

MEMORANDUM OF UNDERSTANDING

BETWEEN

**RESINDA HOTEL KARAWANG
No. 027/PKL/TRN-BhMJ/VII/2024**

AND

**POLITEKNIK PARIWISATA PRIMA INTERNASIONAL, CIREBON, INDONESIA
No. 016/DIR/P3I/SPn/ VIII/2024**

**COOPERATING IN THE EXECUTION OF EDUCATION
AND TRAINING OF HOTEL MANPOWER**

RESINDA HOTEL KARAWANG, having principal address at Jalan Resinda Raya No.1 Karawang Barat 41361, Indonesia Telp: 62-0267-8622000, Fax:62-0267-8622000, Email: training@resindahotel.com, in this case represented by Frischa Kusumasari **Human Resource Manager of RESINDA HOTEL KARAWANG**, herein after referred to as a **FIRST PARTY**.

POLITEKNIK PARIWISATA PRIMA INTERNASIONAL, CIREBON, INDONESIA, having principal address at **Jalan Perjuangan 18, Cirebon 45135, Indonesia**, Telp: 62-0231-8493260, Fax: 62-0231-8493261, Email: poltekparprima@gmail.com, in this case represented by Dr. Chondro Suryono **Director of POLITEKNIK PARIWISATA PRIMA INTERNASIONAL, CIREBON, INDONESIA** herein after referred to as a **SECOND PARTY**.

THE FIRST PARTY AND THE SECOND PARTY, in this respective capacity as performance above, hereby expressed having reached agreement to cooperative in their performance of education and training of hotel & resort manpower under the following stipulation:

1. FIRST PARTY

Provide the facilities to meet the objectives of the attachment that is to provide practical hands on experience for the student.

Provide the following for the student:

- a. 1 (one) meal per working day.
- b. Provide medical consultation at doctor/clinic assigned as well as hospitalization if there's working accident occurred.
- c. Provide marks of students based on "*Trainee Assessment Form*".
- d. Issue a certificate to those students who have successfully completed to supervise field training.
- e. If necessary, conduct a test for the students before being acceptable for on the Job Training at the **Resinda Hotel Karawang**.
- f. The overtime will be paid as day payment. Monthly allowance is Rp.1.000.000 (one million) for D3 and above.
- g. The first Party will recruit graduates or alumni from the second party based vacancy availability with recruitment process.

2. SECOND PARTY

Provide students to do the On the Job Training at the Front Office Department, Housekeeping Department, Food Beverage Services Department, Kitchen (Food Production) and other hotel departments at Resinda Hotel Karawang

Be responsible for the following :

- a. Send maximum 1 (one) instructors to the hotel to hand over the students and once per batch attachment to monitor the program of the students. The school will be responsible for all expenses of the visit.
- b. However **FIRST PARTY** will meals during the official period of the visit. A minimum of 1 (one) week notice must be given prior to the visit of the Instructor.
- c. Recall students who have violated at Resinda Hotel Karawang or local rules and regulations.
- d. Review the progress and performances of each student with the Human Resources Manager or Training Manager of the Resinda Hotel Karawang
- e. Inform the students of the following items :

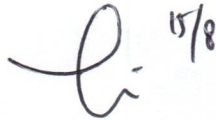
- Comply with the Resinda Hotel Karawang rules and regulation.
 - Wear uniform given by the hotel during working hours.
 - Carry out duties by the head of the department or the appointed staff.
 - Refrain from divulging any confidential information of Resinda Hotel Karawang
- f. Submit a copy of the On the Job Training report to the Training Manager of **Resinda Hotel Karawang** for submitting it to the school and to the brief all the students on the work schedule based on the following Conditions :
- Working hours are 8 hours a day include 1 hour break time
 - 6 days work per week
 - 1 day replacement public holiday if students is working on public holiday. Once a month entitle 1 day extra day off as compensation of 6 days work per week
 - Period of attachment for each batch is 6 (six) months.
3. Projected Date of Commencement is on 08 July 2024
4. The agreement take the effect as from the date of signing this Memorandum of Understanding for period of **2 (two) years**, which can be extended subject to the consent of both parties.
5. Both parties have the right to terminate the attachment agreement by giving 3 (three) months written notice.
6. If mistakes and error is found in this Memorandum of Understanding, the necessary amendment will be made with agreement of both parties.

IN WITNESS WHERE OF the parties here to have set their hands and have executed this agreement on the day and first year above written:

SIGNED BY THE FIRST PARTY:

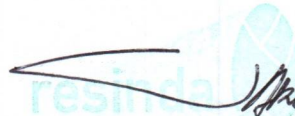
RESINDA HOTEL KARAWANG

For and behalf of:



Emi Ishii
Hotel Manager

Witnessed by:



Frischa Kusumasari
Human Resource Department

SIGNED BY THE SECOND PARTY:

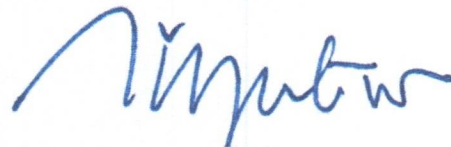
POLITEKNIK PARIWISATA PRIMA INTERNASIONAL

For and behalf of:



Dr. Chondro Suryono S.E M.M
Director

Witnessed by:



Dr Riyanto Wibowo S.ST M.SI
Vice director of Academic