

To: **MS. AMNERIS G. GABRIEL**

Assistant Director General I, ATS/
Acting Chief, HRM Department
Civil Aviation Authority of the Philippines
Old Mia Road, Pasay City 1300

From: Manuel S. Enverga University Foundation
College of Computing and Multimedia Studies
Enverga Blvd, Ibabang Dupan, Lucena, 4301, Quezon
Province

Subject: **Internship/On-The-Job Training (OJT)**

The Manuel S. Enverga University Foundation would like to request
Franz Ronin M. Manrique BS Information Technology to undergo Internship On-The-Job (OJT) in
the Civil Aviation Authority of the Philippines.

Franz Ronin M. Manrique student of the above-mentioned school will undergo 600 hours of
Internship On-The-Job (OJT) and to be assigned at MISD.

Further, the succeeding policies shall be observed:

1. That the student is fully aware that the admission to CAAP is purely OJT trainee/intern and that NO EMPLOYER-EMPLOYEE relationship exists between CAAP and to the student;
2. That as an OJT trainee/intern, the student is therefore not entitled to any benefits enjoyed by the regular employees;
3. That the student shall abide CAAP rules and regulations, behave and show proper decorum at all times;
4. That the student shall wear the appropriate dress code stated in CAAP employees handbook;
5. That the student shall practice punctuality in attendance reporting;
6. That in the event the student receives personal information during training program as defined in the Data Privacy Act of 2012 of the Republic of the Philippines, the student shall ensure full compliance with the provisions of the Act and that such personal information shall only be used in the performance of internship tasks;
7. That the student shall be responsible for any and all damage/s to property or injury to third persons resulting from the intentional or negligent acts while undergoing training;
8. That the student shall not in any way hold CAAP responsible /liable from any accident, illness, or injury that may suffer in the course of OJT/Internship;
9. Transfer from one office assignment to another office during the period of OJT/Internship is not allowed;
10. CAAP is not obliged to employ student trainee upon completion of the training;
11. CAAP shall assign personnel to orient, monitor and supervise the student trainee;
12. CAAP shall issue a Certificate of Completion for students who have completed the training program signed by the head of HRMD.

Orientation with regards to the preceding policies will be conducted prior to deployment in their respective office assignment.

Franz Ronin M. Manrique
Signature over Printed Name of Student

SUSANA C. DE CASTA
Signature over Printed Name and
Designation of College Representative

Conforme:

AMNERIS G. GABRIEL
Assistant Director General I, ATS/
Acting Chief, HRMD