LABOR DEPARTMENT	LABOR DEPARTMENT
WORKFORCE DEVELOPMENT DIVISION	WORKFORCE DEVELOPMENT DIVISION
Departmental Quality Form	Departmental Quality Form
LBD-WDD-OCL-28-19	LBD-WDD-OCL-28-19
Rev. No. 04	Rev. No. 04
Effectivity Date: 10-30-2019	Effectivity Date: 10-30-2019
CHECKLIST OJT REQUIREMENTS	CHECKLIST OJT REQUIREMENTS
1. Endorsement for Issuance of Gatepass/ID	1. Endorsement for Issuance of Gatepass/ID
	Company's Acceptance Letter
Company's Acceptance Letter School Endorsement w/attached Curriculum	School Endorsement w/attached Curriculum
4. Waiver w/attached Photocopy of Parents/	4. Waiver w/attached Photocopy of Parents/
Guardian ID	Guardian ID
5. Memorandum of Agreement	5. Memorandum of Agreement
6. Certificate of Registration & Tax Exemption (CRTE)	6. Certificate of Registration & Tax Exemption (CRTE)
Note: OJT Orientation- MonFri./10:00 am/2:00 pm	Note: OJT Orientation- MonFri./10:00 am/2:00 pm
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LBD-WDD-OCL-28-19 Rev. No. 04	Departmental Quality Form LBD-WDD-OCL-28-19 Rev. No. 04
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