Philippines ) S.S. City of Manila )

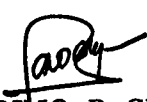
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all known to me to be the same persons who executed the foregoing document and acknowledgement that the same is an act of their free and voluntary will and deed.

IN WITNESS WHEREOF, I hereunto sign this document and affix my seal of office on this date and place aforementioned.

NAME	PASSPORT/CTC NUMBER	DATE ISSUED	PLACE ISSUED
Mary Jean S. Robelo	SSS 01-067582-7		
	OCCAID 14656. Quezon City		

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