

**BSIT GUIDELINES  
IN  
ON-THE –JOB TRAINING (OJT)**

1. The student must be officially enrolled in the subject On-the-Job Training (OJT).
2. The student must create a RESUMÉ and APPLICATION LETTER send to the PARTICIPATING COMPANY. Wait the reply of the PARTICIPATING COMPANY then secure the ENDORSEMENT LETTER from the OJT adviser and send them to the PARTICIPATING COMPANY.
3. The student can only start the OJT once the PARTICIPATING COMPANY releases the ACCEPTANCE LETTER with specified date of the OJT commencement and SCHEDULE of his training that should not be in conflict with his class schedule.
4. The student must secure a copy of MEMORANDUM OF AGREEMENT (MOA) and the WAIVER signed by the STUDENTS, OJT ADVISER, and their Program Director.

\*The company may issue its Memorandum of Agreement (MOA), if there's any. The university may also issue its own. The student must secure any of the two prior to commencement of the OJT.

5. The student will not be allowed to go to the OJT if he is not scheduled according to the ACCEPTANCE LETTER.
6. Follow the OFFICIAL TIME that the company supervisor given to you.
7. The student must present his WEEKLY ACCOMPLISHMENT REPORT every meeting in the OJT class, otherwise the credited hours will not be honored.
8. The student must secure an overtime form from the COMPANY whenever he takes overtime. It must be signed by the company immediate supervisor, otherwise the overtime hours will not be credited. The maximum overtime hour per day must only be 2 hours.

\*This is only applicable in the event that the student has to finish the work load given at once. Otherwise, it is not suggested to take overtime.

9. In case that a student wants to take his OJT after his class in the UNIVERSITY, an hour or two will be maximum time allotted to traverse to the COMPANY. The student can take OJT until 10:00 PM provided it is acknowledged by the company.
10. The student must obey the company rules or policies given during orientation with their company manual.
11. The student must show becoming behavior during OJT in the company.

12. The student must not use the company resources for his own personal needs unless permitted by the company.
13. The student must keep all company documents confidentially.
14. In case that the student encounters any conflict or problem in the COMPANY, he must inform the OJT adviser for immediate action to be taken.
15. The student is only allowed of 4 absences in the OJT subject.
16. The student must wear prescribed uniform with school ID not unless the COMPANY has its own prescribed attire.
17. The student must be physically fit taking the OJT. In the event that the student is PREGNANT or has any SERIOUS SICKNESS such as TUBERCULOSIS, CANCER, and the like, he must be immediately pulled out from the COMPANY for his safety and the company as well..
18. In case that there are NO CLASSES in the UNIVERSITY and the student is not scheduled to take OJT but requested by the company to come the company must issue a letter of request, then the student may attend to his OJT.
19. No flexi-time to cover the late. For example, the official time of student is 8:00am then they time-in 8:05 they will time time-out 5:05pm to cover the late it will not allowed.
20. Do not make an unnecessary absent or half-day during the OJT period. Personal matter is not an excused to make an absent or make an half-day.
21. Four absences in the OJT training in the company automatically drop the OJT subject unless they provide a medical certificate.

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September 02, 2022

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