



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, Bario 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

- 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

- Application Form Sheet A and Sheet B
- Medical Certificate
- Resume
- Letter of Application

STEP 4. SEE YOUR OJT COORDINATOR FOR EVALUATION

Note: Bring the following forms

- Application Form Sheet A and Sheet B
- Medical Certificate
- Resume
- Letter of Application

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

- Application Form Sheet A
- 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

- Letter of Application
- Recommendation Letter
- Resume

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

- Waiver
- 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

- Copy of Grades (Certified True Copy)
- Application Form Sheet A and Sheet B
- Medical Certificate
- Resume
- Letter of Application
- Recommendation Letter
- Approval Form
- Certificate of Registration (COR) and Official Receipt (Xerox Copy)
- Acceptance Letter
- Waiver Form
- Certificate of Acceptance
- MOA
- OJT Checklist Form

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

