



Republic of the Philippines
Laguna State Polytechnic University
Province of Laguna

On-the-Job Training Contract

The undersigned OJT students, and his/her guardians, hereby acknowledged that the Industrial training of the student is subject to the following conditions:


A. LAGUNA STATE POLYTECHNIC UNIVERSITY shall:

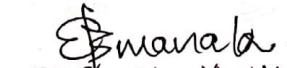
1. Design, implement and evaluate the training plan jointly with the accredited establishment;
2. Provide trainees basic skills with theoretical, general education values and human formation;
3. Recommend and assist trainee who will undergo On-the-job training;
4. Coordinate with the company on the implementation of the existing training standard;
5. Enroll trainees for group and accident insurance;
6. Require trainee to keep updated report book ready for inspection at any given time;
7. Provide administrative support for the monitoring of attendance and performance of the trainees undergoing on-the-job training;
8. Ensure that the provisions of the agreement are properly implemented and coordinated in the company for the purpose of high standard of training under the **FRONTLINE BUSINESS SOLUTION INC.**

B. THE ON THE JOB TRAINEE (EMMANUEL B MANALO) shall:


1. Enroll in the corresponding course during the regular term before he can start his/her on the job training.
2. Meet the required work exposure of 600hrs and continue if so required by the accommodating company provided it will not affect his/her schooling.
3. Not turn back/ stop, once the training is started.
4. Be liable for any injuries to third person or damage to property attributed to acts committed by the student- trainee in the course of the training.
5. Abide by the corporations/company/establishment rules and regulation
6. Report to his/her supervisor/OJT coordinator every problem he/she encountered during the training for proper action
7. Not to established close relationship to any employees of the accommodating company
8. Maintain the LSPU good image
9. Submit narrative report at the end of his/her training.

In WITNESS WHEREOF, the student –trainee and /or his/ her parents /guardians have hereunto set their hands this ____ day of March 2022 at LSPU – San Pablo City Campus, San Pablo City, Laguna.


EMMANUEL B MANALO
Signature over Printed Name
STUDENT TRAINEE


EMELINDA MANALO
Signature over Printed Name
PARENT/GUARDIAN


JOESUA R MANZANERO
OJT Coordinator


RONNEL A. DELA CRUZ
Associate Dean, College of Computer Studies
LSPU-San Pablo City Campus



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