



ISABELA STATE UNIVERSITY
Cauyan Campus

GENERAL GUIDELINES FOR ON-THE-JOB TRAINING



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ISABELA STATE UNIVERSITY

**General
Guidelines
for
On-the-Job-Training
(OJT)**

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ON-THE-JOB TRAINING MANUAL FOR STUDENTS' INTERNSHIP PROGRAM

I. Objectives

In line with the University the thrusts to meet the industry's demand for technically competent and well-rounded graduates, the practicum program aims to:

1. Give the student exposure to the actual, technical, and managerial aspects of the various fields of Business Education, Accountancy, Public Administration, Agricultural Engineering, Civil Engineering, Agribusiness, Animal Husbandry, Veterinary Medicine, Nursing Mass Communication, Criminology, and Information Technology;
2. Enable the students to gain experience, relate and apply the theories he/she learns in school to real industrial situations and problems;
3. Give the students an insight of the various operations, processes, techniques, and controls presently used in industry.
4. Develop and instill a positive attitude, self-confidence and self-motivation required of a responsible professional in handling tasks; and
5. Impress on the student the importance of human relations in the working place or environment.

II. Policies and Standards for the OJT/Community Immersion/Internship/General Requirements of the Program/Procedures and Guidelines

1. Every term, the office of the Program Chair/OJT Coordinator will provide a list of Host Companies/Partner Agencies where students can choose from and have their practicum.
2. A term before a student plans to enroll for practicum, he/she must consult the list of Partner Agencies as possible venue for his/her practicum listed by the Program Chair/OJT Coordinator, he/she should approach the Program Chair to obtain approval;
3. The student then writes a LETTER OF APPLICATION (LA) addressed to the company concerned and endorsed by the OJT Coordinator and the Dean. The student may send Letter of Appreciation to more than one company, with the OJT Coordinator's approval and/or knowledge.
4. The OJT Coordinator delivers or mails this letter to the company and waits for acceptance. The OJT Coordinator is responsible for the follow-up of the intern's LA with the company.
5. The OJT Coordinators must in turn coordinate and confirm with said company regarding the student's acceptance to undergo practicum with them. The OJT Coordinator and the company's representative should agree on the period and schedule of the student's practicum.
6. The student then submits the WAIVER FORM (WF), Memorandum of Agreement (MOA) and Consent of Parents notarized by a lawyer.

7. The student can then enroll for the practicum subject and start his/her practicum on the recommended date.
8. The student is required to make a weekly report. The OJT Coordinator checks this on a monthly basis, preferably on the last Friday of every month and duly signed by OJT Coordinator of the cooperating agency.
9. The student should at all times keep all document pertaining to his/her practicum. However, the OJT Coordinator must be informed of any new documents or forms that were accomplished in relation to his/her training. He/she complies all these documents for his/her report.
10. The student must comply with the general guidelines of the company regarding their on practicum program policy, particularly to complete a minimum of 200 hours or as required by the college concerned but should not exceed one (1) semester.
11. Upon completion, the student is required to obtain from the following documents: (a) a Certificate of Completion and (b) the Final evaluation Form.
12. The student is then required to prepare a written report as outline in VI: General Written Report Format, and submits this to the OJT Coordinator one (1) week before the Final Exam schedule.

III. ADMISSION POLICIES:

Admission of the students to undergo OJT is pre-determined by the Dean. A certification of eligibility to undergo OJT shall be certified by the Registrar upon the recommendation of the Dean.

IV. ACADEMIC POLICIES:

1. The trainee is currently enrolled in practicum or equivalent subject, at least 3rd year (2nd semester) or 4th year curricular; except for the ladderized program that require yearly OJT.
2. The trainee shall be physically, mentally fit, as contained in the physical and psychological examination certified by DOH-accredited clinics and hospitals.
3. The trainee has consent from parents/guardian (waiver).
4. The trainee has finished at least 90% of his/her academic requirements or has passed and taken all his/her major (professional) subjects to be determined by the program chair.
5. A used defined plan for the student trainee/intern specifying goals and objectives, knowledge, skills, attitude and competencies that the student trainee should acquire in each learning area, assignments, and schedule of activities, among others, as contained in the Training Manual and/or syllabus. A copy of the same shall be provided to the Host Training establishment (HTE).

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5. The OJT Coordinators must in turn coordinate and confirm with said company regarding the student's acceptance to undergo practicum with them. The OJT Coordinator and the company's representative should agree on the period and schedule of the student's practicum.
6. The student then submits the WAIVER FORM (WF), Memorandum of Agreement (MOA) and Consent of Parents notarized by a lawyer.

6. Attendance: All student-trainees are required to complete the program for a minimum period of 200 hours.
7. Examination: A periodic written examination is given to determine their academic standing during Prelim, Midterm, and Final schedule.
8. Periodic Evaluation: a periodic evaluation shall be conducted by the Coordinator and all the Site Supervisor using the prescribed Evaluation Tool.
9. Report Requirement: Each OJT Student is required to submit a Narrative Report of his/her accomplishment duly supported by documents/evidences such as memorandum, pictorials, citations, etc. the report shall integrate the theories into the Practicum experiences in the place where the students have been assigned. It should reflect the student's involvement in the activity. A Case Study or Case Analysis shall likewise be submitted after completing the 200-hour duty and Community Immersion.
10. Grading System: Each school will adopt its own grading system. However, the OJT grade shall be derived from the following computation:

a. Pre-Immersion Phase	=	35%
(Including Written Exams)		
b. Actual Immersion Phase	=	50%
(Period Evaluation)		
c. Post Immersion Phase	=	15%
(Submission of Reports)		
TOTAL	=	100%

V. Duties and Functions of OJT Students, Partner Agencies, Dean or OJT Coordinators

A. GENERAL DUTIES AND RESPONSIBILITIES OF STUDENT-TRAINEES

- The student-trainee shall receive, perform, and accomplish duties and responsibilities assigned or delegated by the head of office/representative that are related or connected with the functions of the student/representative that are related or connected with the functions of the student-trainee, and shall be abided with the following duties and responsibilities:
 1. Report to the partner agency in complete uniform;
 2. Execute and perform tasks in aid to the regular functions of office employees such as (a) typing work, receiving, assisting and guiding walk-in clientele (b) filing and labeling of documents received and prepare in the office;
 3. Submit weekly, monthly and semestral accomplishment report;
 4. Perform promptly and punctuality all tasks assigned;

APPENDIX 8

Letterhead of School
College Letterhead

OJT PERFORMANCE AWARD

is given to

Name of student

For his/her consistent excellent performance while undergoing the mandatory On-the-Job Training (OJT) & Community Immersion Requirements for the (course) _____ Program thus making him worthy of emulation.

Given this _____ day of _____ 20 _____ during the Recognition Program held at _____, _____, Philippines.

Dean

Head/President

APPENDIX 7

Letterhead of School
College Letterhead

CERTIFICATE OF APPRECIATION

is given to

for the very accommodating spirit and readiness to respond positively to situations needing their expertise and service; their unequivocal acceptance to be Students of our institution from _____ to _____ which serves as an excellent preparation for their future careers.

Given this _____ day of _____ 20 _____ during the Recognition Program held at _____, _____, Philippines.

Dean

Head/President

APPENDIX 6

Letterhead of School
College Letterhead

CERTIFICATE OF COMPLETION

Is given to

Name of Student

For completing the prescribed two hundred hour (200) On-The-Job Training (OJT) and community Immersion Requirements of the (course) Program as provided under CHED Memorandum Order (CMO) No. 21, series of 2005

Given this ____ day of ____ 20 ____ during the Recognition Program held at _____, Philippines.

Dean

Head/President

Date started (on-the-job-training): _____

Remarks or Comments on the trainee/training program

Immediate Supervisor:

Signature over printed name

Position

Note: This evaluation form should be accomplished by the manager or his/her authorized representative who supervises the OJT students. As it is confidential, it should be sealed and given directly or sent to the OJT Coordinator at the College of Business Accountancy and Public Administration, Isabela State University.

j. Highly motivated to improve job performance					
k. Does not engage in unofficial manners like chatting using mobile phones while at work, while client is waiting/watching					
III. Tack and Diplomacy					
a. possesses a sensitive perfection of the right things to say or do					
b. Listen, speaks, and acts in manner appropriate to the situation					
c. Avoids upsetting anyone because of careless or offending words					
d. Ask superiors for assistance in areas he/she not so sure of, seeks help when needed and does not pretend to know the job					
e. Polite, kind concern of people, office clientele and supervisor/relationship into work situation, promotes harmonies work relationship					
f. Integrates concern of people, office clientele and supervisor/relationship into work situation, promotes harmonies work relationship					
IV. Business Skills					
a. Keyboarding, the trainee can manipulate the computer with ease.					
b. Office machines operations (copier, fax, calculator, etc.) the trainee knows the use and can manipulate office machine with ease and minimal waste of materials					
c. Telephone Usages; the trainee practices good telephone manners and has a good communications skills, know how to make messages and relays the message correctly.					
d. Records management (Filing skills/hard copy management) the trainee is efficient in records management assignments including retrieval of documents.					
e. Public Relations (Greeting and receiving visitors, guests) client service, polite kind toward the public, greets the clients, smiles and makes them comfortable and at ease					
f. Math skills, can perform basic math operations/basic accounting procedures					
g. Communication Skill (spelling, grammar, diction, etc) applied in oral and written communication					

Isabela State University
Cauayan City, Isabela

Performance Evaluation Form
On-the-Job Training for Students

Name of Students: _____

Cooperating Agency: _____

Address: _____

Directions: put an X mark on column which you think best describe the student trainee under the umbrella of your management.

	Excellent 95 and above	Above average 88-94%	Average 82-87 %	Needs Improvement 76-81 %	Poor Below 75%
I. Personal Attributes					
a. The student-trainee observes the use of proper office attire (prescribed office uniform)/clothing for work.					
b. The student-trainee is well-groomed and reflects an aura of confidence					
c. Observe office hours; come to work regularly on time incurs minimal absences at work to complete assigned responsibilities					
II. Professional Attitude					
a. Has a developed attention to the job given and performs efficiently					
b. A team worker, pleasant and cooperative, enthusiastic and interested in the wok assigned.					
c. Does not complain of the task/work assigned					
d. Accepts suggestions, not defensive, critical or uncooperative					
e. Complies with office rules and regulations					
f. Committed to quality to quality of work					
g. Respect the privacy of others					
h. Willing to exert extra effort or to make personal sacrifices when needed					
i. Shows alertness and intelligence/learns job requirements quickly					

Republic of the Philippines
ISABELA STATE UNIVERSITY
Cauayan City, Isabela

COLLEGE OF _____

CONSENT OF PARENTS AND GUARDIANS

I (name of parents/guardian) residing at (address), parent/guardian of (name of the student) in the (department/college) Isabela State University, Echague, Isabela, do hereby allow authorize him/her undertake the On-the-Job Training Program as an academic requirement for graduation. I further agree that the said program be conducted off-campus, especially at _____, for the duration of the University Rules on Student Conduct and also by pertinent rules, regulations and policies and above membership firm/agency.

I hereby further agree to shoulder all personal and incident expenses that maybe incurred by him/her while undergoing the OJT program that the University and the cooperating firm/agency will not be held responsible for any untoward pertaining thereto as concerned officials will take all precautionary measures to safeguard the interest of the student.

IN WITNESS WHEREOF, I have hereunto signed affidavit this _____ day of _____ 2011 at Isabela State University, Echague, Isabela.

Parents Signature

Witness:

Name & Signature

Subscribed and sworn to before me this _____ day of _____ 2010
Affiant exhibiting to me his Residence Certificate No. _____
issued at Isabela on _____.

DOC. NO. _____;
PAGE NO. _____;
BOOK NO. _____;
SERIES OF _____;

Republic of the Philippines
ISABELA STATE UNIVERSITY
Cauayan City, Isabela

College _____

STUDENT'S PLEDGE

I _____ a senior
_____ (course).

Isabela State University, Echague, Isabela, do hereby pledge and promise to abide by the student rules and policies of the University while undergoing Internship Program _____ at _____, as well as the aforementioned cooperating agency/institution.

I understand that while on this internship program, I shall be under the direct supervision of the agency/institution's Manager/Head or his/her representative or equivalent responsible government officer of campus.

OJT Trainee

ISABELA STATE UNIVERSITY
Cauayan City, Isabela
COLLEGE OF BUSINESS ACCOUNTANCY AND PUBLIC
ADMINISTRATION

MEMORANDUM OF AGREEMENT

For the purpose of developing student's ability to integrate theoretical knowledge from various discipline in real business; expose them the dynamics operation and management; sharpen perception and insights in the application of business practices and technology; acquire and entrepreneurial skills; develop professional confidence, the Isabela State University-College of Business Accountancy and Public Administration enters this agreement with

- a) One or more students under the on-the-job training (OJT) program shall be detailed on a part time basis on the said cooperating firm or agency from November to March 2010.
- b) The OJT student render work and pother task or responsibilities agreed upon by the owner/manager or cooperating firm/agency and the coordinator of the ISU-OJT Program as stipulated in the program of work jointly prepared for the purpose.
- c) The cooperating firm/agency shall take all precautionary measures to safeguard the welfare of the students while undergoing the OJT program within the premises of the firm/agency.
- d) The OJT student will be treated as a trainee and not as regular employees. Hence, they are not entitled to any salary, wages, allowances or any form or remuneration. However, if the cooperating firm/agency so desires, it may provide monetary or monetary benefits on a voluntary basis.
- e) While on the OJT Program, the student's conduct in the training shall be guided by the University rules on students conduct and also by pertinent rules and regulations, policies and standard operating procedures of the cooperating firm/agency.
- f) The OJT Coordinator or his representative or authorized officials of the University shall be allowed to visit from time the students of the cooperating firm/agency for the purpose of coordinating and valuating the progress of the student performance in the OJT program
- g) The cooperating firm/agency shall require and monitor the daily attendance of OJT student.
- h) The cooperating firm/agency shall provide guidance data and technical information of the re-entry plan.
- i) The cooperating firm/agency shall impart theoretical as well as experimental learning to the student; expose them to all facets of business operations relevant to the objectives of the program;

Republic of the Philippines
ISABELA STATE UNIVERSITY
Cauayan City, Isabela

College of _____

Sir/Madam:

Greetings!

I am introducing _____ (name) _____,
_____ (course) _____ student who is required to undergo On-the-Job
Training this _____ (semester) _____ in any business or commercial
establishment.

For this purpose, he/she has chosen your firm/agency for the training program. If the student trainee is accepted by your firm/agency, he/she should not be considered as a regular worker, hence, he/she is not entitled to any salary, allowance or any remuneration whatsoever during the period of this training. However, since he/she will be under the umbrella of your management, the student trainee is bound to follow whatever policies and regulations which your company or office has instituted for your regular employees. The student trainee has to comply a minimum of 200 hours of training in your business firm.

Trainings part of their academic program and therefore the OJT Coordinator will drop by your office every now and then to check the performance of the student trainee. Should you want to inquire about our program or about the student trainee, please feel free to call us in our office at the College of _____, (telephone# mobile) _____.

Lastly, the Isabela State University, particularly the College of _____, is expressing its appreciation and gratitude for the help that you have been extending to us in the training of our students. This training will enable them to put into practice the skills and knowledge they have learned in the classroom.

Again, thank you very much and more power.

Very truly yours,

OJT Coordinator

Noted by

Dean

3. Special awards as determined by the partner agency such as but not limited to honesty, skills developed, and the like.

VII. SAMPLE FORMS AND DOCUMENTS

This section contains the sample forms and documents to be used for the Practicum Program as follows:

2.	Font:	Font Name	Font size	Font Style
	Text	Times New Roman	11	Regular
	Headings or Subheadings	Times New Roman	11	Bold

3. Line Spacing

Paragraphs must be single-spaced at doubled-spaced

4. Pages

The page notation to be used is <chapter> <page number>. Thus, the first page for the Chapter 2 is at 2-1, there should be no pages for items before chapter 1.

5. Paper Size

The documentation should be written in an 8.5 – 11 inch white bond paper.

B. GENERAL POLICIES ON THE FORMAT AND NARRATIVE REPORT

1. Students belonging to the same company may have the same chapter/s.
2. Place your Narrative Report in a soft bounded folder.
3. Number of pages: 10 to 20 pages
4. The Narrative Report must be edited by a Technical Critic.
5. Submission: due at the end of practicum experience, week 14 of the 2nd term.
6. Deductions will be posted for every lacking part of the report. Presentation will also account in grading for documentation.

C. OJT Awards

At the end of the program; award shall be given to students with exemplary performance and shall awarded by the school. The criteria for selecting the awardee/s shall be as follow:

1. Must have obtained a final grade of 90% and above.
2. Must be recommended by the HTE Supervisor and HLI Coordinator.

VI. NARRATIVE WRITTEN REPORT FORMAT

All students undergoing practicum is required to submit a bounded Narrative Report during the practicum term. The contents of the bounded report are as follows:

Title Page

Table of Contents

- Chapter 1 : The Training Program
- a. Importance of the Training
 - b. Objectives of the Training
 - c. Time and Place of the Training
 - d. Strategy and Limitation of the OJT Training
- Chapter II: Brief History/Background of the Company/Company Profile
(1 to 3 pages)
- Chapter III : Weekly Progress Reports Compilation/Operational Aspects
- Chapter IV : Summary, Conclusion, and Recommendation
- Appendices : Pertinent Documents
- Letter of Introduction/Recommendation of students to undertake OJT to Partner Agency
 - Acceptance Letter
 - Waiver Form
 - Training Schedule Form
 - Certificate of Completion
 - Evaluation Form

Project Report should adhere to the following specifications:

1. Margins:
 - Left = 1.5"
 - Right = 1.0"
 - Top = 1.0"
 - Bottom = 1.0"

5. Provides other activities that will make them learn and enhance their skills and knowledge;
6. Through the immediate supervisor or through the Human Resource Department or equivalent office, ensures that the practicum a student undergoes is technical in nature and related to the student's present course. (The OJT Coordinator prepares in advance a list of possible type of a work a student may take.);
7. Ensures a safe working environment for students undergoing practicum;
8. Assigns an immediate supervisor who will monitor the attendance and performance of the student for the duration of the practicum, in coordination with the Practicum Adviser;
9. Upon completion of the required number of hours, requires the student to submit to the Adviser a Certificate of Completion stating the student's general performance and that the student has satisfactorily completed all requirements;
10. Through assigned supervisor, fills-out the Evaluation form, and signs and seals, and submits this to the adviser through the student; and
11. Informs the school through the adviser and or the Program Chair of other matters related to the student's practicum program in the company.

D. DUTIES AND FUNCTIONS OF DEAN OR OJT COORDINATOR

1. Identifies the office/s where the OJT students will be deployed;
2. Prepares MOA/letter and coordinate to the identified partner agency;
3. Prepares the list of OJT students for the approval of the President;
4. Orient the OJT students prior to the deployment;
5. Accompanies the OJT students for proper turn-over to the partner agencies;
6. Monitors regularly OJT students in the workplace;
7. Receives weekly report from the OJT students;
8. Monitors the student-trainee and attend to his/her needs and concerns by coordinating with the CHED and other concerned government authorities if necessary; at least once during the duration or as the need arises; and
9. Assigns a competent supervisor/coordinator responsible for the implementation of all phases of the training plan.

5. Join/attend activities of the office where they are assigned as well as the co-curricular institution where they enrolled;
6. Assist each other's work as team in the workplace;
7. Signs and submits student waiver; and
8. Attend orientation program.

B. CONDUCT AND DISCIPLINE OF STUDENT-TRAINEES

All OJT students shall observe the following conduct and discipline:

1. Observe proper conduct and behavior bearing in mind that as future law enforces, public office is a public trust, and therefore his behavior must be above the level as expected by the members of the community;
2. Cooperate with fellow OJT students for the attainment of common objective;
3. Enforce duties and responsibilities with impartiality and favoritism;
4. Perform duties and responsibilities according to the limit of authority delegated and should not usurp powers;
5. Maintain secrecy unless required by competent authority and for public interest;
6. Respect the rights of others;
7. Perform all tasks assigned with humility;
8. Be morally upright and professionally competent;
9. Maintain good rapport with the members of the community;
10. Be obedient to the lawful order of superior officers;
11. Respect his uniform as a symbol of authority;
12. Report to duty not under the influence of liquor nor prohibited/narcotic drugs;
13. Not engaged in gambling nor entering in house of ill-repute;
14. Always be courteous in enforcing his/her duties and responsibilities; and
15. Always practice the time-honored principle of courtesy and exit calls.

C. DUTIES AND FUNCTIONS OF THE PARTNER AGENCIES

1. Orients the students about the do's and don'ts in the workplace;
2. Guides the OJT students on matters related to office work in preparation for the professional life of interns;
3. Evaluates the performance;
4. Makes available their facilities to OJT students for hands-on training;

DAILY TIME RECORD

SURNAME

GIVEN NAME

M.I.

For the Month of _____

Official Hours for Regular Days: _____

Arrival and Departure: _____ Saturday: _____

Day	A.M		P.M	
	Arrival	Departure	Arrival	Departure
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
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21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

I certify on my honor that the above is true and correct report of hours or work performed, record of which was made daily at the time of arrival and departure from office.

Signature

Verified as to the prescribed Office Hours

In-Charge

