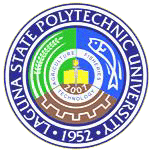
Republic of the Philippines

Laguna State Polytechnic University

Province of Laguna

**COLLEGE OF COMPUTER STUDIES**

**On the JOB Training Contract**

The undersigned OJT students, and his/her guardians, hereby acknowledged that the industrial training of the student is subject to the following conditions.

1. **LAGUNA STATE POLYTECHNIC UNIVERSITY shall:**
2. Design, implement and evaluate the training plan jointly with the accredited establishment;
3. Provide trainees basic skills with theoretical, general education values and human formation;
4. Recommend and assist trainee who will undergo On-the-job training;
5. Coordinate with the company on the implementation of the existing training standard;
6. Enroll trainees for group and accident insurance;
7. Require trainee to keep updated report book ready for inspection at any given time;
8. Provide administrative support for the monitoring of attendance and performance of the trainees undergoing on-the-job training;
9. Ensure that the provisions of the agreement are properly implemented and coordinated in the company for the purpose of high standard of training under the Bachelor of Science in Information Technology.
10. **THE ON THE JOB TRAINEE (STUDENT) shall:**
11. Enroll in the corresponding course during the regular term before he can start his/her on the job training.
12. Meet the required work exposure of 600 hours and continue if so required by the accommodating company provided it will not affect his/her schooling.
13. No turn back/stop, once the training is started.
14. Be liable for any injuries to third person or damage to property attributed to acts committed by the student-trainee in the course of the training.
15. Abide by the corporations/company/establishment rule and regulation.
16. Report to his/her supervisor/OJT coordinator every problem he/she encountered during the training for proper action.
17. Not to establish close relationship to any employees of the accommodating company.
18. Maintain the LSPU good image.
19. Submit narrative report at the end of his/her training,

In WITNESS WHEREOF, the student-trainee and/or his parents have here unto set their hands this 12th day of September 2023 at LSPU SINILOAN Laguna.

