

	Pamantasan ng Lungsod ng Valenzuela <b>OJT OATH OF UNDERTAKING</b>	Document No.: CEIT-OJTF-007 Number of Pages: 1
College:	College of Engineering and Information Technology	Revised: July, 03 2025

### OATH OF UNDERTAKING

I, RUSSEL G. HAVANA, a student of Pamantasan ng Lungsod ng Valenzuela College of Engineering and Information Technology, hereby declare that I have read and understood all the policies and guidelines stated in the document "Policies and Guidelines for the On-the-Job Training (OJT) Program of Engineering and IT Students."

As a participant in the OJT program, I solemnly swear to comply with all the policies and guidelines stated in the document, including but not limited to:

- Attending all required orientation sessions and training activities prior to the commencement of the OJT program.
- Following the schedule and guidelines provided by the company and the university, including attendance and punctuality.
- Conducting myself in a professional and ethical manner at all times, including adhering to the rules and regulations of the company and maintaining confidentiality of all company information.
- Completing all assigned tasks and responsibilities to the best of my abilities, and seeking guidance and support from my supervisors and mentors when necessary.
- Keeping accurate records of my activities and progress during the OJT program and submitting all required reports and documents on time.
- Attending all evaluation sessions and providing honest and constructive feedback on my OJT experience.

I understand that any violation of the policies and guidelines stated in the document may result in disciplinary action, including but not limited to termination of my participation in the OJT program and/or other academic consequences.

I hereby affix my signature as a sign of my commitment to abide by the policies and guidelines stated in the document.

Signed:



HAVANA, RUSSEL G.

Signature Over Printed Name

Degree Program: Bachelor of Science in Information Technology  
Date: July 3, 2025