

## VISION

A globally-recognized institution of higher learning that develops competent and morally upright citizens who are active participants in nation building and responsive challenges of 21<sup>st</sup> century.

## MISSION

Batangas State University is committed to the holistic development of productive citizens by providing a conducive learning environment for the generation, dissemination and utilization of knowledge through, innovative education, multidisciplinary research collaborations, and community partnerships that would nurture the spirit of nationhood and help fuel national economy for sustainable development.

## CORE VALUES

Faith

Patriotism

Human Dignity


Integrity

Mutual Respect

Excellence

Office of Student Affairs and Services

**(043) 4160349 Loc. 107**

	Reference No.: BatStateU-DOC-OJT-01	Effectivity Date: January 3, 2017	Revision No.: 00
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**Republic of the Philippines**  
**BATANGAS STATE UNIVERSITY**  
**Office of Student Affairs and Services**  
On-the-Job Training Office  
ARASOF-Nasugbu  
Nasugbu, Batangas  
Tel No. (043) 4160349 Loc. 107

## RELATED LEARNING EXPERIENCE JOURNAL



Name: \_\_\_\_\_

Academic Program: \_\_\_\_\_ Yr.: \_\_\_\_\_

School Year: \_\_\_\_\_

## INSTRUCTION

This RELATED LEARNING EXPERIENG JOURNAL is issued to the student-trainee to log-in the daily activities of his/her training. This Journal is a record of the history of the students training and accomplishments.

### STUDENT-TRAINEES RESPONSIBILITIES FOR THE JOURNAL

The student-trainee, in consultation with his/her Training Supervisor and OJT Coordinator, should accomplish the details of the activities for each day. It is the responsibility of the Student-trainee to make the entries in his/her journal and keep it up-to-date. This responsibility includes:

1. The Journal must be available in the work place during training.
2. Entries are made daily on the training activities performed.
3. Submit the journal to the OJT Coordinator during monitoring of the training and
4. At the end of the training period, submit this journal to the industrial coordinator as a post training requirement and for evaluation purposes.


### RECORDING

This RLE Journal must contain the following information:

1. A clear and concise description of each task or activity performed for each training day.
2. Comments and impressions on the activities performed and interpretation on the value of the training; and
3. Complete each page report with necessary entries and by affixing the Student-trainee's signature as well as the signatures of the OJT Coordinator and the Training Supervisor.

### REMINDER

This Journal is a permanent authentic record of the student's training. It will be difficult to reconstruct the training activities from memory. TAKE GOOD CARE OF THIS Journal. Make sure you don't lose it.

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### ON-THE-JOB-TRAINING OFFICE

Under the Office of Student Affairs and Services Office (OSAS), On-the-Job Training (OJT) Office strives to facilitate local and international practical exposure for student trainees for them to gain related learning experiences and opportunities to become better professionals of global standard.

### OJT OFFICE OBJECTIVES

1. Formulate university on-the-job training policies and guidelines on selection, placement, monitoring and assessment of student trainees.
2. Monitor and evaluate performance of the student trainees jointly with the Host Training Establishment based on the prescribed Training Plan.
3. Monitor the student trainee and attend to his/her needs and concerns by coordinating with the host training establishment.
4. Conduct general on-the-job training orientation for qualified student trainees.
5. Conduct initial and regular visit/inspection of the host training establishment organization to ensure safety of the students.

### GENERAL OBJECTIVES OF THE LOCAL OJT PROGRAM

The Program aims to:

1. Provide students the opportunity to acquire practical knowledge, skills and desirable attitudes and values in reputable establishments/industries.
2. Enhance the students' work competencies, and discipline as they relate to the people in the workplace;
3. Promote competitiveness of students through their training.
4. Strengthen and enrich the degree programs in the university;
5. Provide opportunities to learn from and network with experienced professionals;
6. Handle new challenges and complex tasks or problems; and
7. Identify future career directions and become candidates for future job opening

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<b>Period Covered</b>	<b>Department/Section</b>
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Prepared by: \_\_\_\_\_  
Student-Trainee's Signature

Approved by: \_\_\_\_\_  
 Placement Coordinator  
 (Signature over Printed Name)

TRAINEE'S WEEKLY REPORT (Week\_\_\_\_)

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Student-Trainee's Signature

Noted by: \_\_\_\_\_  
Training Supervisor  
(Signature over Printed Name)

Approved by: \_\_\_\_\_  
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