**OJT JOURNAL CONTENTS & FORMAT**

1. Title Page
2. Approval Sheet
3. Acknowledgement
4. Table of Contents
5. Introduction

5.1. Rationale

5.2. Company Profile

1. Company Organizational Structure / Chart

6.1. Duties/Functions of On-the-Job Trainee

1. Body

7.1. Monthly Reports (*original copies*)

7.2 Summary of Monthly Activities

7.2. Learning in Different Training Areas

1. Summary/Conclusion

8.1. Things learned during the OJT

1. Recommendations

9.1. Overall Suggestions/Comments

9.1.1. Potential of Company as Cooperating Industry

9.1.2. Availability and appropriateness of facilities, equipment, and machinery

9.1.3. Company Personnel Cooperation

9.2. Duration of training (too long or too short)

9.3. Proposed revisions for the improvement of the training program

9.4. Advise to future On-the-Job Trainees to the company or to other companies in general.

1. Appendices

10.1. Pictorials in all training areas (in actions, during programs, with supervisor/boss, with co-workers with caption every pictures)

10.2 Other documents

10.2.1 Certificate of Completion from the company (stating no. of hours rendered) (2 copies – original copies)

10.2.2. Performance Rating Sheet from the company (2 copies – original copies)

10.2.3. DTR duly signed by the HTE Rep

10.2.4. Accomplished evaluation form of OJT experience

10.2.5. Descriptive Feedback on OJT Performance

10.2.6. NOTARIZED PARENTS’ CONSENT

10.2.7. ACCEPTANCE LETTER

10.2.8. MOA and Internship Agreement

10.2.9. Resumé

10.2.10 Final Rating Sheet of On-the-Job Trainee