

## **SBMA LABOR DEPARTMENT WORKFORCE DEVELOPMENT DIVISION**

### **On-the-Job-Training/Grade-12 Learners Requirement**

1. School Endorsement with attached Curriculum – a letter from the educational institution addressed to Subic Bay Freeport (SBF) Company that contains the name of students, their course and the hours of training period supported by a curriculum.
2. Company Acceptance Letter – a letter from the Partner SBF Company indicating the details of the student they have accepted. Please address this letter to Atty. Melvin L. Varias, SBMA Labor Department Manager, thru Ms. Amy L. Dimacali, Officer-in-Charge of the SBMA Labor Workforce Development Division.
3. OJT Waiver with attached Photocopy of Parents’/ Guardian’s identification card. Download this waiver on the SBMA Labor Department website.
4. Notarized Memorandum of Agreement – a legal document describing a bilateral agreement by and between the School and the Partner SBF Company.
5. Photocopy of Certificate of Registration and Tax Exempt (CRTE) of the Partner SBF Company.
6. Photocopy of Covid-19 Vaccination Card of student.
7. Processing/OJT fee (to be paid at SBMA Treasury Department:  
Php50.00 for 400 hours below  
Php100.00 for 401 to 1000 hours  
Php150.00 for 1001 hours above

Senior High School/K-12 processing fee  
Php50.00 for 80 hours immersion

Student must bring all the requirement and attend the OJT orientation at Bldg. 662, 2nd Floor, WDD, from Monday to Friday (except holidays) between 9:00am-4:00pm.

