

POST OJT REQUIREMENTS for ALL trainees:

- 1.) **NARRATIVE REPORT** (attach at least 2 pictures while working)

Format Narrative Report: WORD FILE!

Paper – Legal Size (long)

Font - Times New Roman 12

Margin – Left – 1.25, Right – 1, Bottom – 1, Top – 1

Spacing – Double Spacing

500 words (in English)

Title: “MY OJT EXPERIENCE AT (Company Name)”

Sample of Narrative Report:

MY OJT EXPERIENCE AT “Name of the Company”

(500 words)

(Attached 2 pictures)

Prepared by:

STUDENT’s NAME and Signature

Noted:

OJT COORDINATOR’s Name and Signature