



BATAAN PENINSULA STATE UNIVERSITY-MAIN CAMPUS
College of Computer Studies

OJT CHECKLIST FORM

Name of Officer	Michael Coronel
Position/Designation	Administrative Assistant VI
Company/Industry Name	Provincial Planning and Development Office
Company/Industry Address	5F, The Bunker, The Capitol Compound, Balanga City, Bataan
Company Telephone No.	(047) 237 3488

Name of Student	BACANI CHRISTIANE RHELY JOSELLE A.
Course & Major	Bachelor of Science in Computer Science Major in Software Development
Year & Section	BSCS-SD4A
Address	#1280, Purok 12, Barrio Intsik, Balanga City, Bataan
Contact Number	0969 220 6189

OJT REQUIREMENTS		DATE	SIGNATURE
1.	Copy of Grades (Certified True Copy)	01/14/26	
2.	Application Form Sheet A	01/14/26	
3.	Application Form Sheet B	01/14/26	
4.	Medical Certificate	01/14/26	
5.	Resume	01/14/26	
6.	Letter of Application	01/14/26	
7.	Recommendation Letter	01/14/26	
8.	Approval Form	01/14/26	
9.	Certificate of Registration (Xerox Copy)	01/14/26	
10.	Official Receipt (Xerox Copy)	01/14/26	
11.	Acceptance Letter	01/14/26	
12.	Waiver Form	01/14/26	
13.	Certificate of Acceptance	01/14/26	
14.	MOA		





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Procedure for the Application of OJT Program

STEP 1. ATTEND THE OJT ORIENTATION SEMINAR

Note: Students should sign-up the Attendance Form

STEP 2. GET A COPY OF GRADES FROM THE REGISTRAR'S OFFICE

- a. Evaluation of Grades (Certified True Copy)

Note: Students with INCOMPLETE grades should see their instructor for their completion

STEP 3. FILL-UP AND PREPARE THE FOLLOWING FORMS

- a. Application Form Sheet A and Sheet B
b. Medical Certificate
c. Resume
d. Letter of Application

STEP 4. SEE YOUR OJT COORDINATOR FOR EVALUATION

Note: Bring the following forms

- a. Application Form Sheet A and Sheet B
b. Medical Certificate
c. Resume
d. Letter of Application

STEP 5. SEE YOUR COLLEGE DEAN FOR THE SIGNING OF FORM/LETTER

- a. Application Form Sheet A
b. Recommendation Letter

STEP 6. SEE YOUR OJT COORDINATOR TO GET A COPY OF THE APPROVAL FORM

Note: Present your OJT Checklist Form

STEP 7. ENROLL YOUR PROFESSIONAL PRACTICE / PRACTICUM SUBJECT ON THE SCHEDULED DATE

Note: On the scheduled date of enrollment show your APPROVAL FORM for assessment

STEP 8. HAND-DELIVER OR MAIL YOUR LETTER TO THE COMPANY/HTE

- a. Letter of Application
b. Recommendation Letter
c. Resume

STEP 9. FILL-UP AND PREPARE YOUR WAIVER FORM AND CERTIFICATE OF ACCEPTANCE

- a. Waiver
b. Certificate of Acceptance

Note: All the signatories should properly sign the Waiver Form and Certificate of Acceptance

STEP 10. SUBMIT ALL THE OJT REQUIREMENTS TO YOUR OJT COORDINATOR

- a. Copy of Grades (Certified True Copy)
b. Application Form Sheet A and Sheet B
c. Medical Certificate
d. Resume
e. Letter of Application
f. Recommendation Letter
g. Approval Form
h. Certificate of Registration (COR) and Official Receipt (Xerox Copy)
i. Acceptance Letter
j. Waiver Form
k. Certificate of Acceptance
l. MOA
m. OJT Checklist Form

Note: OJT requirements should place in a long brown envelope (hard bound)

