



# Carlos Hilado Memorial State College

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

**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)

College of Computer Studies

 [iit.office@chmsc.edu.ph](mailto:iit.office@chmsc.edu.ph)  (63-34) 434-8148

## ON-THE-JOB TRAINING AGREEMENT

The \_\_\_\_\_, agrees to permit \_\_\_\_\_,  
(Name of Company/Institution) (Name of Student Trainee)

Bachelor of Science in Information Technology / Bachelor of Science in Information Systems to work in this company/institution as part of his/her corporate exposure in addition, it is agreed that:

1. The On-The-Job Training (OJT) Program is designed for 600 hours/semester with a maximum of 40 hours/week.
2. The training period begins on \_\_\_\_\_, 2022, and ends up to \_\_\_\_\_, 2022.
3. While in the process of training, he/she will have the status of a trainee, neither a regular worker employed.
4. The student trainee agrees to perform diligently the work assigned to him/her. He/She also agrees to pursue faithfully the prescribed training program and to improve his/her efficiency, knowledge and personal traits.
5. The official from **Carlos Hilado Memorial State College** shall make supervisory and instructional visits to the company/Institution during the training period to evaluate student's training progress and to discuss training problems.
6. The coordinator shall have the authority to transfer or withdraw the student trainee for reasonable grounds.
7. The company/Institution has the right to sever the training of the student trainee who does not meet the performance required.
8. The student may request transfer if deems necessary, shall be evaluated by the school's coordinator and shall be granted if properly justified.
9. All complaints regarding the conduct and performance of student trainee shall be made to the College.
10. The training of the student trainee shall conform to all laws, rules and regulations in the conduct of On-The-Job Training (OJT) Program.

This agreement shall take effect immediately upon signing hereof until its termination. The undersigned have thoroughly reviewed this document and hereby signify his/her agreement to this provision.

\_\_\_\_\_  
Student Trainee

\_\_\_\_\_  
Company's Representative

\_\_\_\_\_  
Parent/Guardian

**Giovani N. Ten, MSCS Ph.D. EM**  
CCS OJT Coordinator



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