**STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SHEILA P. ZAGUIRRE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEGREE PROGRAM: \_\_\_\_\_\_\_\_\_\_\_\_BS – INFORMATION SYSTEM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ID NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_11416874\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**INITIAL OJT REQUIREMENTS CHECKLIST**

CPO OJT Seminar Clearance or Certificate

V

EAF and OR

V

Updated Resume with 2x2 or passport-size colored photo

* V

Company Acceptance Letter

* V

Host Company Profile

* V

DTRs (as of date submission)

* V

OJT Information Update Form (with 1x1 colored photo)

* V

Signed Memorandum of Agreement (for IS OJTers only)

* V

Pre-Final Evaluation from Supervisor (signed and sealed)

* V

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**FINAL OJT REQUIREMENTS CHECKLIST**

Final Report

V

Final Evaluation Sheet (signed and sealed)

V

Company Certification of Completion

V

Remaining DTRs (after initial submission)

V

Student Portfolio CD

V