



SBMA LABOR DEPARTMENT WORKFORCE DEVELOPMENT DIVISION

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

- 1. OJT Endorsement for Issuance of Entry/Exit Form** – SBMA Labor Department quality form that can be downloaded at SBMA Labor Department Website.
<https://www.mysubicbay.com.ph/about-us/departments/labor-department>
- 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. 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.
- 4. OJT Waiver with attached Photocopy of Parents'/ Guardian's identification card.** Download this waiver at SBMA Labor Department website
<https://www.mysubicbay.com.ph/about-us/departments/labor-department>
- 5. Notarized Memorandum of Agreement** – a legal document describing a bilateral agreement by and between the School and the Partner SBF Company.
- 6. 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 to 4:00pm.