

## VISION

A globally-recognized institution of higher learning that develops competent and morally upright citizens who are active participants in nation building and responsive to the challenges of 21<sup>st</sup> century.

## MISSION

Batangas State University is committed to the holistic development of productive citizens by providing a conducive learning environment for the generation, dissemination and utilization of knowledge through, innovative education, multidisciplinary research collaborations, and community partnerships that would nurture the spirit of nationhood and help fuel national economy for sustainable development.

## CORE VALUES

Faith  
Patriotism  
Human Dignity  
Integrity  
Mutual Respect  
Excellence



Produced by the  
Office of Student Affairs & Services  
2017

# BATANGAS STATE UNIVERSITY



*Leading Innovations,  
Transforming Lives*

Student Welfare **ON-THE-JOB TRAINING  
MANUAL**  
2017 EDITION

The Office of Student Affairs and Services Programs are aligned to the Vision, Mission of the Institution, goals and objectives in accordance with the CMO No. 09 series of 2013

### **General Functions of the Office of Student Affairs and Services (OSAS)**

The OSAS operates within the context of the Mission, Vision, and Core Values of the University. It is directly under the authority of the Office of Vice-president for Academic Affairs, it provides non-academic services that support academic instruction. The OSAS are the services and programs in the university that are concerned with academic support experiences of students to attain holistic student development. The purpose is to facilitate holistic student growth for active participation in the collective efforts to develop the community and build a progressive nation. These non-academic services are student-centered and three-pronged: student welfare services, student development programs and services and institutional student programs and services.

**Student Welfare Services** are the basic services and programs needed to ensure and promote the well-being of students. **Student Development Services** are services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership and social responsibility through various institutional and/or student-initiated activities. **Institutional Student Programs Services** are services and programs designed to pro-actively respond to the basic health, food, shelter and safety concerns including student with special needs and disabilities and the school. These are programs and activities to facilitate the delivery of essential services to the students. The **On-the-Job Training Office** is under the **Student Welfare**.

*The Policies and Guidelines for Internship Training Program was approved under Resolution No. 402, Series of 2016 during the Fiftieth (50th) Regular Meeting of the Batangas State University Board of Regents held at CHED Executive Lounge, HEDC Building, C.P. Garcia Avenue, U.P. Diliman, Quezon City on June 27, 2016.*

### **On-the-Job Training Office Contact Details**

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*980-0385 loc. 1134*

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**BatStateU Rosario**  
*321-0861 loc. 4204*

**References:**

- Approved Policies and Guidelines for Internship Training Program
- CHED Memo No. 23 Series of 2009
- CHED Memo No. 22 Series of 2013
- Quality Manual
- Control of Documents and Records
- Related Learning Experience Journal
- Student Trainee’s Performance Appraisal Report Form
- Training Supervisor’s Feedback Form
- Student Trainee’s Feedback Form
- Post Individual Interview & Career Counseling for OJT
- Internship Training Plan
- Training Agreement and Liability Waiver
- Student Trainee’s Personal History Statement
- Acceptance Form to undergo On-the-Job Training
- On-the-Job Training Time Frame
- Initial Individual Interview & Career Counseling for OJT
- Registration Form
- Certificate of Good Moral Character
- Medical Certificate
- Memorandum of Agreement on Industry Training/OJT

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## ACKNOWLEDGEMENT

BEFORE ME, a Notary Public, this personally appeared the following persons with their CTC Nos., to wit:

Name	Competent Proof of Identity	ID Number
_____	_____	_____
_____	_____	_____

Known to me and to me known to be the same persons who executed this Agreement and they acknowledged to me that the same is their free and voluntarily act deed and that of the corporation or principal they respectively present.

WITNESS MY HAND AND SEAL, on the date and in the place written above.

Doc. No. \_\_\_\_\_;  
 Page No. \_\_\_\_\_;  
 Book No. \_\_\_\_\_;  
 Series of \_\_\_\_\_





**DURATION**

This Agreement shall take effect immediately upon the signing hereof, and shall be valid for three (3) years, provided however, that any provision of this agreement may be amended by written consent of both parties herein, and provided further that the BatStateU or the (COMPANY NAME) reserves the right to withdraw its participation in the agreement upon written notice. The withdrawal shall take effect from 30 days after the receipt of such notice by either party.

Now, therefore, in case the student-trainee completes the Training, the Second Party is not obliged to hire, however, the Second Party has the option to hire if it so desires upon acceptance by the student-trainee.

IN WITNESS WHEREOF, the parties thereto, affix their signature this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_, Philippines.

**BATANGAS STATE UNIVERSITY**

**(COMPAN Y NAME)**

By:

By:

**(NAME OF THE UNIVERSITY PRES.)**  
President

**(NAME OF COMPANY REP.)**  
**(POSITION/DESIGNATION)**

SIGNED IN THE PRESENCE OF

**(OTHER UNIVERSITY REP.)**  
**(POSITION/DESIGNATION)**

**(OTHER COMPANY REP.)**  
**(POSITION/DESIGNATION)**

**(OTHER UNIVERSITY REP.)**  
**(POSITION/DESIGNATION)**

**POLICIES AND GUIDELINES FOR  
INTERNSHIP TRAINING PROGRAM**

In accordance with CHED Memorandum Order No. 23, s. 2009 (Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs with Practicum Subject), CHED Memorandum Order No. 22, s. 2013 (Revised Policies, Standards and Guidelines on Student Internship Abroad Program) and Batangas State University Norms of Conduct for College Students, the following policies and guidelines for Internship Training in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

**ARTICLE I  
POLICY STATEMENT**

**Section 1.** It is the policy of the University to facilitate local and international practical exposure for student trainees for them to gain related learning experiences and opportunities to become better professionals of global standard.

**Section 2.** The Internship Training program aims to cater quality, relevant and responsive related learning experiences for all bona fide students through a carefully planned, progressive and closely monitored actual work experiences required in a globally competitive labor market.

**ARTICLE II  
SCOPE AND COVERAGE**

**Section 3.** The guidelines set herein shall be applicable to all students of the University who are enrolled in the Internship Training subject. This also covers all local internship training program and student internship abroad program (SIAP) entered into by the BatStateU students. University courses/programs which internship program is guided by a different order by the Commission on Higher Education shall be guided by such order.

### ARTICLE III OBJECTIVES

#### Section 4. General Objectives

4.1. The Program aims to:

- Provide students the opportunity to acquire practical knowledge, skills and desirable attitudes and values in reputable local and international establishments/industries.
- Enhance the students' work competencies, and discipline as they relate to people in the workplace;
- Promote competitiveness of students through their training;
- Strengthen and enrich the degree programs in the university;
- Provide opportunities to learn from and network with experienced professionals;
- Handle new challenges and complex tasks or problems; and
- Identify future career directions and become candidates for future job opening.

### ARTICLE IV DEFINITION OF TERMS

#### Section 5.

- **Acceptance Letter** – This refers to the communication issued by the host training establishment to the university confirming the acceptance of the student trainees
- **Certificate of Completion** – This refers to the certificate issued to the student-trainee upon completion of the internship training.
- **Host Training Establishment** – This refers to any establishment, private or government, including industrial firms, agencies, schools or hospitals, which accommodate student-trainees for practical exposure.
- **Foreign Partner Agency** – This refer to any registered and qualified foreign partner entity, lawfully represented by the local partner agency in the Philippines, which deploys qualified students for internship training in the foreign country through their host establishment and companies
- **Internship Training Plan** – This refers to the outline which consists of the different phases of training related to the field of specialization given to student-trainees.



7. Shall comply and strictly follow the Training Manual or Plan ("Annex A") for the student trainee/intern specifying goals, knowledge, skills, attitudes and competencies that the student trainee should acquire in each learning area, assignments, and schedule of activities.
8. Accomplish the necessary forms required by the First Party in connection with the internship of the student-interns or on-the-job training of the student trainees;
9. Issue certificate of completion to student- interns or student trainees who successfully finish their training under the Internship Program or On-the-Job Training Program.
10. Adopt and enforce rules that will govern the conduct of the Program. Said rules shall be made known to the First Party and student-interns or student trainees before the start of the training.

#### Section III. Miscellaneous Provisions

1. It is expressly understood that there will be no labor-management relationship between the Second Party and the student-interns or student trainees of the First Party.
2. The student-interns or student trainees and/or their respective guardians will be responsible for any and all liabilities for damage to property or injury to persons, which may be occasioned by the intentional or negligent acts of the student-interns or student trainees in the course of the Program.
3. The student-interns or student trainees and the First Party shall abide by Second Party's rules and regulations and comply with those imposed for the Program; otherwise they shall be excluded from further participation.
4. The First Party may pull out any student trainees from the Second Party's premises on reasonable grounds after fifteen (15) days prior written notice is sent to the Second Party requesting such pull out.
5. That both parties shall exert all efforts necessary to achieve the objectives of this joint undertaking. For this purpose, the parties shall execute and deliver such instruments and documents may be reasonably requested by the other party in order to fully carry out the intent and accomplish the purpose of this Agreement and the transaction covered hereby.
6. That neither of the parties shall be liable in any way for the failure to observe or perform any provision of this Agreement if such failure shall be caused by any law, rule or regulation of any constituted public authority or shall be due to any force majeure event or any cause beyond the control of the party in default.
7. The agreement shall be governed by and construed in accordance with the laws of the Philippines
8. In case one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality shall not affect any other provisions of this agreement. In such event, the parties shall consult each other as to the manner by which their original intention can be fulfilled as closely as possible and they will amend this agreement accordingly.





Program, which shall serve as the basis of Second Party to screen, select and deploy specific student trainees for the Program.

4. Orient students about the rules, proper decorum, behavior and work ethics inside the Second Party's premises.
5. Monitor attendance, activities and performance of students during the Program:
6. Monitor compatibility of job circumstances with the course requirements for the student's attainment of advanced standing in the program through regular interaction with the student-interns or student trainees and regular visit to Second Party.
7. Together with the students and parents concerned, renounce and waive any claim against Second Party for any injury that the students may sustain or loss that they may suffer, in any form, whether personal or pecuniary arising from the fault or negligence of the students in the performance of their duties and functions while undergoing the Program. The waiver of the student-interns or OJT trainees and their respective parents (as may be necessary) shall be submitted to Second Party prior to commencement of the Training. Second Party may refuse to accept a student-intern or OJT trainee without an executed waiver.
8. Hold the Second Party free and harmless from any claim or suits and shall forever defend the First Party from any such claim or suit whatsoever in connection with this Agreement.

## Section II. Roles and Responsibility of the Second Party

1. Screen, select, and deploy student-interns or student trainees to the different office and operating units of the Second Party.
2. Designate from among the employees a Training Supervisor who will be assigned with the following responsibilities:
  - a. Serve as mentor to the student-interns or OJT trainees;
  - b. Give the student-interns or student trainees course-related work assignment and expose them to learning experience on actual operations and management;
  - c. Expose the student-interns or student trainees to real situation/problems and bottlenecks, thus enabling them to analyze and apply scientific as well as empirical approach to the solution of technical problems; and
  - d. Arrange a conference with the OJT Coordinator should a student-intern or student trainee problem arises;
3. Deploy the student-interns of student trainees to the different operating units of the Second Party for a fixed period which will depend upon the course taken by the student-intern or student trainee and as agreed upon on a case to case basis by the Parties.
4. Adhere to all Philippine laws, rules and regulations pertaining to internship or on-the-job training program or learners programs, as well as health and safety laws applicable to entities similarly situated;
5. Provide safe training sites for student interns or student-trainees.
6. Provide safety instruction throughout the Training Period.

- **Local Internship Training** – This refers to on-the-job training conducted in any establishments located in the Philippines.
- **Local Partner Agency** - This refer to any registered and qualified manpower placement agency based in the Philippines which provides International Training Program to undergraduate students in recognized Philippine Higher Education Institution (HEIs)
- **OJT Coordinator** – This refers to person who is responsible in the placement, monitoring, guidance and evaluation of student- trainees.
- **OJT Time Frame** – This refers to the time table indicating the date of the start and end of internship training in any establishment.
- **Internship Training** – This refers to training or practical exposure include the in the course curriculum which is conducted in any establishment given to student –trainees.
- **Internship Training Orientation Seminar** – This refers to the seminar given to the incoming student – trainees to make them familiar with the policies and procedures in the conduct of internship training.
- **Pre-departure Orientation Seminar** – This refers to the seminar or meeting given to Student Internship Abroad Program (SIAP) selected students before the date of departure to the host country.
- **Recommendation/Endorsement Letter** – This refers to the communication letter which endorses or recommends student – trainees to any establishment for internship training.
- **Related Learning Experience Journal** – This refers to a journal issued to student –trainees upon completion of the preliminary requirements before training that acts like a diary or record of activities in their internship training experience.
- **Student Internship Abroad Program (SIAP)** – This refers to internship training conducted in reputable establishments in foreign country.
- **Student – trainees** – This refers to students who are enrolled in internship training subject
- **Training Agreement and Liability Waiver** – This refers to a legal form or statement that absolves both the University and host training establishment from financial or legal responsibility for a variety of eventualities during the conduct of internship training.
- **Training Partner** – This refers to a duly qualified and registered employment agency authorized by the host government to conduct foreign placement activities.



**ARTICLE V  
RESPONSIBLE OFFICIALS/PERSONNEL**

**Section 6. Assistant Director, On-the-Job Training.** Under the supervision of the Director for Office of Student Affairs and Services, the Assistant Director for On-the-Job Training shall be responsible for assisting the Director in directing and coordinating all student internship trainings and placements of the University:

- 6.1. Assists the Director in the administration and interpretation of laws, regulation, policies and procedures related to internship training and placement.
- 6.2. Assists the Director in the supervision of the Heads/Coordinators and staff of On-the-Job Training Office in the monitoring of student trainees, Internship training and placement, preparation of pertinent reports and coordination of all activities with the concerned offices.
- 6.3. Assists the Director in receiving and screening applications for Internship training; interviewing and advising students by recommending them to trainings available based on need and ability of the students and; reviewing over-all performance of student trainees.
- 6.4. Assists the Director in the assessment and study of applications on linkage of host training establishments related to internship Training.
- 6.5. Assists in coordination of interviews and data assessments of students for international internship training placement.
- 6.6. Assists the Director in maintaining official master lists linkages and their profile, student trainees of all campuses and maintain current knowledge of all SIAP and local internship program regulations.
- 6.7. Assists the Director in the review and revision of policies and procedures regarding programs and services on internship Training.
- 6.8. Organizes the schedule of all orientations for internship training.
- 6.9. Manages the conduct of Pre-Departure Orientation Seminar (PDOS) to SIAP participants and parents.
- 6.10 Performs other duties as assigned

**Section 7. Head, OJT Office (Campus/District).** Under the supervision of the Director of Student Affairs and Services and Assistant Director of On-the-Job Training, the Head of OJT Office, shall be responsible for directing and coordinating all internship trainings of the university in their respective campuses:

- 7.1. Assists in the administration and interpretation of laws, regulation, policies and procedures related to internship training.



**MEMORANDUM OF AGREEMENT**

KNOWN ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement entered into by and between:

**BATANGAS STATE UNIVERSITY**, an institution of higher learning, with address at Rizal Avenue, Batangas City, represented by its **University President, (NAME OF THE UNIVERSITY PRESIDENT)** hereinafter referred to as the **First Party**;

-and-

**(NAME OF COMPANY)**, a corporation duly organized and existing under the laws of the Republic of the Philippines, with address at **(Company Address)** represented herein by its **(Position/Designation), (NAME OF COMPANY REPRESENTATIVE)** and hereinafter referred to as **Second Party**;

WITNESSETH:

WHEREAS, the First Party is offering courses wherein the students are required to undergo on-the-job training or internship training, in order to be adequately exposed to actual industrial situation, thereby, augmenting formal schooling;

WHEREAS, the First Party proposes that its students be allowed to undergo internship or on-the-job training at the Second Party's facilities and offices, which proposal was accepted/approved by the latter, subject to terms and conditions provided for in this agreement;

WHEREAS, the Second Party agreed to accept students of First Party as interns or student trainees at its various facilities in support of the First Party's Internship Program or On-the-Job Training Program (hereinafter referred to as the "Program") and complement existing courses to match training demands;

NOW: THEREFORE, the Parties mutually agree to the following scheme: the student trainees of the University will undergo a five (5) days per week, eight (8) hours per day (Monday to Friday). The total required hours is in accordance with the stated number of hours in Annex A at the Second Party.

**Section I. Roles and Responsibility of the First Party:**

1. Designate an OJT Coordinator who will supervise the Internship Program or OJT Training Program and coordinate with the Second Party's various activities in accordance with the attached training plan marked as Annex A and form part of this agreement;
2. Pre-select and recommend qualified students who will undergo the training taking into consideration the requirements of the Second Party in terms of qualification and number of interns or student trainees needed, it being understood that only students taking courses wherein internship or on-the-job training is an academic requirement can be recommended.
3. Submit to the Second Party the necessary documents like the Training Agreement and Liability Form, Student - Trainees' Personal History Statement or Resume, Performance Appraisal Report Form, Training Plan and copy of Insurance Certificates required under the





Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Office of Student Affairs and Services  
On-the-Job Training Office  
Governor Pablo Borbon Campus I,  
Rizal Avenue, Batangas City  
Tel. No. 980-0385 loc. 1147/105

## RELATED LEARNING EXPERIENCE JOURNAL



Name \_\_\_\_\_  
Academic Program \_\_\_\_\_ Yr: \_\_\_\_\_  
School Year \_\_\_\_\_

- 7.2. Evaluates and verifies the qualifications of OJT applicants for placement to host training establishments.
- 7.3. Consolidates, prepares, provides and the keeps master list of the campus' Student Trainees for placement.
- 7.4. Prepares and submits required reports as scheduled.
- 7.5. Spearheads the campus orientation of student trainees regarding internship training placement and requirements.
- 7.7. Supports the conduct of Pre-Departure Seminar (PDS) to SIAP participants and parents.
- 7.8. Attend meetings related to internship training.
- 7.9 Performs other duties as assigned

**Section 8. OJT Coordinator.** Under the supervision of the Director for Office of Student Affairs and Services, Assistant Director of On-the-Job Training and Head, OJT Office, the OJT Coordinator shall be responsible for directing and coordinating all internship trainings and placements of the university in their respective campuses/colleges:

- 8.1. Scouts for prospective companies that may accommodate internship training placement.
- 8.2. Evaluates and verifies the qualifications of student-trainee applicants for placement to host training establishments.
- 8.3. Spearheads the college orientation of students regarding Internship Training placement and requirements.
- 8.4. Maintains a data bank of accredited host companies, evaluation of student-trainees, and other pertinent documents necessary for the conduct of the Internship Training program.
- 8.5. Communicates and regularly visits the host training establishment at least twice every semester for purposes of administration, assistance, monitoring and evaluation of the student-trainees' performance.
- 8.6. Facilitates the monitoring of student-trainees using Training Supervisors' Feedback Form and Student-trainees' Feedback Form.
- 8.7. Serves, if and when necessary, as a mediator between the host company and the student-trainee.
- 8.8. Submits all necessary documents to OJT Office for completion of reports and other evaluation in relation to the Internship Training program as scheduled.
- 8.9. Prepares monitoring plan and authority to travel prior to the scheduled dates of OJT visitation.
- 8.10. Performs other duties as assigned

**ARTICLE VI  
POLICIES AND PROCEDURES**

**Section 9. Local Internship Training Program.** To be admitted to this program, a student must have the following qualifications:

- a. A bona fide student of the University who is pursuing a degree program;
- b. Must be currently enrolled in the Internship Training subject required by his/her curriculum
- c. Must be recommended by his/her College Dean/Department Chair and by the Assistant Director for OJT/Dean of the Colleges (in extension campuses)
- d. Must be physically, mentally, and emotionally fit
- e. Must have completed all his/her subjects prior the internship training as per the curriculum. However, a student who is currently enrolled in other subjects other than the internship training may take his/her OJT subject provided that his/her petition or request is approved by the College Dean concerned.

- 9.1. An admitted student-trainee must abide with the rules and regulations set forth by the university and the host training establishment where he or she is undergoing internship. Further, he/she is expected to perform the assigned task as provided in the Internship Training Plan.
- 9.2. The training placement/company may be assigned by OJT Coordinator or chosen by the student-trainee provided that the latter case is approved by the concerned authority.
- 9.3. The student-trainee must have to accomplish the Related Learning Experience Journal. This journal must be noted by his/her training supervisor and approved by the OJT Coordinator. This journal shall be issued by the OJT Coordinator once the requirements stated in Section 9.6 are complied with.
- 9.4. The student- trainee must attend the scheduled Internship Training Orientation Seminar. Students who are not able to attend the orientation seminar may request for another scheduled orientation provided that their request indicates a valid reason as to cause of their absence and the said request is duly approved by the On-the-Job Training Office.
- 9.5. The required number of hours of internship training shall be in accordance with the approved curriculum of each program. (eight (8) hours per training per day).



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
Governor Pablo Borbon, Main Campus I, Rizal Avenue, Batangas City

OFFICE OF STUDENT AFFAIRS AND SERVICES  
**ON-THE-JOB TRAINING OFFICE**  
Email Address: [batstateu\\_iacepo@yahoo.com](mailto:batstateu_iacepo@yahoo.com)  
Contact Nos.: (043) 980-0385 loc. 1147 / 0998-993-6944

(Date)

**(Name of Contact Person)**  
(Designation)  
**(Company Name)**  
(Company Address)

Sir/Ma'am:

Greetings!

Our University earnestly requests your good office to provide **"On-the-Job Training"** for **(Semester), Academic Year 201\_\_-201\_\_** to **(STUDENT'S NAME)**. (She/He) is a **(---year)** student of **(Program / Course)** under the **(College)**.

The requested training of **(no. of hours)** includes exposure to the real business environment, observance of safety practices and familiarization with the job/skills related to (his/her) field of specialization.

Your guidance, assistance and concern extended during (his/her) training will be highly appreciated.

We hope that this request will be favorably considered in the interest of preparing a pool of competent workers.

Thank you very much and God Bless!

Very truly yours,

**(Name of Coordinator/Head)**  
*Coordinator, (Department)*

Recommending Approval:

**College Dean/Department Chair**  
*Dean, (Department)*

**Asst. Director, On-the-Job Training (Main & Alangilan)**  
**/ Dean of Colleges (for Extension campus)**





9.7. **Required Documents after the completion of the training.** The following documents must be submitted to the respective OJT Coordinators after the completion of the training:

- a. Duly accomplished Related Learning Experience (RLE) Journal
- b. Original and photocopy of Certification of Completion of Training from the company,
- c. Duly accomplished Student-Trainee's Performance Appraisal Report
- d. Copy of the Technical Report/Narrative Report (Format depends on the requirement of each College)
- e. Post OJT Counseling Slip signed by the Guidance Counselor/ Guidance Facilitator

The student-trainee should submit the above documents/requirements to the respective OJT Coordinator on or before the schedule of final examinations as per the Collegiate Calendar. Student-trainees who failed to finish his/her internship training or failed to submit the above requirements on the required period will be given a grade of (INC) incomplete. The student may complete the OJT subject on the following semester subject to the provisions set by Sections 12.1 and 12.2 of these guidelines.

**Section 10. Student Internship Abroad Program (SIAP).** The participation to this program is voluntary. To be qualified, a student-applicant must meet the following requirements:

- a. Bona fide student of Batangas State University who volunteered to participate in Student Internship Abroad Program and qualified to enroll the internship training subject.
- b. Must have consent from their parents to participate in Student Internship Abroad Program
- c. Must be recommended by the Heads/Department Chair and College Dean/Dean of the Colleges.
- d. Must be a passport holder
- e. Must be articulate in English or the language spoken in the host country
- f. Must have the right work attitude towards practicum / training
- g. Must be physically, mentally and emotionally fit
- h. Must have attended the internship training orientation Seminar



**ACCEPTANCE FORM**

TO UNDERGO ON-THE-JOB TRAINING

\_\_\_\_\_ Date

This is to certify that Mr./Ms. \_\_\_\_\_, a \_\_\_\_\_ year  
*Name of Student* *Year Level*

\_\_\_\_\_ student in the College of \_\_\_\_\_  
*Program* *College*

\_\_\_\_\_ campus, has been officially **ACCEPTED AS OJT TRAINEE** in  
*Campus*

\_\_\_\_\_ which is located at  
*Name of Company*


\_\_\_\_\_ *Complete Address of the Company*

The details of his/her assignment are as follows:

Branch Department/Section:			
Name of Supervisor:			
Training Schedule (Hours and Days):			
Required Number of Hours:			
Effective Date of Start:			
Noted by:			
_____	_____	_____	_____
Company Representative (Signature over Printed Name)	(Position)	(Department)	(Contact Number and Email Address)
Conforme:			
_____		_____	
Name of Student (Signature over Printed Name)		Name of Parent/Guardian (Signature over Printed Name)	



Student-Trainee's Feedback Form

					
<b>STUDENT-TRAINEE'S FEEDBACK FORM</b>					
<b>Name of the Student-Trainee:</b>			<b>Course:</b>		
<b>Name of Company:</b>			<b>Department:</b>		
<b>Date of Monitoring:</b>					
	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>
1. My training is aligned with my field of specialization.					
2. My training is challenging.					
3. I have opportunities for learning.					
4. I am aware with the policies of the company.					
5. I have positive working relationship with my supervisor and other employees of the company.					
6. I am aware of the risks and hazards of my working environment.					
7. My department is committed to ensuring the health and safety of its student-trainees.					
<b>Problems Met:</b>					
<b>Other Concerns:</b>					
_____ <b>Student – Trainee's Signature</b>					
<i>Legend: SA-Strongly Agree A-Agree N-Neither agree or disagree D-Disagree SD-Strongly Disagree</i>					

**10.1. Initial Evaluation of Applicants.** Applicants are subject to screening by the Department Chair, Guidance Counselor and the College Dean/Dean of the Colleges. The following documents will be the bases of the evaluation (needed to be submitted by the applicants to their OJT Coordinators):

- a. Copy of Passport
- b. Copy of Resume (the format depends upon the requirement of the Partner Agency)
- c. Copy of Certificate of Good Moral Character
- d. Copy of Report of Grades evaluated by the Registrar's Office
- e. Letter of Consent from the parents
- f. Certification that the applicant is a regular student signed by the University Registrar, Department Chair and the College Dean
- g. Recommendation Letter signed by the College Dean/Dean of the College
- h. Other requirements as may be required by Partner Agencies

**10.2. Preliminary Interview.** Applicants who passed the initial evaluation shall be scheduled for a preliminary interview by the OJT Office. Announcement and information about the preliminary interview will be posted and given to the colleges and campuses concerned.

The names and the documents of the applicants who passed the preliminary interview will be submitted to the Local and Foreign Partner Agencies. These Local and Foreign Partners will then send the applicant's name and documents to their Foreign Partner Establishments for evaluation.

**10.3.** Successful applicants who underwent the procedure stated in the last paragraph of the immediately preceding provision shall be scheduled for foreign employer's interview.

**10.4.** Once selected, qualified applicants will be scheduled by the Local Partner Agency for Visa Interview and Medical Examination.

**10.5.** Once the application of the selected trainee has been processed by the Partner Agencies, a pre-departure seminar or meeting will be scheduled for the selected trainee and their parents by On-the-Job Training Office.



**10.6.** Seven (7) days before departure, the following documents must be submitted by the students to the OJT Coordinator and OJT Office for the issuance of the RLE Journal and a copy of the air ticket:

- a. Program of Study
- b. Copy of Registration or Enrolment Form with enrolled subject OJT or Practicum
- c. Letter of Indemnity or Training Waiver
- d. Resume


**10.7.** An admitted student-trainee must comply with all the rules and regulations of the host establishment, training partner and the University. Further, he/she must complete the agreed duration of the training.

**10.8. Required Documents after the completion of the training.** The following documents must be submitted to the respective OJT Coordinators within two (2) weeks after their arrival from the host country for the issuance of grades:

- a. Duly accomplished Related Learning Experience (RLE) Journal;
- b. Original and Photocopy of Certification of Completion of the Training from the Host Training Establishment;
- c. Duly Accomplished Student-Trainee's Performance Appraisal Report
- d. Copy of the Technical Report/Narrative Report (Format depends on the requirement of each College)
- e. Post OJT Counseling Slip signed by the Guidance Counselor/Guidance Facilitator


**Section 11<sup>1</sup>. Rendering of Overtime Hours.** Student-trainees may render overtime hours subject to the following procedures:

**11.1 Upon the Request of the Host Establishment.** The authorized representative of the company has to write a request letter addressed to the Director of Student Affairs and Services with an attached parents' consent. It is the discretion of the Director of the Office of Student Affairs and Services if the students will be allowed to serve overtime hours for the company. Once approved, the student is only allowed for a maximum of two (2) overtime hours per training day.

					
<b>TRAINING SUPERVISOR'S FEEDBACK FORM</b>					
<b>Name of the Training Supervisor:</b>				<b>Department:</b>	
<b>Name of the Company:</b>				<b>Date of Monitoring:</b>	
<b>Name of Student – Trainee:</b>					
<b>The student-trainee:</b>	<b>SA</b>	<b>A</b>	<b>N</b>	<b>D</b>	<b>SD</b>
1. Is punctual in attending work and assignments.					
2. Has sufficient knowledge to contribute in the organization.					
3. Knows how to work with the group.					
4. Performs tasks as prescribed In the Internship Training Plan.					
5. Follows and abides with the policies of the company.					
6. Maintains an upright conduct while in the company.					
7. Shows desirable traits, virtues and work habits.					
<b>Other Comments and Suggestions:</b>					
<hr/> <b>Training Supervisor's Signature</b>					
<b>Legend:</b> <i>SA-Strongly Agree    A-Agree    N-Neither agree or disagree    D-Disagree    SD-Strongly Disagree</i>					



Student-Trainee's Performance Appraisal Report

					
<b>STUDENT-TRAINEE'S PERFORMANCE APPRAISAL REPORT</b>					
Student Trainee/ Program/ Year Level			Name of Company		
Semester/ No. of Training Hours			Address of Company		
<b>Part I – DIRECTION:</b> Please rate by checking the appropriate column that best describes the performance of the above student trainee. Please use the ratings as follows: Five (5) being the highest and one (1) the lowest.					
<b>CRITERIA</b>					
<b>ATTENDANCE &amp; PUNCTUALITY</b>					
1. Reports on time	5	4	3	2	1
2. Reports regularly					
3. Requests permission before being absent					
<b>PERFORMANCE</b>					
1. Knows his/her work well					
2. Completes assignment on time					
3. Works with speed and accuracy					
4. Ensures quality of work					
5. Produces much output with less time					
6. Displays resourcefulness					
7. Requires less supervision					
8. Has initiative					
<b>GENERAL ATTITUDE</b>					
1. Shows interest in his/her work					
2. Accepts suggestions					
3. Cooperates well with everybody					
4. Exhibits honesty and dependability					
5. Follows instruction					
6. Observes safety rules and regulations					
7. Accepts responsibility					
8. Respects superiors					
9. Shows friendliness and pleasant attitude					
<b>TOTAL POINTS:</b>					
<b>COMMENT/SUGGESTIONS:</b>					
Rated by:  _____					
Training Supervisor					
<b>Part II – To be accomplished by the OJT Coordinator:</b>					
Name of student –trainee:			Course/Year:		
Name of Company:			Semester:	S.Y.:	
<b>Part III – In-Plant Performance Appraisal</b>					
OJT Coordinator Performance Appraisal			60% = _____		
and other requirements			40% = _____		
Total: 100%					
Final Grade: _____					
<b>Rating Scale:</b>					
<b>Numerical Grade</b>	<b>Equivalent</b>	<b>Adjectival Grade</b>	<b>Numerical Grade</b>	<b>Equivalent</b>	<b>Adjectival Grade</b>
1.00	98-100	Excellent	2.75	78-79	Fairly Satisfactory
1.25	94-97	Superior	3.00	75-77	Passing
1.50	90-93	Very Good	4.00	70-74	Conditional Failure
1.75	88-89	Meritorious	5.00	Below 70	Failure
2.00	85-87	Very Satisfactory			Incomplete
2.50	80-82	Satisfactory			Dropped
Rater:  _____					
OJT Coordinator					

**Section 12<sup>2</sup>. Grading System.** The grading system shall consist of the evaluation of the Host Training Establishment and the evaluation of the OJT Coordinator.

Evaluation given by the Company through Student-Trainees' Performance Appraisal Report	60 %
OJT Coordinator's Evaluation	
•Departmental Technical Report/Narrative Report Evaluation	30%
•Assessment of the Requirements submitted to OJT Coordinator	<u>10%</u>
	40 %
<b>TOTAL</b>	<b>100 %</b>
* Numerical Grades will be based on the following ranges:	
NUMERICAL	PERCENTAGE
1.00	98 - 100
1.25	94 – 97
1.50	90 – 93
1.75	88 - 89
2.00	85 – 87
2.25	83 – 84
2.50	80 – 82
2.75	78 – 79
3.00	75 – 77
5.00	Below 75
INC	Incomplete
DRP	Dropped

\* As per University Registrar's Office.

<sup>1</sup>Applies to both Local OJT and the SIAP

<sup>2</sup>Applies to both Local OJT and the SIAP



12.1. Student’s failure to finish the program and to submit the requirements on the required period shall render him/her a grade of INC (Incomplete). Completion of the OJT must be done on the following semester.

12.2. If the program is not completed on the following semester, failure of the subject or a grade of 5.0 will be the given grade for his/her OJT and the OJT subject must be re-enrolled. A grade of (DRP) dropped in OJT means the OJT subject must also be re-enrolled. In cases of misbehavior, upon evaluation, a grade of dropped (DRP) or 5.0 may be given depending upon the gravity of the violation.

**Section 13. Offenses.**

**13.1 Violations by the Host Training Establishment**

Any Host Training Establishment that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Section 14.1 of these guidelines:


- Changing provisions of signed agreement without the consent of the student trainees and the university.
- Non – compliance with prescribed internship training plan
- Placing student trainees in unsuitable training venues
- Such other acts similar or analogous to the foregoing and activities classified as harassment that is in violation of the provisions herein

**13.2 Violation of Student Trainees**

- Any act in violation of the Norms of Conduct for College Students related in the conduct of internship training (as defined by 6.4.2 (a) ,(b), (c) and (d) in the Norms os conduct for College Students)
- Any act in violation of the Host Training Establishment’s rules and regulations
- Any act in violation of the provisions herein

**Section 14. Sanctions**

14.1. Any host training establishment found guilty of violating any of the provisions contained under Section 13.1 of these guidelines shall be subjected to deprivation of sending/getting of student trainees.

			
<b>STUDENT TRAINEE’S PERSONAL HISTORY STATEMENT</b>			“1X1” PICTURE
<b>Student Information</b>			
LAST NAME:	FIRST NAME:	MIDDLE NAME:	
AGE:	SEX	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
HEIGHT:	WEIGHT:	COMPLEXION:	
DISABILITY(IF ANY)			
BIRTHDATE:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	BIRTHPLACE:	
		(mm dd yy)	
CITIZENSHIP:		CIVIL STATUS:	
PRESENT ADDRESS:		TEL NO.:	
PROVINCIAL ADDRESS		TEL NO.:	
<b>Family Background</b> (if parents are deceased, give data for the nearest relative and indicate relationship to applicant)			
FATHER’S NAME:		OCCUPATION:	
MOTHER’S NAME:		OCCUPATION:	
ADDRESS OF PARENTS:		TEL NO.:	
GUARDIAN’S NAME:		TEL NO.:	
<b>SCHOOL INFORMATION</b>			
PROGRAM:		YEAR LEVEL:	
MAJOR:		LENGTH OF PROGRAM:	
DEPARTMENT:		SCHOOL ADDRESS:	
OJT COORDINATOR:		TEL NO.:	
OJT ASST. DIRECTOR:		TEL NO.:	
DEAN:		TEL NO.:	
In case of emergency, notify			
NAME:		RELATIONSHIP:	
ADDRESS:		TEL NO.:	
I hereby certify that the foregoing answers are true and correct to the best to my knowledge, belief and ability.			
Signed at: _____ Date: _____			
_____ Applicant’s Signature over Printed Name			



## FORMS

### Training Agreement and Liability Waiver



#### TRAINING AGREEMENT AND LIABILITY WAIVER

I \_\_\_\_\_, a student of BATANGAS STATE UNIVERSITY, BATANGAS CITY, hereby voluntarily agree to undergo \_\_\_\_\_ training in any educational institution/industrial firm or establishment in order to acquire work experience related to the academic training gained from the College/School of \_\_\_\_\_ under the following terms and conditions:

1. That I shall abide by all the company /school rules and regulation and shall comply with those imposed for the program; otherwise, I shall be excluded from the further participation;
2. That I shall exercise care and diligence in any task assigned to me;
3. That I shall renounce and waive my claim against the school /industry/establishment for any injury I suffer personal or pecuniary, in the performance of my duties and function while under training;
4. That I shall be made answerable for any and all liabilities for damages for property or injury to third person, which may be occasioned by my intentional or negligent act while in the course of my training.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Student's Signature over Printed Name

\_\_\_\_\_  
Competent Proof of Identity

\_\_\_\_\_  
ID Number

With our consent and approval:

\_\_\_\_\_  
Parent/Guardian's Signature over Printed Name

\_\_\_\_\_  
Competent Proof of Identity

\_\_\_\_\_  
ID Number

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_  
Philippines.

- 14.2. Any student trainee found guilty of violating any of the provisions contained under Section 13.2 of these guidelines shall be subjected to sanctions in accordance with the university's and host training establishment's rules and regulations. Sanctions to be given shall be determined jointly by the university and the host training establishment.

#### ARTICLE VII DUTIES AND RESPONSIBILITIES OF THE PARTIES

**Section 15. Duties and Responsibilities of the University.** The following must be performed by the University:

- 15.1. Pre – qualify student trainees in accordance with the school off campus training policies and requirements as specified herein and from the receiving host training establishment.
- 15.2. Select Host Training Establishment and ensure acceptability of internship training plan and practicum venue in order to protect the student interest.
- 15.3. Execute memorandum of agreement with host training establishment.
- 15.4. Monitor and evaluate performance of the student trainees jointly with the Host Training Establishment based on the prescribed internship training plan.
- 15.5. Monitor the student trainee and attend to his/her needs and concerns by coordinating with host training establishment.
- 15.6. Conduct general orientation for qualified student trainees.
- 15.7. Conduct initial and regular visit/inspection to ensure safety of students.
- 15.8. Issue a final grade to the student trainee upon completion of requirements on prescribed period.
- 15.9 Designate academically qualified OJT Coordinators (1 OJT coordinator per 80 student trainees) who will supervise, monitor and evaluate student trainees

**Section 16. Duties and Responsibilities of the Host Training Establishment.** The following must be performed by the Host Training Establishment:

- 16.1. Facilitate the processing of the documents of the student trainee in coordination with the university.

- 16.2. Provides training and activities to student trainees in accordance with internship training plan
- 16.3. Assign a competent training supervisor responsible for the implementation of all phases of internship training plan.
- 16.4. Conduct a post training review and evaluation of the training program
- 16.5 Issue Certificate of Completion of the student trainees.
- 16.6. Provide safe and healthful working/training environment
- 16.7. May provide necessary incentives to the student trainee as contained in the memorandum of agreement, such as free duty meals, travel allowance and uniform if possible.

**Section 17. Duties and Responsibilities of the Student Trainee.** The following must be performed by the Student Trainee:

- 17.1. Complete the agreed duration of his/her internship
- 17.2. Undergoes the required orientation program conducted by the university and host training establishment.
- 17.3. Submit the necessary documents in the conduct of training.
- 17.4. Follow and abide with the rules and regulations of the university and the host training establishment in the conduct of internship training.

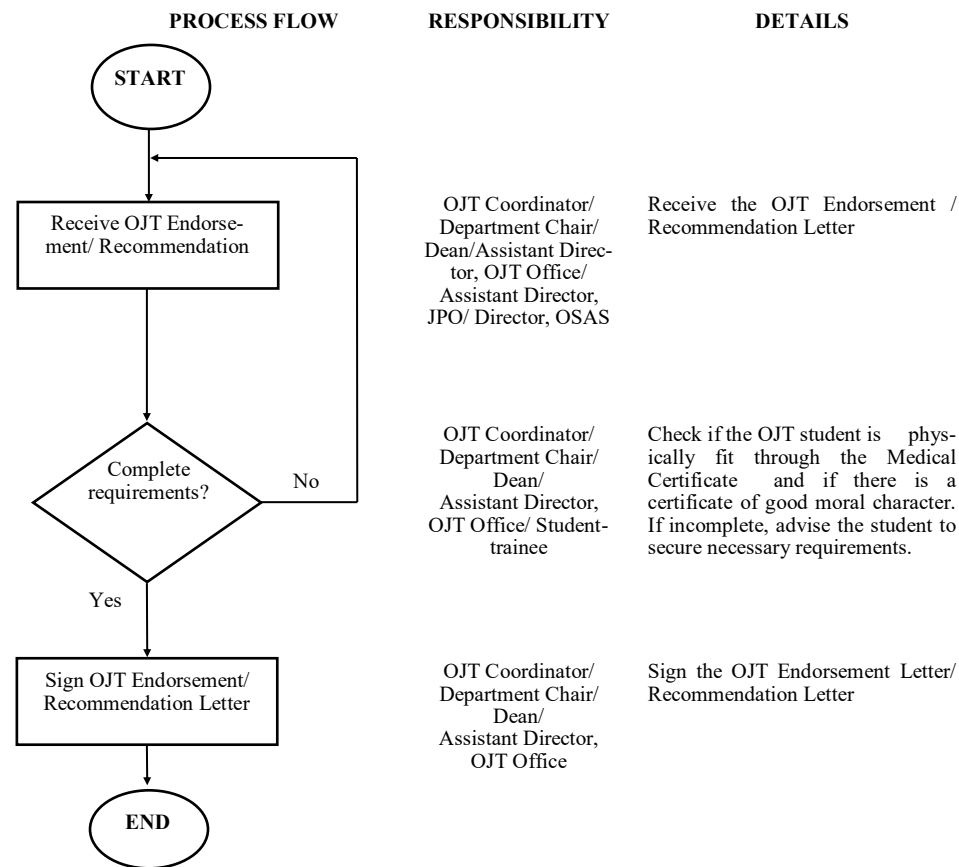
**ARTICLE VIII  
MANDATORY EVALUATION AND REVIEW**

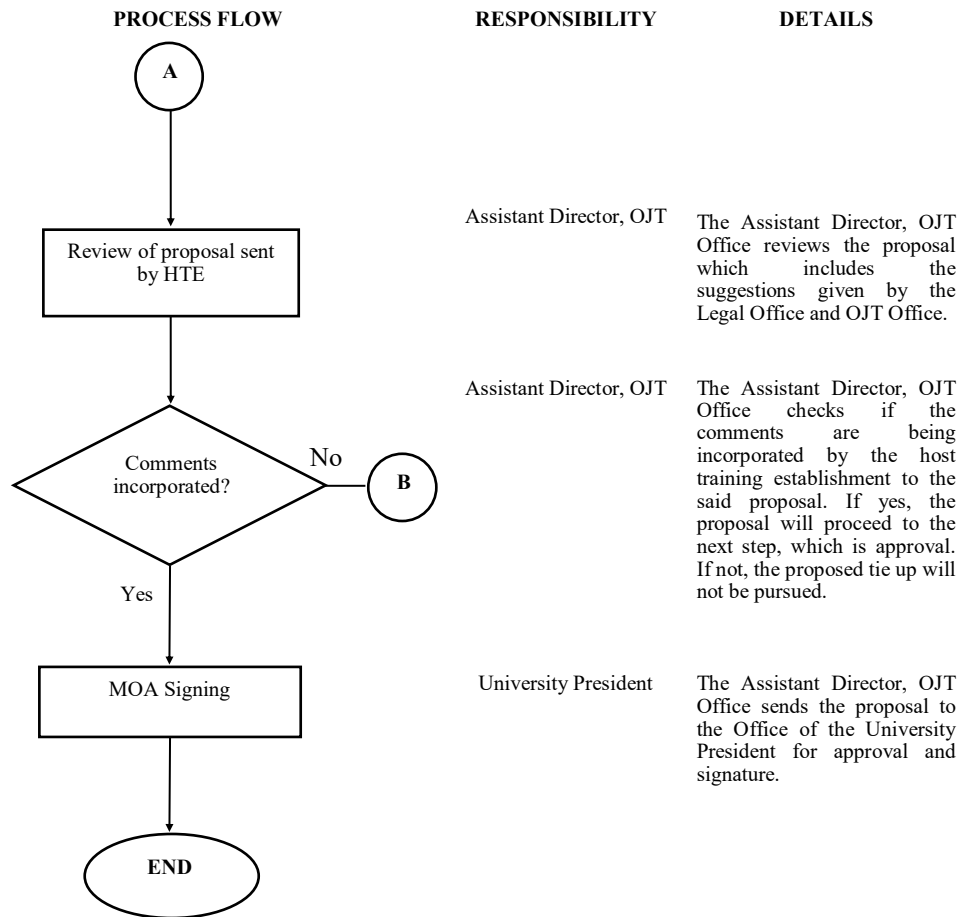
**Section 18.** By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing rules and regulations for possible revisions or amendments.

**ARTICLE IX  
EFFECTIVITY**

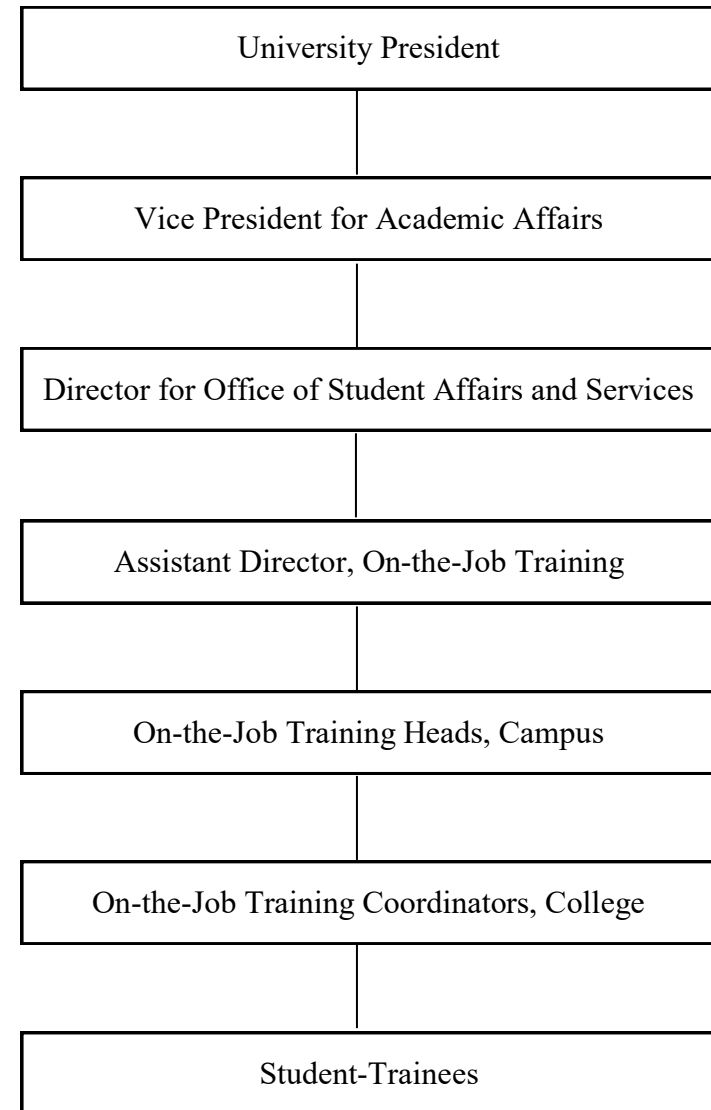
**Section 19.** These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

**Work Instruction:  
Signing of On-the-Job Training (OJT) Endorsement/Recommendation Letter**

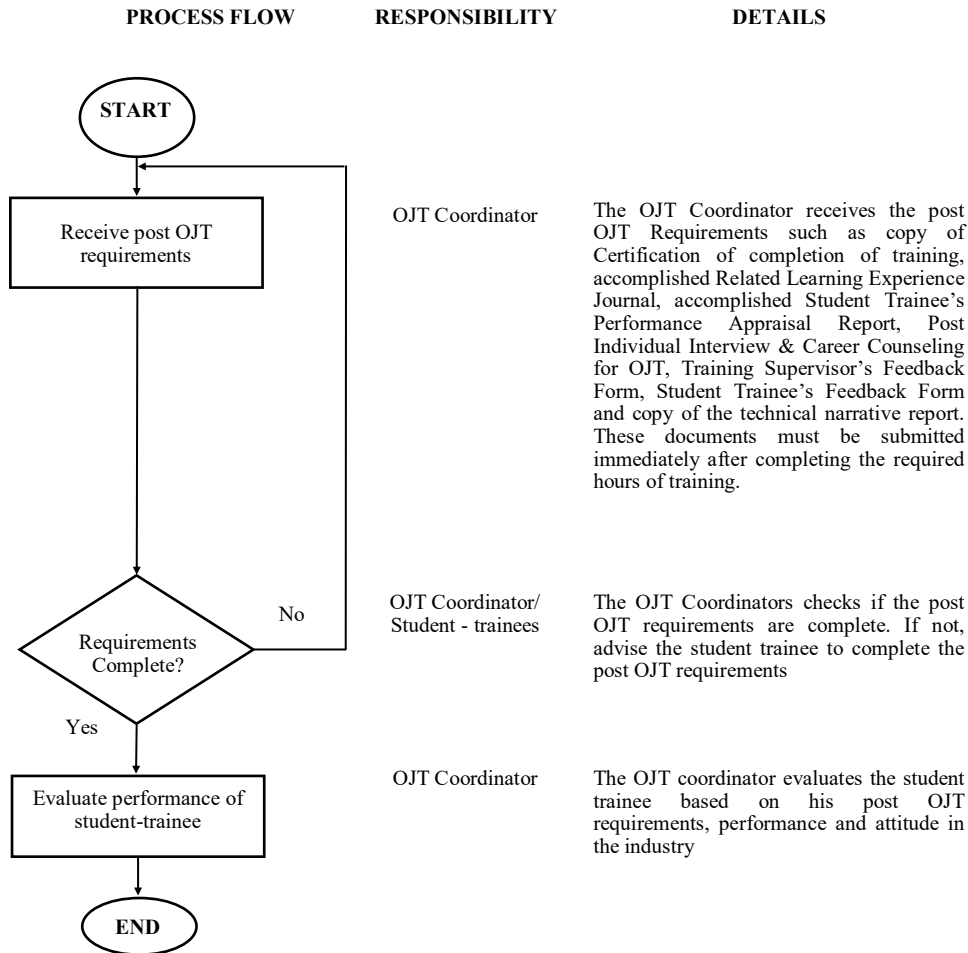




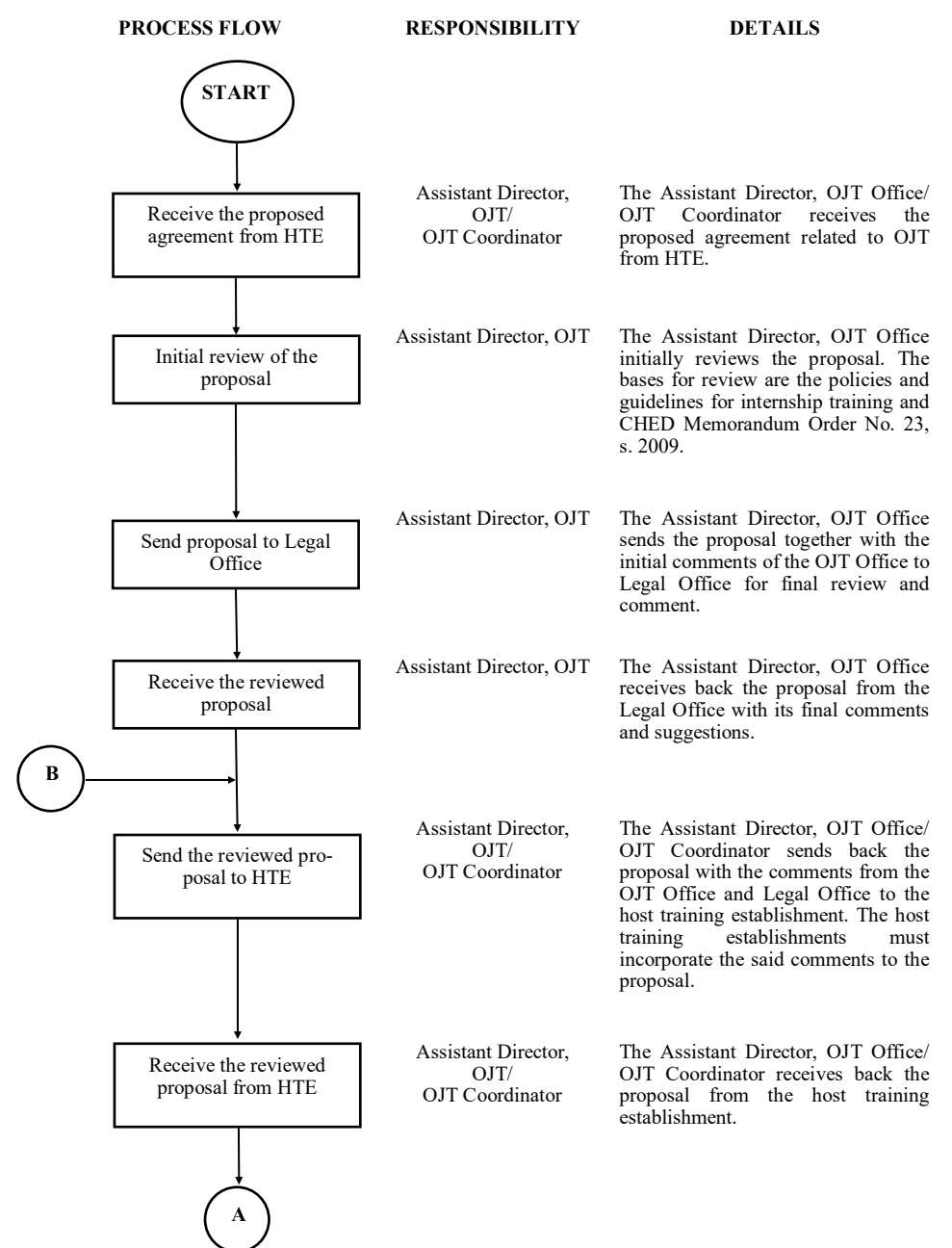
## ORGANIZATIONAL CHART



**Work Instruction:  
Evaluation of the Performance of Student Trainees at the end of the  
On-the-Job Training**

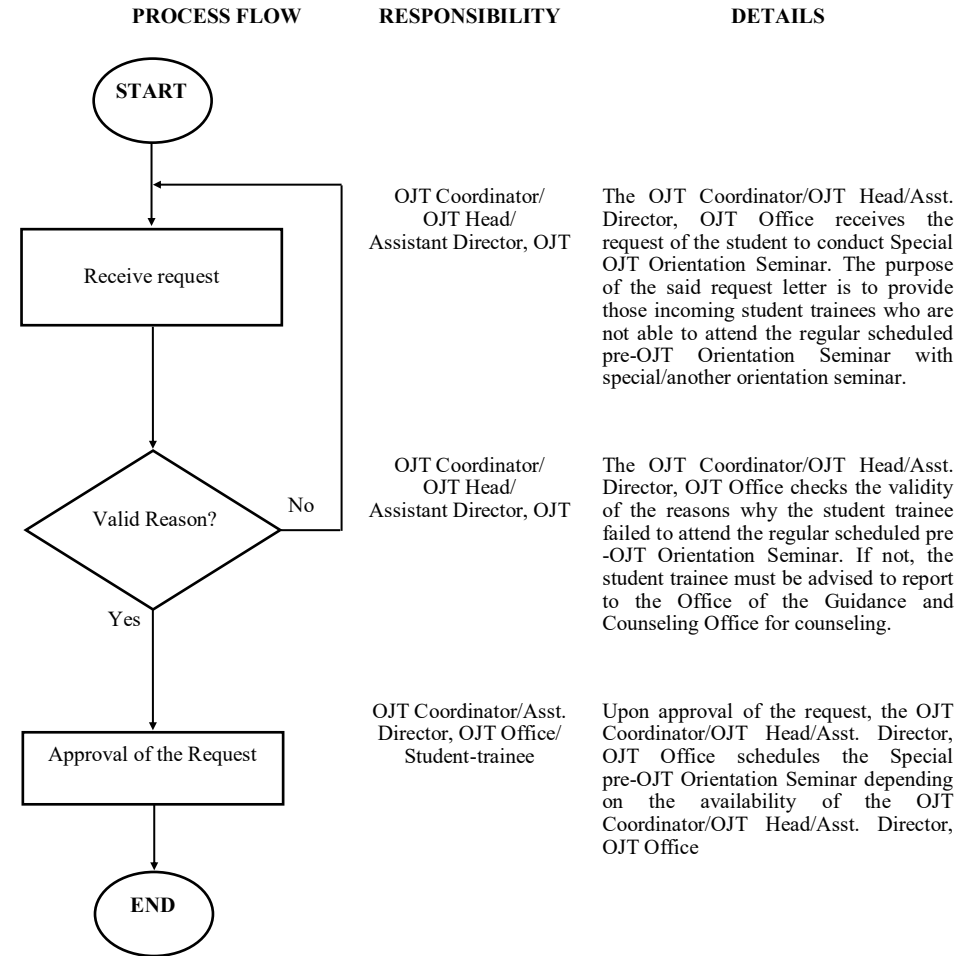
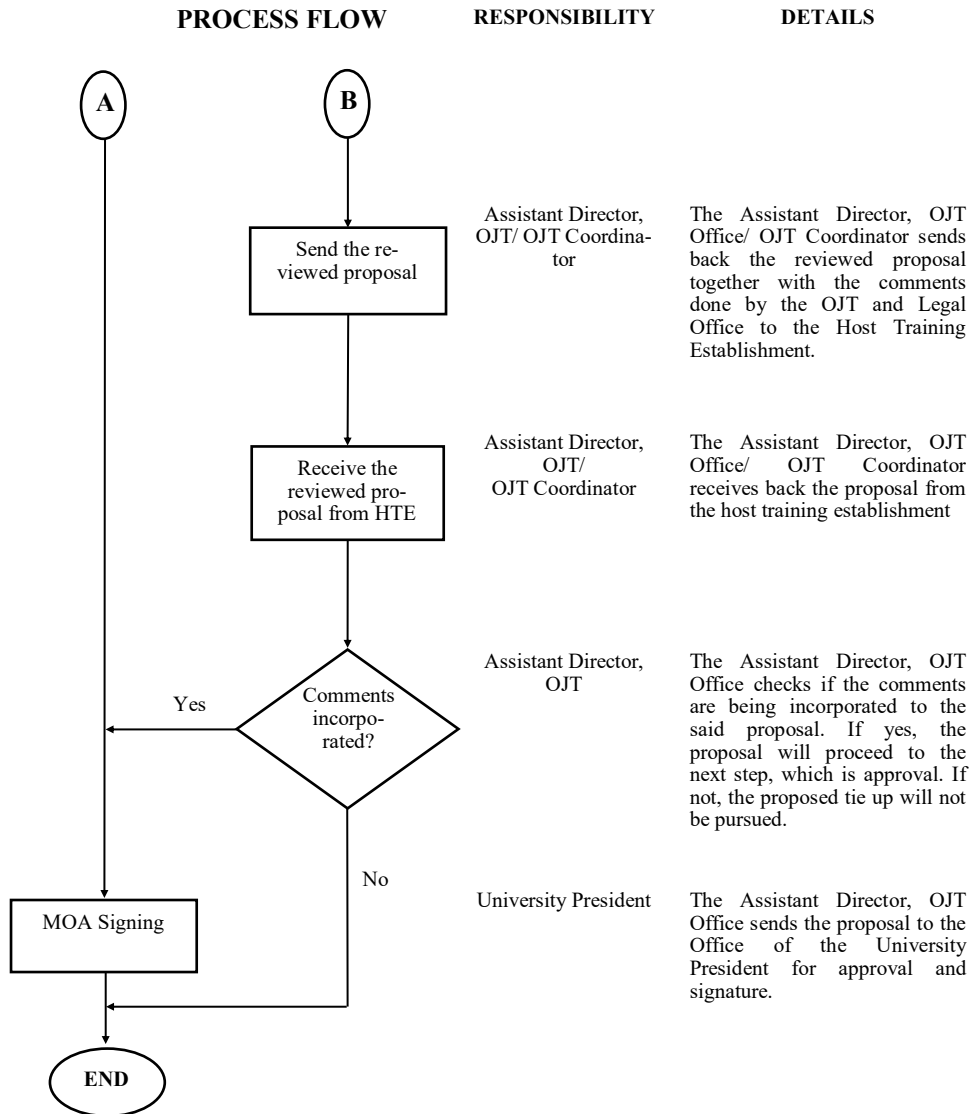


**Work Instruction:  
Review and Approval of the proposed Memorandum of Agreement (MOA) for  
On-the-Job Training (OJT) sent by the Host Training Establishment (HTE)**

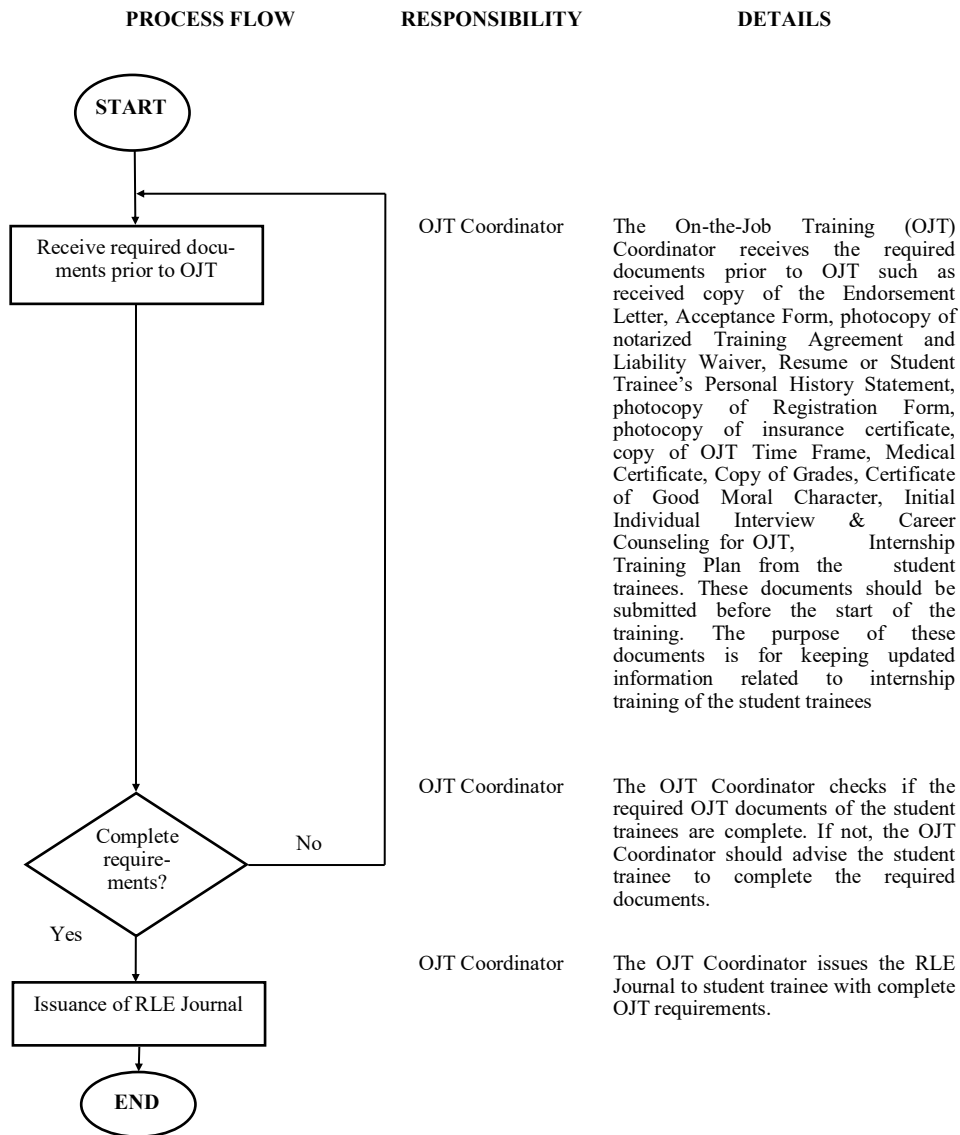




**Work Instruction:  
Granting of Request for Special On-the-Job Training (OJT) Orientation Seminar**



**Work Instruction:  
Issuance of Related Learning Experience (RLE) Journal**



**Work Instruction:  
Review and Approval of the proposed Memorandum of Agreement (MOA) for  
On-the-Job Training (OJT) sent by the University to Host Training  
Establishment (HTE)**

