The logo of Batangas State University is a circular emblem. It features a central shield with a sunburst and a quill pen. Below the shield is a banner with the text 'SERVICE VIRTUE' and '1903 EXCELLENCE'. The outer ring of the emblem contains the text 'BATANGAS STATE UNIVERSITY' at the top and 'PHILIPPINES' at the bottom, separated by green laurel branches.

Batangas State University Citizens' Charter

Revised 2015

Office of the Assistant Director for On-the-Job Training

Profile

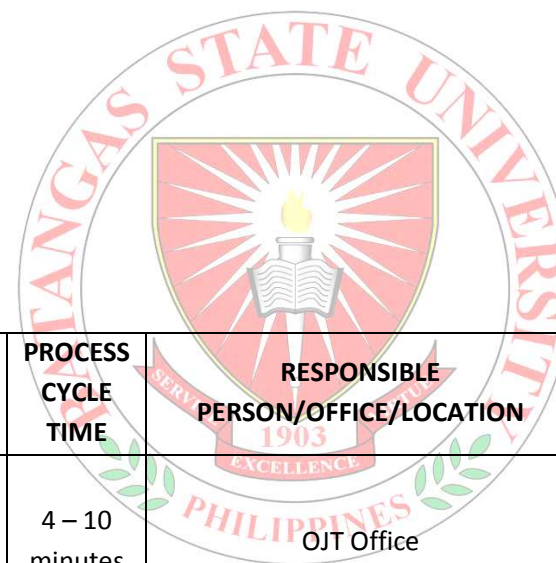
This Office strives to facilitate local and international practical exposure for student trainees for them to gain related learning experiences and opportunities to become better professionals of global standard. It also- intends to cater quality, relevant and responsive related learning experiences for all bona fide students through a carefully planned, progressive and closely monitored actual work experiences required in a globally competitive labor market.

Location

OJT Office

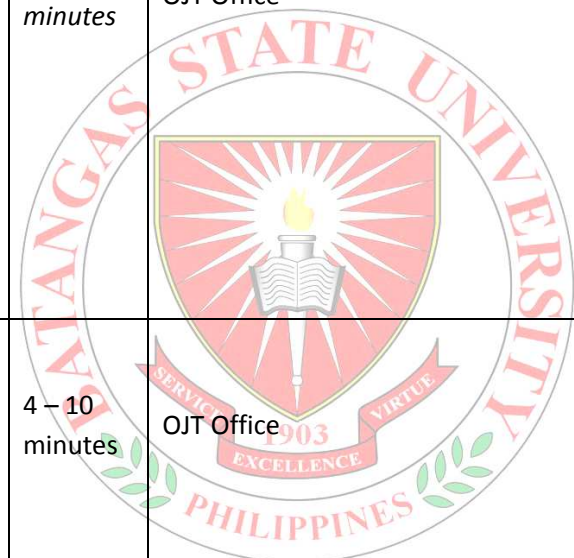
Contact Details

Main Campus 1 (043) 980 0385; 980-0392 to 0394 loc 105 / 1147
 Main Campus 2 (043) 425 – 0139 loc 2147
 Lipa Campus (043) 980 – 0385; 980-0392 to 0394 loc 3104
 Rosario Campus (043) 980 – 0385; 980-0392 to 0394 loc 4201
 San Juan Campus (043) 980 – 0385; 980-0392 to 0394 loc 4102
 Balayan Campus (043) 980 – 0385; 980-0392 to 0394 loc 1201
 Malvar Campus (043) 778 – 2170 loc 113
 Lobo Campus
 Nasugbu Campus
 Lemery Campus



FRONTLINE SERVICE	CLIENTS	REQUIREMENTS	SCHEDULE OF AVAILABILITY OF SERVICE	FEES	FORMS	PROCESS CYCLE TIME	RESPONSIBLE PERSON/OFFICE/LOCATION
1. Signing of Endorsement Letter for OJT by OJT Coordinator	Student trainees	Certificate of Good Moral Character, Medical Certificate	January – December Monday – Friday 8:00 AM – 5:00 PM No Noon Break	None	None	4 – 10 minutes	OJT Office

			Excluding Holidays				
2. Signing of Endorsement Letter for OJT by Assistant Director, OJT	Student trainees	Certificate of Good Moral Character, Medical Certificate	January – December Monday – Friday 8:00 AM – 5:00 PM No Noon Break Excluding Holidays	None	None	4 – 10 minutes	OJT Office
3. Securing Related Learning Experience (RLE) Journal	Student trainees	Current Student Registration Form, Received Copy of the Endorsement Letter for OJT, Notarized Training Agreement and Liability Waiver, <i>Certificate of Good Moral Character, Photocopy of Medical Certificate, Accomplished Location Map Form, Photocopy of Insurance Certificate, Copy of OJT - Time Frame, *Copy of Dormitory/Boarding House's Business Permit</i>	January – December Monday – Friday 8:00 AM – 5:00 PM No Noon Break Excluding Holidays	None	None	8 – 15 minutes	OJT Office
4. Answer Queries about OJT concerns	Student trainees, public	None	January – December Monday – Friday 8:00 AM – 5:00 PM No Noon Break Excluding Holidays	None	None	4 – 10 minutes	OJT Office



Signing of Endorsement Letter for OJT by the OJT Coordinator

Schedule of Availability of Service

January – December

Monday – Friday

7:00 AM – 6:00 PM (No Noon Break)

Excluding Holidays

Who May Avail of the Service

Student Trainees

What are the Requirements

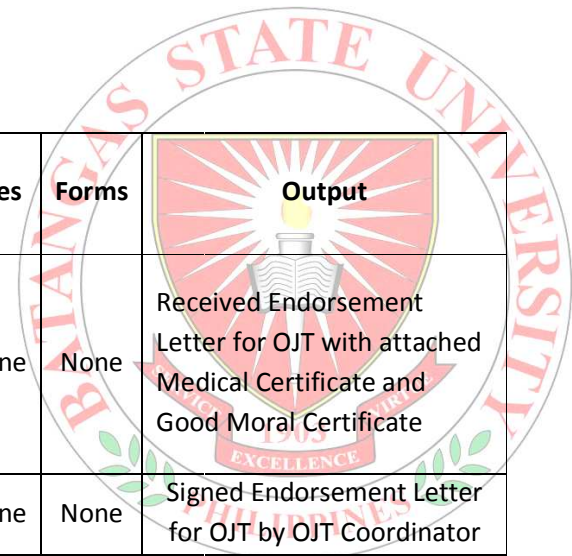
Certificate of Good Moral Character, Medical Certificate

Duration

4 – 10 minutes

How to avail of the Service

Step	Applicant/Client Activity	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms	Output
1	Present the endorsement letter for OJT with attached Medical Certificate and Certificate of Good Moral Character	OJT Office	2 – 5 minutes	Administrative Aide III	None	None	Received Endorsement Letter for OJT with attached Medical Certificate and Good Moral Certificate
2	Register at the Log book	OJT Office	2 – 5 minutes	Administrative Aide III	None	None	Signed Endorsement Letter for OJT by OJT Coordinator
END OF TRANSACTION							



Signing of Endorsement Letter for OJT by the Assistant Director, On-the-Job Training

Schedule of Availability of Service

January – December
 Monday – Friday
 7:00 AM – 6:00 PM
 No Noon Break
 Excluding Holidays

Who May Avail of the Service

Student Trainees

What are the Requirements

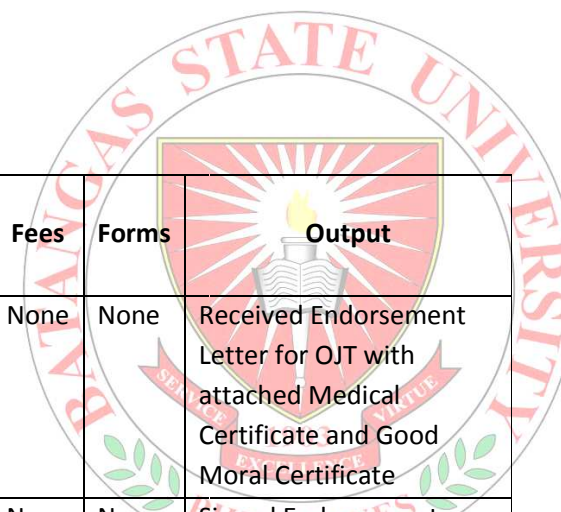
Certificate of Good Moral Character, Medical Certificate

Duration

4 – 10 minutes

How to avail of the Service

Step	Applicant/Client Activity	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms	Output
1	Present the endorsement letter for OJT signed by their respective OJT Coordinator and College Dean with attached Medical Certificate and Certificate of Good Moral Character	OJT Office	2 – 5 minutes	Administrative Aide III	None	None	Received Endorsement Letter for OJT with attached Medical Certificate and Good Moral Certificate
2	Register at the Log book	OJT Office	2 – 5 minutes	Administrative Aide III	None	None	Signed Endorsement Letter for OJT by Assistant Director, OJT
END OF TRANSACTION							



Securing Related Learning Experience Journal (RLE) for OJT

Schedule of Availability of Service

January – December

Monday – Friday

8:00 AM – 5:00 PM

No Noon Break

Excluding Holidays

Who May Avail of the Service

Student Trainees

What are the Requirements

Current Student Registration Form, Received Copy of the Endorsement Letter for OJT, Notarized Training Agreement and Liability Waiver, Certificate of Good Moral Character, Photocopy of Medical Certificate, Accomplished Location Map Form, Photocopy of Insurance Certificate, Copy of OJT Time Frame, *Copy of Dormitory/Boarding House's Business Permit

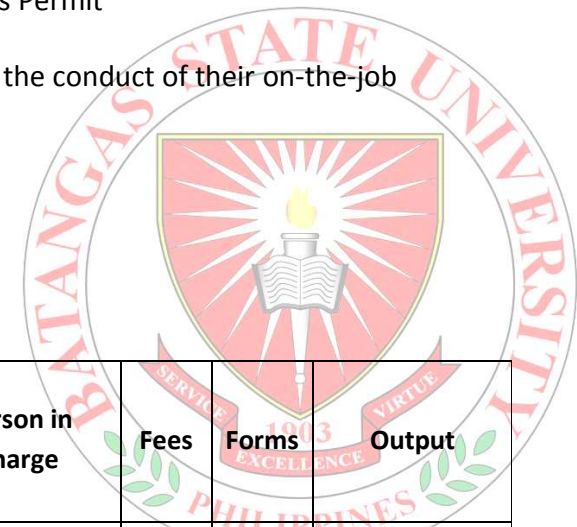
*Applicable only to those student trainees who are renting dormitories or boarding houses in the conduct of their on-the-job training

Duration

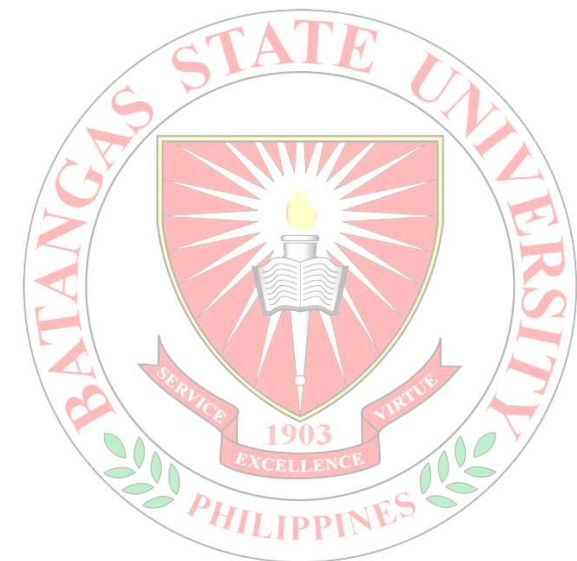
8 – 15 minutes

How to avail of the Service

Step	Applicant/Client Activity	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms	Output
1	Submit the following documents in a long brown envelope: Current Student Registration Form, Received Copy of the Endorsement Letter for OJT,	OJT Office	5 – 10 minutes	Administrative Aide III	None	None	Checked and verified pertinent OJT



	Notarized Training Agreement and Liability Waiver, Certificate of Good Moral Character, Photocopy of Medical Certificate, Accomplished Location Map Form, Photocopy of Insurance Certificate, Copy of OJT Time Frame, *Copy of Dormitory/Boarding House's Business Permit						documents
2	Register at the Logbook	OJT Office	3 – 5 minutes	Administrative Aide III	None	None	Related Learning Experience (RLE) Journal
END OF TRANSACTION							



Answer Queries about OJT Concerns

Schedule of Availability of Service

January – December

Monday – Friday

8:00 AM – 5:00 PM

No Noon Break

Excluding Holidays

Who May Avail of the Service

Student Trainees, Public

What are the Requirements

None

Duration

4 – 10 minutes

How to avail of the Service

Step	Applicant/Client Activity	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms	Output
1	State the inquiry about OJT concerns	OJT Office	2 – 5 minutes	Administrative Aide III	None	None	Attended Inquiries
2	Verify the next steps depending on the nature of the inquiry	OJT Office	2 – 5 minutes	Administrative Aide III	None	None	Properly disseminated information
END OF TRANSACTION							

