

|  |                                  |                                      |
|--|----------------------------------|--------------------------------------|
| HUMAN RESOURCES                            | Page No. 1 of 3                  |                                      |
|  | Policy No. HR 2.1.3-0            | <u>New Policy</u>                    |
|  | Date of Issuance<br>July 1, 2012 | Date of Effectivity<br>July 16, 2012 |
| Subject: <i>On-the-Job Training Policy</i> |                                  |                                      |

## I. POLICY STATEMENT

STI establishes an On-the-Job Training (OJT) Policy which aims to:

1. Give the student exposure to actual technical and managerial aspects of various professions;
2. Enable the student to gain experience, and relate and apply the theories learned from school to corporate settings; and
3. Impress upon the student the importance of human relations in the work place or environment.

It is STI's goal to clearly define a standard approach in accepting Trainees by establishing and maintaining appropriate OJT Policy, which shall be implemented whether the student is from STI or not.

## II. COVERAGE


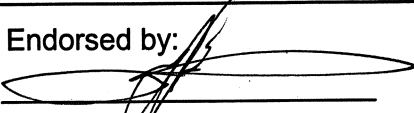
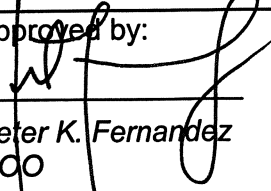
This policy covers all the requesting departments or groups that express the intention of engaging the services of an On-the-Job Trainee.

## III. DEFINITION OF TERMS

Trainee – a student who has to undergo OJT at an actual work site as required by the school's curriculum

Supervisor – any STI HQ employee assigned to oversee the training of a Trainee


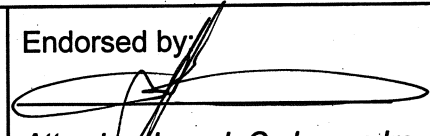
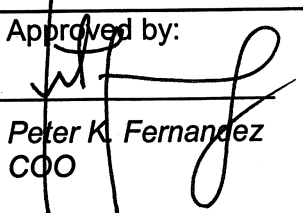
Adviser – a representative from the Trainee's school who is assigned to monitor the Trainee

|  |   |  |
|--|---|--|
| Prepared by:<br><br>Liezel Diego-Matias<br>HR Manager | Endorsed by:<br><br>Atty. Jay Joseph C. Jamandre<br>AVP-HR and Legal | Approved by:<br><br>Peter K. Fernandez<br>COO |
|--|---|--|

|  |                                  |                                      |
|--|----------------------------------|--------------------------------------|
| HUMAN RESOURCES                            | Page No. 2 of 3                  |                                      |
|  | Policy No. HR 2.1.3-0            | <u>New Policy</u>                    |
|  | Date of Issuance<br>July 1, 2012 | Date of Effectivity<br>July 16, 2012 |
| Subject: <i>On-the-Job Training Policy</i> |                                  |                                      |

#### IV. GENERAL GUIDELINES

1. All requesting departments or groups should completely accomplish the OJT Request Form to be submitted to Human Resources (HR) Group within 30 days prior to target start date of the Trainee. Forms with incomplete information shall not be processed. When necessary, HR shall discuss with the requesting department/group specific requirements, clarifications, etc.
2. It shall be the responsibility of HR to give updates on the status of the sourcing of trainee.
3. Successful applicants shall be endorsed to the requesting department/group.
4. Trainees shall be provided an allowance of Php 75.00 for a minimum of three hours of duty and Php 150.00 for a minimum of seven hours of duty to cover transportation and meal expenses. The amount shall be charged as overtime expense of the requesting department/group.
5. Trainees are required to render a minimum of 300 hours of training.
6. Trainees shall be subject to applicable company policies, rules, and regulations.
7. The requesting department/group shall assign a Supervisor who shall periodically conduct a Performance Evaluation of the Trainee, as determined by the Adviser. It is likewise the responsibility of the Supervisor to monitor attendance and discuss the performance of the Trainee for the duration of the OJT. The Supervisor must submit the duly accomplished Performance Evaluation Form and the Daily Time Record (DTR) to HR.
8. Upon completion of the required number of hours, HR shall submit to the Trainee's Adviser a (1) Certificate of Completion stating the Trainee's general performance and that the Trainee had satisfactorily completed all requirements and (2) Final Evaluation Form, as accomplished by the Supervisor.

|   |   |   |
|---|---|---|
| Prepared by:<br> | Endorsed by:<br> | Approved by:<br> |
| Liezel Diego-Matias<br>HR Manager   | Atty. Jay Joseph C. Jamandre<br>AVP-HR and Legal  | Peter K. Fernandez<br>COO   |

|  |                                  |                                      |
|--|----------------------------------|--------------------------------------|
| HUMAN RESOURCES                            | Page No. 3 of 3                  |                                      |
|  | Policy No. HR 2.1.3-0            | <u>New Policy</u>                    |
|  | Date of Issuance<br>July 1, 2012 | Date of Effectivity<br>July 16, 2012 |
| Subject: <i>On-the-Job Training Policy</i> |                                  |                                      |

## V. OJT REQUIREMENTS

OJT applicants must submit the following documents:

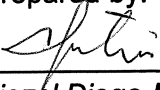
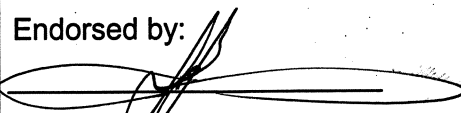
- Resume with 2x2 photo
- Certified True Copy of Grades
- Endorsement Letter from the OJT Adviser which indicates the number of training hours required
- Course Curriculum of the School (for non-STI Students only)
- Parent's/Guardian's Certification of Waiver/Permission

## VI. BREACH OF POLICY

1. Violations of the terms and conditions of this Policy shall be a ground for the immediate termination of the OJT Contract.
2. Failure of the Supervisor to comply with the requirements set herein shall be tantamount to dereliction of duty.

## VII. SEPARABILITY CLAUSE

Policies, rules, and regulations not in accordance with this policy are deemed amended. STI reserves the right to adopt revisions to this policy if and when deemed necessary by management.

|  |  |   |
|--|--|---|
| Prepared by:<br><br>Liezel Diego-Matias<br>HR Manager | Endorsed by:<br><br>Atty. Jay Joseph C. Jamandre<br>AVP-HR and Legal | Approved by:<br><br>Peter K. Fernandez<br>COO |
|--|--|---|