



# Carlos Hilado Memorial State College

Alipin ng Bayan, Gaganapan ng Bayan, Pagpapalaganap ng Bayan, Pagpapalaganap ng Bayan

To be a leading GREEN institution of higher learning in the global community by 2030  
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation building)

Office of the Registrar



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(034) 435-0670

## APPLICATION FOR ON-THE-JOB TRAINING (OJT)

The Registrar  
This College

Date: 02 / 03 / 2022  
mm / dd / yyyy

Madam:

I have the honor to-apply for

☐ ENGOJT - Engineering On-the-job Training

(BSECE 3<sup>rd</sup> Year, Summer)

☐ CPEOJT - Engineering On-the-job Training

(BSCpE 4<sup>th</sup> Year, 2<sup>nd</sup> Semester)

☒ ITEOJT - IT/IS Internship / On-the-Job Training

(BSIT/BSIS 4<sup>th</sup> year, 2<sup>nd</sup> Semester)

☐ OJTRAI (1/2) - On-The-Job Training (600 hrs)

(BSINDTECH 4<sup>th</sup> Year, 1<sup>st</sup> and 2<sup>nd</sup> Semester)

☐ TVTEST - Supervised Industry Training (240 hrs)

(BTVTEd 3<sup>rd</sup> Year, Summer)

☐ EDNTRN - Teaching Internship

(BTVTEd 4<sup>th</sup> Year, 2<sup>nd</sup> Semester)

Degree/course ☐ BS CpE

☐ BS ECE

☒ BS IT

☐ BS IS

☐ BS IND TECH

☐ BTVTEd

major in

☐ Arch Draft Tech

☐ Auto Tech

☐ Comp Tech

☐ Elc Tech

☐ Elx Tech

☐ Foods Trade Tech

☐ Mech Tech

In this connection, I wish to request evaluation and assessment of my scholastic records short of the final ratings for the subjects I am presently taking.

Please be further informed that I am willing to comply with the requirements prescribe by the College relative to my training.

Very truly yours,

EDWARD BENJIE A

Signature over Complete Name

(Last Name, First Name and Middle Initial)

ACTION TAKEN:

Remarks/Comments:

☐ No deficiency and recommended for training.

☒ Lack units in subject/s: incomplete grades. (PENDING SYSTEM UPDATE)

☐ Others: \_\_\_\_\_

(In case there are deficiencies, attach waiver)

MA PRESCILA G. AUSA

Officer In-Charge, Registrar



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chmasc.edu.ph

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NO RELIEF  
REVISION OF  
APRIL 15, 2014