NARRATIVE REPORT FORMAT

Preliminaries

Title Page

Acceptance Sheet

Biographical Data

Acknowledgment

List of Figures

List of Appendices

I. INTRODUCTION

Objectives of the OJT

What the students want to achieve? This should be at least three objectives.

Significance of the OJT

Discussion about the importance of training; brief description about the industry and the linkage institution

Time and Place of the OJT

Brief discussion about the training area (department assignment), training schedule, and training days of the student.

II. THE LINKAGE ESTABLISHMENT

Location of the Establishment

Background/Profile of the Establishment

Figure 1. Logo of (Company name)

Mission

Vision

Core Values (if applicable)

Function and Responsibility of the Management

Figure 2. Organizational chart of (Company name)

III. THE TRAINING AREA

Department Function

Organizational Structure of the Department

Figure 3. Organizational chart of the (*Department*)

Facilities

Tools and Equipment

Standard Operating Procedures

IV. THE TRAINING EXPERIENCE (past tense; third person EXCEPT for the Journal)

Daily Journal

Tasks Performed (these are the assigned duties)

Observed strengths and weaknesses of the training area

Insights

Challenges or difficulties before, during, or after the training

Suggestion/s for improvement

Suggestion/s to solve the problems encountered by the student

V. SUMMARY

VI. REFERENCES

VII. APPENDICES

Recommendation Letter
Memorandum of Agreement
Apprentice Ledger
Curriculum Vitae
Location Map
Certificate of Completion
Accomplished Evaluation Form
Daily Time Record

Training Plan
Photo Documentation

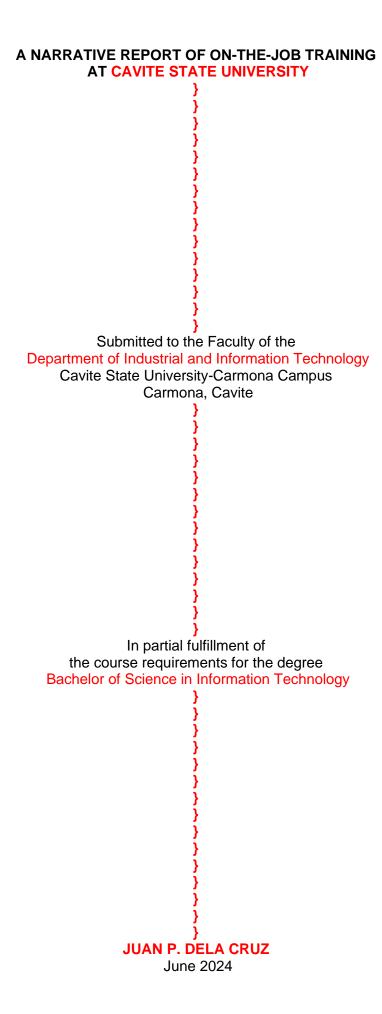
REMINDERS!

Margin: Top, Right, Bottom = 1", Left = 1.5"

Paper size: A4
Font style = Arial
Font size = 11

Spacing = Double space (Please refer to more detailed formatting that will be given to you.

- 1. The Introduction page has the imaginary page number 1 at the upper right corner. All pages are numbered accordingly with new chapter pages having imaginary pagination.
- Maintain a space (3 single spaces) between the main heading and the 1st line of discussion. Double spacing must be observed throughout the discussion of the chapter.
- 3. Photos are labeled below with 2 single spaces observed between the figure and the label.
- 4. Size of photos, if any, should be 3"x5". (h X w)
- 5. There is no photo in the Biographical Data part.
- 6. Use first person in your Journal.

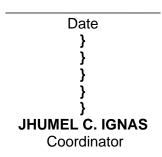


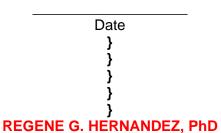
ACCEPTANCE SHEET

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The On-the-Job Training Narrative Report here to attached, prepared and submitted by **HARRY H. POTTER**, in partial fulfillment of the requirements for the degree of Bachelor of Science in Information Technology is hereby accepted.







Chairperson, Department of Industrial and Information Technology



BIOGRAPHICAL DATA

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XXXXXX.

ACKNOWLEDGMENT

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INTRODUCTION

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Objectives of the On-the-Job Training

Significance of the On-the-Job Training

Time and Place of the On-the-Job Training

THE LINKAGE ESTABLISHMENT

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Standard Operating Procedures

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THE TRAINING EXPERIENCE

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Daily Journal

July 31, 2023

Day 1

August 01, 2023

Day 2

Tasks Performed

Observed strengths and weaknesses of the training area

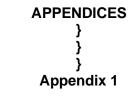
Insights

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Suggestion/s to solve the problems encountered by the student	
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SUMMARY
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REFERENCES } (APA FORMAT 6th Ed.) }

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Recommendation Letter

Appendix 00
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Photo Documentation
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