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**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Numbers</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus 1</td>
<td>(043) 980 0385; 980-0392 to 0394 loc 105 / 1147</td>
<td></td>
</tr>
<tr>
<td>Main Campus 2</td>
<td>(043) 425 – 0139 loc 2147</td>
<td></td>
</tr>
<tr>
<td>Lipa Campus</td>
<td>(043) 980 – 0385; 980-0392 to 0394 loc 3104</td>
<td></td>
</tr>
<tr>
<td>Rosario Campus</td>
<td>(043) 980 – 0385; 980-0392 to 0394 loc 4201</td>
<td></td>
</tr>
<tr>
<td>San Juan Campus</td>
<td>(043) 980 – 0385; 980-0392 to 0394 loc 4102</td>
<td></td>
</tr>
<tr>
<td>Balayan Campus</td>
<td>(043) 980 – 0385; 980-0392 to 0394 loc 1201</td>
<td></td>
</tr>
<tr>
<td>Malvar Campus</td>
<td>(043) 778 – 2170 loc 113</td>
<td></td>
</tr>
<tr>
<td>Lobo Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nasugbu Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lemery Campus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FRONTLINE SERVICE

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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</td>
<td>OJT Office</td>
<td>2 – 5 minutes</td>
<td>Administrative Aide III</td>
<td>None</td>
<td>None</td>
<td>Received Endorsement Letter for OJT with attached Medical Certificate and Good Moral Certificate</td>
</tr>
<tr>
<td>2</td>
<td>Register at the Log book</td>
<td>OJT Office</td>
<td>2 – 5 minutes</td>
<td>Administrative Aide III</td>
<td>None</td>
<td>None</td>
<td>Signed Endorsement Letter for OJT by Assistant Director, OJT</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit the following documents in a long brown envelope: Current Student Registration Form, Received Copy of the Endorsement Letter for OJT,</td>
<td>OJT Office</td>
<td>5 – 10 minutes</td>
<td>Administrative Aide III</td>
<td>None</td>
<td>None</td>
<td>Checked and verified pertinent OJT</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>register at the logbook</td>
<td>OJT Office</td>
<td>3 – 5 minutes</td>
<td>Administrative Aide III</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>----</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>------------------------</td>
<td>--------</td>
<td>--------</td>
</tr>
</tbody>
</table>

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

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

END OF TRANSACTION