



STUDENT ON-THE-JOB-TRAINING WEEKLY
REPORT

Name:		Company:
Course and Section:	Training Station:	Date:

DAYS	SUMMARY OF WORK, DUTIES AND RESPONSIBILITIES	HOURS
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
	TOTAL TRAINING HOURS PER WEEK	

Prepared by:

<NAME OF STUDENT>
On-the-Job Trainee

Checked by:

<NAME OF TRAINER>
Trainer/Supervisor

Noted by:

ALEXANDER S. COCHANCO
Ojt Coordinator

NEUST-OJT-F011 Rev.
00 (02.11.19)