



1. Student Internship Services

This is the service through a memorandum of agreement between the school and PGB that provides instruction, practice, opportunity, and professional learning experience that offers meaningful, practical, work related, and as to curriculum requirement in preparation for job role.

Office or Division:	Office of the Provincial Human Resource Management Officer/ Operations Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Senior Highschool and College Students who are residents of Bataan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Acceptance Letter addressed to PHRMO (1 original copy) b. Approved standard Memorandum of Agreement (MOA) by Provincial Legal Office (1 original copy) c. Endorsement Letter from College Dean address to the Governor, Provincial Governor through the Provincial Human Resource Management Officer (2 original copies) d. Resume (1 original, 1 photocopy) e. Waiver signed by parent/ guardian form (1 original copy) f. Photocopy of parent/ guardian's ID with signature over printed name (1 photocopy) g. Medical Certificate stating that the OJT is physically, and mentally capable to undergo training (1 original copy) h. Vaccination Card (1 photocopy) i. Good Moral (1 photocopy)	a. Concerned PGB Office b. School and Provincial Legal Office c. School d. OJT Student e. PHRMO f. Parents of OJT Student g. School/ Private Physician h. OJT Student i. School

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receives office referral for their accomodation in the office > OJT Students personally requests the office relevant to their courses/ studies to conduct their on-the-job training (OJT)	1. Issues acceptance letter received by the office from accomodating office based on student's field of study or career interest	None	3 minutes	<i>Human Resource Management Officer II</i> Operations Division (Recruitment, Selection, Placement Section)
3. Receives the endorsement letter	3. Endorses the intern to accomodating office through a letter upon completion requirements	None	15 minutes	<i>Human Resource Management Officer II</i> Operations Division (Recruitment, Selection, Placement Section)



4. None	4. Coordinates with Provincial Legal Office on the final MOA before the start of internship. This indicates the number of hours the student/ intern to finish his/ her internship. 4.1 MOA will be signed by the school and approved by the Governor	None	5 minutes	<i>Human Resource Management Officer II</i> Operations Division (Recruitment, Selection, Placement Section)
5. Receives the final certificate of completion of hours required	5. Awards the final certificate of completion of the number of hours required 5.1 The accomodating office forwarded their own certification of completion of internship as a basis of PHRMO's final Certificate of Completion.	None	10 minutes	<i>Human Resource Management Officer II</i> Operations Division (Recruitment, Selection, Placement Section) <i>Provincial Human Resource Management Officer</i>
TOTAL:		None	1 hour, 3 minutes	
Student Internship Services qualified for Multi-stage Processing				