

PRACTICUM PREPARATION SEMINAR-WORKSHOP
REGISTRATION FORM

Student Name :LEGASPI, JERICHO ALECSON ENRIQUEZ Date :06/25/2019 2:34:52 PM
ID Number :11615555 Degree:BS-IS

I have read the guidelines for the Practicum Preparation Seminar Workshop and will abide by these accordingly. I know that I have to attend all sessions of this seminar. It is also clear to me that if I miss a single session, I will have to repeat the entire seminar altogether. There is no third option for this seminar-workshop. I am also aware that this seminar-workshop is an important requirement in the completion of my course and non compliance of such renders me liable to appropriate sanctions.

Applicant's signature over printed name

Email address/es:_____

Mobile Number/s:_____

**Practicum Preparation
Seminar-Workshop**

To: Accounting Office

From: Career and Placement Office

Re: OJT Fee

Please collect P300.00 from

LEGASPI, JERICHO ALECSON ENRIQUEZ
Name

06/25/2019 2:34:52 PM
Date

As seminar fee.

Thank you

**Career and Placement Office (CPO)
D103 Taft Campus**

**PRACTICUM PREPARATION SEMINAR-WORKSHOP
RUN 3, TERM 3, SY 2018-2019**

Official Guidelines

To: All students who are taking the following courses: Bachelor of Science in Business Administration Major in Computer Applications, Bachelor of Science in Information Systems, Bachelor of Science in Information Systems (formerly Bachelor of Science in Information Management), Bachelor of Science in Information Technology, Bachelor of Science in Business Administration Major in Export Management, Bachelor of Science in Industrial Design, Bachelor of Arts in Multimedia Arts / Bachelor of Arts Major in Multimedia Arts, Bachelor of Arts in Arts Management / Bachelor of Arts Major in Arts Management, and Bachelor of Arts in Consular and Diplomatic Affairs.

Please be reminded that you are required to attend the Practicum Preparation Seminar Workshop prior to your practicum or On-the-Job training.

The Practicum Preparation Seminar Workshop can accommodate a maximum number of 150 participants per run.

Listed below are the official guidelines you are expected to comply with:

Activity	Date	Time	Venue
Settle the seminar fee of Three Hundred Pesos (P 300.00) at the Finance Department ONE DAY AFTER ENLISTING	On or before July 5, 2019	Until 3:00 PM only	Finance Dept - Cashier
FOR NEW APPLICANTS: Personally submit accomplished registration form together with the official receipt (OR) to be able to join the Practicum Preparation Program	On or before July 5, 2019	Until 4:00 PM only	Career and Placement Office(CPO)-2/F MFC Building
FOR FOR-RECONSIDERATION APPLICANTS: Accomplish the Reconsideration Form and personally submit together with the OR and Registration Form to be able to join the Practicum Preparation Program	within 3 working days from enlistment date but	not later than 4:00 PM, July 5 2019	CPO - 2/F MFC Building
PRACTICUM PREPARATION ORIENTATION	July 12, 2019 (Friday)	12:30 to 1:30 PM	AUDITORIUM - 5/F DUERR HALL, TAFT CAMPUS
Work Values Test (Please bring a BALLPOINT PEN)	July 12, 2019 (Friday)	1:30 to 2:00 PM	TBA
Log on to PracPrep website to view Room Assignment (Click VIEW ROOM ASSIGNMENT button)	July 18, 2019	from 4:00 PM onwards	apps1.benilde.edu.ph/pracprep
Practicum Preparation Seminar Workshop (BRING RESUME AND COVER LETTER)	July 20, 2019 (Saturday)	8:00 AM to 5:00 PM	TBA
View PracPrep website Announcement Section for Mock Interview Schedule (no need to log in)	July 25, 2019	from 4:00 PM onwards	apps1.benilde.edu.ph/pracprep
Mock Interview (YOU MUST COME IN PROPER BUSINESS ATTIRE)	July 27, 2019 (Saturday)	8:00 AM to 6:00 PM	TBA

LATECOMERS WILL NOT BE ENTERTAINED.