

UIP VIRTUAL INTERNSHIP PROGRAM

MAV APPLICATION AND CHECKLIST FORM

INTERNS INFORMATION SECTION:

Full Name: Guillermo, Justine Rome M.

School: Feu Institute of technology

Course: BSIT with specialization on Web and Mobile development

Contact Number: 09157769045

Birthdate: 12/09/99

Address No. Inc. Bldg. Name / Street / Subdivision:

130 Pinagtipunan Street Hagdang Bato Libis Mandaluyong City

Application ID: 20219224

Student's Advisor: MR. JENICE ORPEZA

Student's Email: justineguillermo00@gmail.com

AdvisorEmail: jgorpeza@feutech.edu.ph

Required No. of Hours: 520

Schedule: 8 AM – 5 PM

Starting Date: 04/25/22

Ending Date: 07/11/22

Highlighted information must be complete and correct in order.

I am giving consent to the coordinator of this training to collect and process my information for me to receive a proper off boarding process. My information will not be shared with any third-party organization. All documents submitted to the company will only remain on my drive and will not be deleted so that I still have records with the company. The Information will solely be used to report quantitative data of interns and for sending the off-boarding documents and certificates.

WORK AGREEMENT SECTION:

Contact Information during the Internship:

Company name: Melham construction Corporation

Company address: No. 27 Commonwealth Avenue Fairview Quezon City.

Supervisor's name: Ms. Romela May L. Sallatic

Supervisor's email address: mcc.main.uip@gmail.com

Supervisor's contact #: N/A

Job Title: Back-End Web developer

Job Description: developer who will work with team members to troubleshoot and improve current back-end applications and processes. The Back-end Developer will use his or her understanding of programming languages and tools to analyze current codes and industry developments, formulate more efficient processes, solve problems, and create a more seamless experience for users. You should have excellent communication, computer, and project management skills.

Give job title(s) and description for job you hope to have after graduating.

Title: Back-End developer, junior – senior developer.

INTERNSHIP REQUIREMENTS CHECKLIST

- ✓ I have completed the following requirements for virtual Internship program:
 - ✓ I **Justine Rome M. Guillermo** have read the Internship Handbook. I have discussed each one of the internship requirements with my Academic Advisor Brylle Estrada and MCC, Anafara and Visvis corporation UIP Heads.
- ✓ I have completed the **Internship Work Agreement Form** using the most accurate and up-to-date information possible.
- ✓ I have already submitted the required documents such as Resume, Letter of endorsement and Notarized MOA.
- ✓ I have completed all the tasks provided by the company and completely uploaded all the files to Drive.
- ✓ My attendance is complete and the hours I need for the internship are done.
- ✓ My attendance logs were checked by HR- Admin.
- ✓ I have no bad record with the company and did not commit offenses.
- ✓ Immediately upon completion of the internship, I will upload the copy of Certificate of Completion to the submission form.
- ✓ I have received an official acceptance letter.
- ✓ I have completed the Off Boarding process

Highlighted information must be complete and correct in order.

I Justine Rome M. Guillermo understands that failure to follow the requirements for the Virtual Internship program listed above, will result in my evaluation form provided by the school OJT coordinator will not be filled out by the company representative. The following requirements must be completed before issuing the Evaluation form.


Intern's Signature: Justine Rome M. Guillermo

Date: 05/11/22

UIP ADMINISTRATIVE HEAD:

Date: 05/11/22