



**PAMANTASAN NG LUNGSOD NG MAYNILA**

Gen. Luna corner Muralla Street, Intramuros, Manila | <https://plm.edu.ph>

COLLEGE OF INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT

**OJT REQUIREMENTS CHECKLIST**

**Student Name:** \_\_\_\_\_ **Student No.** \_\_\_\_\_

REQUIREMENTS		√	DATE ACCOMPLISHED
I.	Cover Page		
II.	Resume/Curriculum Vitae		
III.	Recommendation Letter		
IV.	Acceptance Letter		
V.	Photocopy of ID & Calling Card (Supervisor)		
VI.	Company OJT Agreement/Contract		
VII.	CET Agreement/Waiver		
VIII.	Company Profile		
IX.	Company Site Map		
X.	Job Description		
XI.	Weekly Time Record – Week 1		
	Weekly Time Record – Week 2		
	Weekly Time Record – Week 3		
	Weekly Time Record – Week 4		
	Weekly Time Record – Week 5		
	Weekly Time Record – Week 6		
	Weekly Time Record – Week 7		
	Weekly Time Record – Week 8		
XII.	Weekly Activity Report – Week 1		
	Weekly Activity Report – Week 2		
	Weekly Activity Report – Week 3		
	Weekly Activity Report – Week 4		
	Weekly Activity Report – Week 5		
	Weekly Activity Report – Week 6		
	Weekly Activity Report – Week 7		
	Weekly Activity Report – Week 8		
XIII.	Performance Evaluation Report		
XIV.	Certificate of Completion		
XV.	Accomplishment Report		

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**RAYMUND M. DIOSES**  
OJT Coordinator

**Grade:** \_\_\_\_\_