Recommendation Letter Requirements:

* Photocopy of Official Receipt (for OJT)
* Photocopy of Certificate of Registration (Internship 486 hrs.)

Recommendation Letter Includes:

* Name of the Contact Person for deployment.
* Position of the Contact Person for deployment.
* Contact Number of the department in the Company (for verification)
* Name of the Company
* Address of the Company

Additional Documents (to be filled up by the concerned person/s and submit it to the IT Office)

* Receiving copy of the Recommendation Letter
* OJT Waiver
* Note: submit before start
* Weekly Accomplishment Report (signed by the Coordinators)
  + Note:

Time card or time sheet (signed by the Coordinators)

* + - Accomplishment Report should be in a long bond paper
    - Font Style – Arial
    - Font Size - 12

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity / Task** | **Description** |
|  |  |  |

At the end of the Internship (OJT), please submit the following documents:

* Certificate of Internship (486 hrs.) – at least 2 copies
* Evaluation Sheet – to be filled up by the Coordinators

FORMAT OF THE DOCUMENTARY REPORT

i. Title Page

ii. Approval Sheet

iii. Dedication

iv. Acknowledgement

v. Table of Contents

vi. Preliminaries

Parents / Guardian’s Certification of Waiver / Permission

Endorsement Letter

Acceptance Letter

I. Important Points in Work Immersion

1.1 Objectives of the Work Immersion

1.2 Guidelines / Policy before Work Immersion

II. The Workplace

2.1 Company Profile

2.1.1 Company History

2.1.2 Company Mission and Vision

2.1.3 Company Core Values

2.1.4 Company Organizational Chart

2.2 Department Profile

2.2.1 Department History

2.2.2 Department Mission and Vision

2.2.3 Department Core Values

2.2.4 Department Organizational Chart

2.2 Product/Services Description

2.2.1 Company / Department Logo and Its Meaning

2.2.2 Company / Department Partner / Affiliation

2.2.3 Company / Department Target Clientele

2.3 Location of Company

2.4 Thrusts and Policy Directions

2.5 Company Rules and Regulations

III. Activity Report

3.1 Daily Accomplishment Report

3.2 Performance Appraisal Report

IV. Reflection

4.1 Work Immersion Learning’s

4.2 Problems Encountered

4.3 Suggestions and Recommendations

Appendices

Daily Time Record

Certificate of Completion

MOA

Resume

Font Style – Arial

Font Size

Heading – 14

Sub Heading – 13

Content – 12

Margin – Top 1.0, Left and Right 1.5, Bottom 1.0

Spacing – 1.5