



ARELLANO UNIVERSITY
School of Computer Science
Sampaloc, Manila

ON-THE-JOB TRAINING MEMORANDUM

NAME OF STUDENT: **ERL BRYAN P. MALINDOG**

NAME OF BUSINESS/OFFICE/COMPANY: **INFORMATION MANAGERS INC.**

ADDRESS OF FIRM OR OFFICE: **Room 704 State Condominium 1, 186 Salcedo Street, Makati 1200**

The purpose of this memorandum is set for training the student who is enrolled in Computer Practicum as a prerequisite for graduation for the degree of Bachelor of Science in Computer Science of Arellano University, so that maximum of learning and job proficiency may be achieved by the student-trainee. Programming, encoding, and other computer-related work are the experiences expected to be learned during the on-the-job training.

The student agrees to work and study diligently both receiving business experience and in attending school. The student also agrees to take advantage of every opportunity to improve his/her skills, knowledge and personality to qualify in his/her chosen occupation. It is understood that the trainee will observe the rules and regulation, which apply to other employees in the company.

The employer agrees to assist the University in giving the student a well-rounded training by assigning the student several phases of work during the training period. Training sponsors, usually supervisors, department heads or senior clerks, may be appointed to direct the student's job training in each of the work assigned. At the end of the training period, the employer will complete the Trainee's Evaluation Record which gives an evaluation of the job performance and behavior of the student-trainee.

The coordinator will assist the employer in carrying out the continuous training of the student. He will conduct the classroom instruction with the on-the-job experience received by the student. The coordinator shall also confer with the employer and visit the trainee at the work place to determine and to correct the weaknesses of the student trainee.

The training period, covering the Summer/Semester of the school year **2020-2021** will start on the date this memorandum has been approved and signed by the employer or its representative. This training agreement may be terminated for just cause by any person named in this memorandum, with the understanding that the notice will be given to all interested parties.

Permission for the student to receive classroom instruction and business experience in the office has been secured. A progress report will be forwarded to the parent/guardian for their information.

ERL BRYAN P. MALINDOG

Student-Trainee

Signature over printed name

BLESILA MALINDOG

Parent/Guardian

Signature over printed name

Ms. GERALDINE M. RILLES

OJT Coordinator

Signature over printed name

CARLOS LIM

Employer

Signature over printed name

VP ADMIN & FINANCE

Position

1/11/2021

Date