

## PRACTICUM CONFIRMATION AND ACCEPTANCE FORM

### IMPORTANT INFORMATION

- STUDENTS ACCEPTED FOR PRACTICUM IN A HOST COMPANY WILL HAVE TO ACCOMPLISH THIS FORM.
- ASK THE PRACTICUM SUPERVISOR/ COMPANY REPRESENTATIVE TO FILL IN THE DETAILS OF THE TRAINING.
- SUBMIT TO THE PRACTICUM ADVISER/COORDINATOR PRIOR TO THE START OF TRAINING.

NAME OF STUDENT	<u>Russton Lau Wei Jie</u>	STUDENT NUMBER	<u>2021160805</u>
COURSE CODE	<u>IT199F</u>	SY/TERM ENROLLED	<u>2024-2025 / 3rd Term</u>

This is to certify that Russton Lau Wei Jie (name of student-trainee) has been accepted for practicum at City Government of Binan (name and address of establishment) and will be attached to the ICTO department/s for a minimum of, but not limited to 486 hours. Training will commence on April 23, 2025 and is expected to end on July 11, 2025. Attached is the list of requirements.

### COMPANY REPRESENTATIVE

<u>JENNY ANN E. SARABUENTO</u> Head, City Human Resources Development Office Signature over Printed Name	<u>HR Department head</u> Official Designation
<u>City Human Resources Development Office</u> Department	<u>chrd@binan.gov.ph / 049-513-5013</u> Email and Contact Number/s

### NOTED BY

<u>Admar</u> Signature over printed name of Practicum Coordinator	<u>5/2/2025</u> Date
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FORM OVPA 030B

COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM COORDINATOR

THIS FORM IS AVAILABLE AT THE OVPA.