



Republic of the Philippines
North Eastern Mindanao State University
formerly Surigao del Sur State University
Cantilan, Surigao del Sur
Telefax No. 086-212-5132
Website: www.nemsu.edu.ph



OJT PLACEMENT OFFICE

Telephone # (086) 212 – 5322

OJT ACCEPTANCE FORM

Date

This confirms acceptance of _____, as On-the-Job trainee in
(Name of Student)

our company/establishment. He/she will be given work exposure and full support on his area of assignment. As such, the company/establishment reserves the right to discontinue the training of the above trainee if all the requirements set by the said agency will not be met.

The details of his/her On-the-Job training are as follows:

Name of Company/Establishment:	_____
Unit/Department Assignment:	_____
Unit/Department Head:	_____
Office Address/Location:	_____
Contact Details:	_____

OJT Starts On:	_____
OJT Ends On:	_____
OJT's required No. of Hours:	_____
OJT Reporting Time:	_____

Respectfully yours,

Conformed:

(Company Representative)

Signature over printed name

(Position)

(Student Trainee)

Signature over printed name

(Department)

(Contact No./Email Add)