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- Assess yourself by answering the following questions:
  - As far as experience is concerned, discuss what you have learned during the
  - training (both technically and socially).
  - What are the most unforgettable and memorable events / experiences during
  - your training?

### **OJT Format for Documentation**

- c. To the pursuit of quality education, what are your recommendations to
- improve the Internship Program of Quezon City University?
- d. What are your advices to those who will take the internship in the near
- future?

### **Second Company if Applicable**

#### **- Assess yourself by answering the following questions:**

- As far as experience is concerned, discuss what you have learned during the
- training (both technically and socially).
- What are the most unforgettable and memorable events / experiences during
- your training?
- To the pursuit of quality education, what are your recommendations to
- improve the Internship Program of Quezon City University?
- What are your advices to those who will take the internship in the near
- future?

### **Chapter Four : Pertinent Documents:**

- Endorsement Letter (First Semester and Second Semester) (Original Copy if Available / Photocopy)
- Memorandum of Understanding (First Company) (Original Copy if Available / Photocopy)

- For soft binding

- For revision

- Memorandum of Understanding (Second Company if Applicable) (Original Copy if Available / Photocopy)
- Waiver (First Company) (Original Copy if Available / Photocopy)
- Waiver (Second Company if Applicable) (Original Copy if Available / Photocopy)
- Acceptance Letter (First Company) (Original Copy if Available / Photocopy)
- Acceptance Letter (Second Company if Applicable) (Original Copy if Available / Photocopy)
- Daily Time Record (First Company) (Photocopy)
- Daily Time Record (Second Company if Applicable) (Photocopy)
- Evaluation Form (First Semester and Second Semester) (Original Copy if Available / Photocopy)
- Certificate of Completion (First Company) (Original Copy if Available / Photocopy)
- Certificate of Completion (Second Company if Applicable) (Original Copy if Available / Photocopy)

#### **Photo Gallery containing the following:**

- Company picture (First Company)
- Pictures taken during the training (First Company)
- Company picture (Second Company if Applicable)
- Pictures taken during the training (Second Company if Applicable)

Approved by: Dr. Lalaine Josefa Carrao, LPT, MSIT