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**First Company**

- 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)

- 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)



INTERNSHIP INFORMATION AND ACCEPTANCE FORM  
On-the-Job Training 1

Course: Bachelor of Science in Information Technology  
Internship Semester & Year: 1<sup>st</sup> Sem - 2023 - 2024

Student Number: 20-1924  
Student Name: Rochelle Macatiag

**TO BE COMPLETED BY STUDENT AND REVIEWED WITH THE IMMEDIATE SUPERVISOR**  
Company Name: Consolidated Matrix Inc.

Address: 315 CMI Building Commonwealth Ave., Diliman, Quezon City

Internship Hours: 243 (486)

Internship Start Date: 9/13/23

Internship Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Off	Off	8am - 5pm	8am - 5pm	8am - 5pm	

**TO BE COMPLETED BY THE COMPANY**

We, Consolidated Matrix Inc., accept  
internship application of Company Name

Student Name to serve in our company.

Authorized Representative Signature: MERYL A. MANALOTO

Date: September 6, 2023

Name: Meryl A. Manaloto

Position: Gr. HR Recruitment & Talent Manager

Department: Human Resources

Contact Number: 09776000156

Student Signature: \_\_\_\_\_

Date: September 6, 2023

Parent/Guardian Signature: \_\_\_\_\_

Date: September 6, 2023

Name: Rodante E. Pabilane

Address: 23 USAFFE Rd., Veterans Vill, Holy Spirit, Quezon City