

**LABOR DEPARTMENT  
WORKFORCE DEVELOPMENT DIVISION**

Departmental Quality Form  
LBD-WDD-OCL-28-19  
Rev. No. 04  
Effectivity Date: 10-30-2019

**CHECKLIST OJT REQUIREMENTS**

1. Endorsement for Issuance of Gatepass/ID \_\_\_\_\_
2. Company's Acceptance Letter \_\_\_\_\_
3. School Endorsement w/attached Curriculum \_\_\_\_\_
4. Waiver w/attached Photocopy of Parents/  
Guardian ID \_\_\_\_\_
5. Memorandum of Agreement \_\_\_\_\_
6. Certificate of Registration & Tax Exemption (CRTE) \_\_\_\_\_

Note: OJT Orientation- Mon.-Fri./10:00 am/2:00 pm

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