

# Republic of the Philippines Philippine State College of Aeronautics OFFICE OF THE PRESIDENT

25 May 2022

MEMORANDUM CIRCULAR

No. 01 \_\_\_, Series 2022.

To:

ALL PHILSCA EMPLOYEES AND STUDENTS

Subject:

POLICIES AND GUIDELINES ON THE CONDUCT OF ON-THE-JOB

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PHILIPPINE STATE COLLEGE OF AERONAUTICS

RECORDS CENTER

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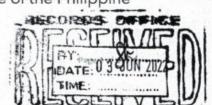
TRAINING (OJT) UNDER THE NEW NORMAL

The Policies and Guidelines on the Conduct of On-the-Job Training (OJT) Under the New Normal was drafted by the Special Committee duly constituted to ensure that health and safety protocols have been adhered to for the conduct of the OJT program under the new normal across all campuses, consistent with CHED Memorandum Order (CMO) No. 104, s. 2017 or the Revised Guidelines for Student Internship Programs in the Philippines (SIPP) for All Programs, CMO No. 4, s. 2020 or the Guidelines for the Implementation of Flexible Learning and CHED COVID Advisory No. 07 dated May 24, 2020, or Guidelines for the Prevention, Control, and Mitigation of the Spread of COVID-19 in Higher Education Institutions (HEIs) and other related issuances.

The proposal was approved and favorably recommended by the Academic Council for the approval of the Board of Trustees through Academic Council Referendum No. 01, Series 2021 dated 22 March 2022. In its 22 April 2022 First Quarter Regular Meeting, the PhilSCA Board of Trustees passed Resolution No. 453, Series 2022 approving the Policies and Guidelines on the Conduct of On-the-Job Training (OJT) Under the New Normal subject to incorporating the provisions of the following provisions: a) under Article IV – cull out and include the applicable provisions of CMO 18 regarding guidelines on Tourism Management; b) cull out the guidelines on capstone for engineering programs specified in CMO 19, S 2021; c) re-Obligation of Faculty - indicate "on-site visit monitoring" (if applicable) and insert or attach the monitoring guidelines and instrument; and d) reflect components of a bridging program and its number of units and duration. Implementation shall take effect Second Semester of Academic Year 2022-2023 and thereafter.

#### INTRODUCTION

The On-the-Job Training (OJT) program is a relevant discipline-related supervised work experience that provides an opportunity for students to apply the theories, principles, and ideas learned in the academe. In the case of the Philippine



State College of Aeronautics (PhilSCA), before the implementation of the new curriculum for the different degree programs it offers, the OJT of students was not part of their academic requirements. Later on, the program was incorporated in the new curriculum to institutionalize the same as well as to prevent students from undergoing OJT not sanctioned by the College.

It must be recalled that previously, students need to take the CAAP-administered Mechanic Helper Training (MHT) after their second year on top of the curriculum-based OJT program before they can take the theoretical examination. However, the said requirement has already been abolished by CAAP.

In 2020, the COVID-19 pandemic has shocked the world, causing unprecedented challenges in our education sector, which saw the closure of schools and cancellation of the OJT program, to prevent the spread of the virus and mitigate its impact. With this, necessary modifications and adjustments to the program were made by various Institutes to provide an opportunity for student-trainees to reach their educational goals and put the acquired knowledge and skills into practice without compromising their health and safety.

For the school year 2020-2021, the OJT program which was originally offered during the second semester of the third year under the Institute of Engineering and Technology (InET) particularly BSAMT and BSAET that requires actual training, was temporarily switched or swapped with fourth-year level subjects in case there would be a resumption of in-person OJT to the Approved Maintenance Organizations (AMO). However, due to the uncertainty and volatility of the COVID-19 virus, the plan did not materialize as the traditional in-person OJT is still not a viable option for students. To prevent the delay in the graduation of the 4<sup>th</sup> year students, InET has shifted to online OJT effective for the school year 2021-2022, which covers discussions and lectures on topics that are typically discussed during actual training as well as review sessions for the licensing examinations. Likewise, the Institute of Liberal Arts and Sciences (ILAS) has opted to conduct an online OJT for its students for the school year 2020-2021.

One of the concerns under this set-up is the lack of equal opportunity for all trainees to undergo in-person OJT once the green light is given by concerned government agencies for its resumption for the second semester of the school year 2021-2022, considering that the trainees during the first semester of the said school year have only undergone online OJT.

Moreover, for the BSAMT program, the Civil Aviation Authority of the Philippines (CAAP) requires student-trainees to acquire actual exposure to training in an AMO before he/she can be eligible to take the licensing examinations for aviation maintenance. It remains unclear if CAAP allows lecture-type and virtual OJT instead of actual training considering the limitations brought by the COVID-19 pandemic.

In addition, some students of the College not officially enrolled in the OJT program opted to pursue an in-person OJT even if it remains suspended. This raises

the question of whether or not the number of hours these students have accumulated while undergoing training which is of their own volition and not sanctioned by the College can be considered for academic credit.

It is noteworthy to mention that the College cannot accommodate in-campus OJT as it lacks the required Approved Maintenance Organization (AMO) Certificate from CAAP.

#### II. SCOPE AND COVERAGE

This policy and guidelines cover PhilSCA OJT policies and guidelines under the new normal for all undergraduate degree programs across all campuses of PhilSCA.

#### III. OBJECTIVE

This policy and guidelines seek to address the issues and concerns regarding the OJT program of PhilSCA students under the new normal and when in-person OJT is not possible by providing alternative and flexible OJT policies and guidelines.

#### IV. POLICIES AND GUIDELINES

The following OJT policies were crafted to ensure that health and safety protocols have been adhered to for the conduct of the OJT program under the new normal across all campuses, consistent with CHED Memorandum Order (CMO) No. 104, s. 2017 or the Revised Guidelines for Student Internship Programs in the Philippines (SIPP) for All Programs, CMO No. 4, s. 2020 or the Guidelines for the Implementation of Flexible Learning and CHED COVID Advisory No. 07 dated May 24, 2020, or Guidelines for the Prevention, Control, and Mitigation of the Spread of COVID-19 in Higher Education Institutions (HEIs) and other related issuances:

- A. The PhilSCA International & Local Linkages Office (PILLO) shall be responsible for the accreditation of Approved Maintenance Organizations (AMOs)/Host Training Establishments (HTEs) where students can undergo OJT;
- B. The OJT subject shall be handled by a Faculty/Instructor as part of his/her teaching load with eighty (80) to one hundred (100) students which is equivalent to eighteen (18) units of teaching load;
- C. The duration of the OJT program shall be as specified under the curriculum or program the students are taking; and
- D. Student-trainees must pass the HEIs qualification for the OJT program and must have taken his/her major subjects before he/she can be eligible for the OJT program.
- E. The College shall respect the decision of families not to allow their children to undergo in-person OJT due to concerns about their safety. The student may file an official leave of absence (LOA) while the College shall ensure that the students' academic standing or status in the program is not compromised.

### V. OBLIGATIONS AND RESPONSIBILITIES OF THE PARTIES INVOLVED

## A. Obligations and Responsibilities of the College

- The College shall assume full responsibility for the students during their OJT under the new normal;
- The College shall accredit AMOs/HTEs where students can undergo OJT.
   This shall not preclude student-trainees from engaging with international aviation industries for their OJT in coordination with PhilSCA International and Local Office.
- It shall develop in collaboration with the partner AMO and HTE an OJT plan for the student-trainee specifying goals and objectives in consideration of the new normal;
- It shall ensure that a competent and active faculty is designated to direct and coordinate all OJT training and placements of the College throughout the entire duration of the program.
- It shall select the AMOs and HTEs and ensure the acceptability of the OJT plan and OJT venues to protect student intern interest.
- Provides appropriate insurance coverage to include travel, medical, and health to the student-trainees during the duration of the OJT;
- It shall conduct pre-internship orientation/training to student-trainees, as a pre-requisite to their deployment to the AMOs and HTEs particularly on Workplace Prevention and Control of COVID-19 and other work environment issues, including but not limited to proper work ethics and laws against sexual harassments;
- 8. It shall ensure that AMOs/HTEs follow the relevant IATF guidelines to ensure the safety of the students who will be undergoing OJT. A site visit to the AMO/HTE premises, as applicable by existing government regulations, shall be made to ensure protocols are followed and properly documented;
- It shall ensure that the OJT students are cognizant and compliant with the relevant IATF guidelines and have observed the proper quarantine protocols so as not to disrupt the operations of the AMO/HTE; and
- 10. It shall ensure that discrimination does not occur against a student-trainee on the basis of race, age, sex, nationality, creed, ethnic groups, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.

## B. Obligations and Responsibilities of the AMO/HTE

- 1. It shall design and implement the OJT plan for the student-trainee in partnership and coordination with the College;
- 2. It shall conduct an online interview and orientation for student-trainees regarding its policies, guidelines, and requirements;
- It shall assign a point/focal person who will be responsible for the implementation of all phases of the OJT program;
- It shall facilitate the processing of the documents of the student-trainee in coordination with the College;

- 5. It shall be responsible for the processing of the documents of the student-trainee in case of a shift from online OJT to in-person OJT;
- It shall ensure a safe, conducive, and healthy working environment for the student-trainee under the new normal;
- It shall conduct an evaluation of the trainee's overall performance based on the agreed standards or requirements of the College;
- It shall issue a Certificate of Completion two weeks after the completion of the OJT and notifies to the College for completion of the OJT program;
- Notifies and provides at least 30 working days written notice to the HEI of a trainee's breach of contract or misconduct within the OJT premises before the AMO or HTE's decision to suspend or terminate the contract; and
- It has the right to terminate a trainee who violated any of the AMOs/HTEs policies, rules, and regulations.

### C. Obligations and Responsibilities of the OJT Faculty/Instructor in coordination with PILLO

- The OJT Faculty shall be responsible for the monitoring, implementation
  of the stipulated rules and regulations, and evaluation of the students;
- The OJT Faculty shall coordinate with the partner AMO/HTE prior to the start of the program to ensure the safety of the trainees, especially under the new normal;
- The OJT Faculty must discuss issues and concerns with AMO/HTE Supervisor to further improve the training program;
- The OJT Faculty shall conduct mentoring and coaching to the studenttrainees once a week;
- The OJT Faculty shall secure a copy of the trainee performance evaluation form duly accomplished by their AMO/HTE Supervisor;
- 6. The OJT Faculty is expected to review, orient, interpret, and clarify to student-trainees the objectives of the OJT Program; and
- 7. The OJT Faculty shall conduct an on-site visit monitoring, if applicable, to the partner AMO/HTE where the student-trainees are assigned.

## D. Obligations and Responsibilities of the Student-Trainee

- The trainee must seek assistance to the College in securing an OJT contract and/or agreement with the participating AMO/THE;
- The trainee shall abide by the rules and regulations set forth by the AMO/HTE where he/she is undergoing an OJT; including proper use of tools, instruments, machines, facilities and equipment;
- The trainee should wear the appropriate personal protective equipment (PPE) and dress code and must comply with the minimum health and safety standards at all times;
- 4. The trainee must submit reports and requirements on time;
- The trainee should observe punctuality and attendance in reporting to his/her assigned training area. He/she should accomplish the attendance recording sheet noted by the training supervisor;

- Maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
- 7. Complete the agreed duration of his/her OJT; In case the student-trainee will be unable to finish his/her internship within the designated period, he/she shall inform the OJT Faculty in writing his/her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the OJT program without a valid cause disqualifies the student-trainee from retaking the course with the concern AMO/HTE; and
- Report to the OJT Faculty for an exit assessment after the completion of the internship period.

### E. The Obligations/Responsibilities of the Parents/Guardians

- The parents/guardians shall sign the notarized prepared written consent prior to OJT. The written consent is a document of acknowledgement that the parent or legal guardian understands the benefits, relevance to the course and/or degree program and risks associated with the academic field activity.
- The parents/guardians shall co-sign the OJT contract and/or agreement to manifest approval or consent to the OJT of their child.

## VI. CONDUCT OF AN INSTITUTIONALIZED ONLINE OJT PROGRAM UNDER THE NEW NORMAL

In cases when in-person OJT is impossible to conduct, the OJT Faculty shall prepare and submit an online OJT program plan as an alternative for student-trainees, to ensure their continuous learning opportunities and career advancement such as but not limited to the following activities:

- Project-based learning opportunities where student-trainees develop additional knowledge and skills such as critical thinking and time management;
- Virtual discussions relating to activities that are being conducted during in-person OJT;
- Service or community-engaged learning where students work directly with members of the community to spearhead a project focused on meeting the real-world needs; and
- Webinars and career talks facilitated by experts from their fields. These
  outsourced experts shall facilitate the in-person OJT program in case the
  same is allowed.

## VII. ON-THE-JOB TRAINING (OJT) OUTSIDE OF THE CURRICULUM DURING THE COVID-19 PANDEMIC

Students who are not enrolled in the OJT program but opted to undergo an inperson OJT during the pandemic shall, as a general rule, be treated as their personal and independent experiences and shall be given no academic credit for the number of hours obtained during the training as it is neither sanctioned nor approved by the College.

However, the said in-person training may be given academic credit provided that the following requisites are complied with:

- 1. The student-trainees must be identified;
- A Memorandum of Agreement (MOA) or contract is executed by and between the student and the AMO/HTE concerned; and
- An evaluation/assessment to the student-trainees has been made by the AMO/HTE concerned.

## VIII. ON-THE-JOB TRAINING (OJT) WITHIN THE CURRICULUM DURING THE PANDEMIC

The preceding policy shall apply to students who were officially enrolled in the OJT program for the school year 2020-2021 and the first semester of the school year 2021-2022 and chose to undergo in-person training during the COVID-19 pandemic except that the Memorandum of Agreement must be entered into by and between the College and the partner AMO/HTE to ensure that the latter is able to meet the requirements of CHED and/or CAAP.

## IX. ON-CAMPUS ON-THE-JOB TRAINING (OJT) PROGRAM

The College shall recognize an on-campus OJT program which will allow studenttrainees more flexibility in scheduling an OJT experience around a schedule that makes a remote OJT more difficult provided that the following requirements are present:

- An agreement within the College must be entered into by and between the Office where the student-trainee will be accommodated and the Institute concerned;
- The OJT activities must be substantially related to student-trainee's course to ensure that the required level of competencies is acquired; and
- The Office that will accommodate the student-trainees shall perform the obligations and responsibilities of an AMO/HTE.

#### X. MONITORING AND EVALUATION

The monitoring and evaluation of the performance of the students shall be done by the College and AMO/HTE. The OJT Faculty, as well as the dean and campus directors of the different institutes and campuses of the College, should use standard procedures, instruments, and methodologies such as oral and written observations, monthly reports and interviews or conferences to the students, to monitor and evaluate the student-trainees.

### 1. Weekly Report

The student-trainee shall be required to submit a weekly report (Appendix A) duly noted and signed by the AMO/HTE Supervisor, to the OJT Faculty outlining the observations, learning and reflection relative to the actual work he/she was exposed to.

The report will ensure that the College and the partner AMO/HTE are updated on the On-the-Job experience of the student-trainee and assess whether or not it corresponds with the agreed upon training plan and learning objective.

The weekly report shall be assessed by the OJT Faculty concerned.

## 2. Job Accomplishment Report (JAR)

The student-trainee shall also be required to submit a Job Accomplishment Report (JAR) (Appendix B) duly noted and signed by the AMO/HTE Training Supervisor, to the OJT Faculty. The JAR shall include all specific tasks performed on a weekly basis.

The JAR shall be submitted to the OJT Faculty every end of the week.

## 3. AMO/HTE Training Supervisor Evaluation

The student-trainee shall be evaluated by the partner AMO/HTE-assigned training supervisor on a monthly basis (*Appendix C*) on the merit of work performance, competence, and work attitude, compliance to submission of reports, attendance and professionalism.

The result of the said monthly assessment and evaluation will then be submitted to the OJT Faculty who will provide the feedback to the student-trainee and act on the matter.

The student-trainee shall also be evaluated at the end of the On-the-Job Training program by the AMO/HTE Training Supervisor and will submit the evaluation documents to the OJT Faculty who will consolidate the said documents.

- 4. At the end of the OJT period, the AMO/HTE shall transmit within ten (10) to fifteen (15) days to the College the following documents:
  - a. Certificate of completion;
  - b. Duly accomplished evaluation sheet; and
  - c. Other pertinent reports, information, and/or documents that may be included for purposes of describing student performances.

- The OJT Faculty's report including the AMO/HTE evaluation report shall be the basis of the student-trainee's final grade;
- A student-trainee whose contract was terminated before the end of the stipulated period for other causes shall be given a final grade based on the College's grading system and after considering the circumstances surrounding such termination; and
- 7. The College shall strictly monitor compliance with these guidelines.

## XI. SUPPLEMENTAL/BRIDGING PROGRAM DURING THE PANDEMIC

A bridging program shall be provided to the student-trainees and completion of which shall allow them to take the licensing examination through its theoretical exam. Subject for the approval of CAAP, the following AAMT and AAET students shall be required to undergo a bridging program:

- Students who have taken their second year during the Academic Year 2018-2019 since they were able to finish their second year before the pandemic started;
- Students who graduated during the Academic Years 2018-2019 and 2019-2020; and
- The bridging program shall be implemented prospectively, which shall start for those students who have taken their second year during the Academic Year 2019-2020.

The Dean of the Institute concerned should come up with the components of their bridging program including its number of units and duration, within fifteen (15) days from the date of issuance of this memorandum circular.

Students who will undergo the bridging program, as well as their parents, shall also be informed regarding the said program through an orientation/meeting called for that purpose.

#### XII. DEFINITION OF TERMS

College - refers to the Philippine State College of Aeronautics represented by the PhilSCA International & Local Linkages Office.

On-the-Job Training (OJT) – refers to the practical application of classroom learning to the actual in a regular work environment such as but not limited to commercial and industrial services within an economy. It is also synonymous with practicum, field practice, and internship. This is not synonymous with Apprenticeship and Learnership, as defined by Republic Act (RA) 7796.

Approved Maintenance Organization (AMO) - refers to an organization duly approved to perform maintenance, preventive maintenance, or modifications on an aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof

only for which its rating and within the limitations placed in its specific operating limitations.

Host Training Establishment (HTE) - refers to a duly-authorized and registered entity, institution, or establishment in the Philippines by the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and with an established system of training.

Memorandum of Agreement (MOA) – refers to an agreement executed between the HEI and partner AMOs and HTEs specifying the detailed role and responsibilities of all concerned parties, the safety of OJT students or interns, training plan, learning objectives, and method of evaluation.

PhilSCA International & Local Linkages Office (PILLO) - it shall act as the SIPP/OJT Coordinator under CMO No. 104, s. 2017. It shall be responsible for the accreditation of partner AMOs/HTEs where students can undergo OJT.

OJT Faculty - It refers to an authorized/designated person who is responsible for all aspects of the student internship programs including program implementation, monitoring, evaluation and coordination with HTE.

Student-Trainee - refers to any students enrolled under the course OJT 1 program.

All other issuances inconsistent with this memorandum circular is hereby rescinded.

Widest dissemination is desired to ensure proper guidance and strict compliance of all concerned.

PROF. MARWIN M. DELACRUZ, Ph.D.

#### APPENDIX "A"

#### PILOT PROGRAM FOR TEAM TEACHING OJT

#### **Team Teaching**

Team teaching shall be pilot tested at PhilSCA – FAB Campus involving thirteen (13) sections (9 BSAMT and 4 BSAET) enrolled under the OJT Program. Subject faculty members in team teaching are responsible for monitoring student-trainees as they begin an intensive and sustained period of training in the context of practical applications.

#### **Teaching Load for Team Teaching**

The OJT shall be handled by a Faculty/Instructor as part of his/her teaching load which is equivalent to eighteen (18) units of teaching load with one hundred sixty (160) to two hundred (200) students.

The following are the roles of the subject faculty in team teaching:

- Oversee the academic components of the internship experience by helping students develop learning goals, structuring academic reflection for the internship and monitoring the students' growth and learning;
- 2. Provide orientation and understanding of their responsibilities and duties as an intern;
- Provide for the student's orientation to the agency's policies and procedures, ethical standards, and safety precautions;
- 4. Provide meetings with students at least once a week for on-the-job assistance;
- 5. Monitor the internship through liaison visits:
- Facilitate contact and promote effective communication with the intern and the business or agency serving as internship partner during the course of the internship; and
- 7. Provide students with written and/or verbal feedback.

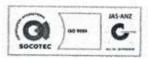
On the other hand, hereunder are the proposed duties and responsibilities of team-teaching faculty:

GENERAL EDUCATION INSTRUCTOR (OFF-SITE SUPERVISOR)	TECHNICAL INSTRUCTOR (ON-SITE SUPERVISOR)				
Teaching interns how to write accomplishment reports and other reportorial requirements.	Monitor students' progress in the field internships and provide alternatives for improvement in the field.				
Feedback to student and on-site supervisor regarding assignment and work progress.	Provide regular supervision and routine feedback to the intern, and make available resources, equipment and facilities that support the intern's learning objectives.				
Request and receive assessments of the intern's progress toward specific learning goals, the execution of assignments and the performance of required internship hours from the on-site supervisor	Responsible for overseeing the work of the student intern.				
Maintain a record of student accomplishment reports/journals.	Meets periodically with the student and the off-site instructor to evaluate student performance and review student progress.				

## APPENDIX "B"



# Republic of the Philippines PHILIPPINE STATE COLLEGE OF AERONAUTICS Pissig Garden, Villamor, Pasay City



## **WEEKLY REPORT**

Name of Student Trainee:			
Last Name		First Name	Middle Name
Year and Course:		Student No	
Company Name:	<u> </u>		7 55
Company Address:			alles ir Bulaul
On-the-Job Training Period: FromT		Monitori	ng Date:
Direction: Please outline your observ you were exposed to. This will asse training plan and learning objectives of	ess whether o	r not it corresponds	s with the agreed upon
Prepared by:		Noted by:	
Student Trainee (Signature over printed name)			TE Supervisor over printed name)

## APPENDIX "C"



# Republic of the Philippines PHILIPPINE STATE COLLEGE OF AERONAUTICS Piccio Garden, Villamor, Pasay City



## JOB ACCOMPLISHMENT REPORT

Name of Student Trainee:							
	Last Name	First Name	Middle Name				
Year and Course:		Student No					
Company Name:							
Company Address:							
On-the-Job Training Period	FromT	Rating Period Covered:					
TASK PERFORMED/ACCOMPLISHED		NO. OF HOURS	RATING				
w							
ating: 0 - Outstanding, V5 - Very Sati	stactory, 5 – Satisfactory, A	- Average, U – Unsatisfactory, VU – Very Un	nsatisfactory, F - Failed				
repared by:		Checked and Rated by:					
Student Trainee (Signature over printed name)	<del>X</del>	AMO/HTE S					

## APPENDIX "D"



# Republic of the Philippines PHILIPPINE STATE COLLEGE OF AERONAUTICS Piccio, Garden, Villamor, Pasay City



## STUDENT-TRAINEE PERFORMANCE EVALUATION REPORT

Name of Student-Trainee:						
Last Name First I	Vame			Mi	ddle Na	me
Year and Course:	Student No					
Company Name:					() (	
Company Address:						
On-the-Job Training Period: From To Monitoring Date:						
Instruction: Please rate the performance of the abovement appropriate column based on the following criteria and rating 5 – Outstanding, 4 – Very Satisfactory, 3 – Satisfactory, 2 – Unsatisfactory, 3 – Unsatisfactory, 2 – Unsatisfactory, 3 – Unsa	g:					ng
CRITERIA	T	5	4	3	2	
ATTENDANCE						
Reports to work on time						
Reports to work regularly						
Provides advance notice of need for absence						
PERFORMANCE						
Completes assigned task efficiently on time and in organizer  manner	ganized					
<ol> <li>Demonstrates knowledge and comprehension of tech skills, processes, equipment, procedures and m necessary to perform job</li> </ol>						
Keen to details and ensures quality of work						
4. Performs assigned tasks with minimal or no supervision		1				
<ol><li>Displays initiative, often seeking out additional responsit</li></ol>						-
<ol> <li>Exercises good judgment and resourcefulness and creat problem-solving</li> </ol>						
7. Strives to meet deadlines						
WORK ATTITUDE AND PROFESSIONALISM					( - 1 - 1 ·	
Respects superiors and colleagues						
<ol><li>Willingly accepts responsibility and work assignments</li></ol>					- 11	
<ol> <li>Works well with everybody and makes valuable contributed the group achieve its goals</li> </ol>						
<ol> <li>Accepts suggestions, recommendations and const criticisms without unfavorable responses</li> </ol>	tructive					
5. Follows instructions						
<ol><li>Observes safety rules and regulations in the workplace</li></ol>						
6. Observes safety rules and regulations in the workplace	A STATE OF THE PARTY OF THE PAR				_	_
Displays honesty, trustworthiness and dependability workplace     Shows friendliness and good behavior to others	in the					



Republic of Philippines

## PHILIPPINE STATE COLLEGE OF AERONAUTICS Excise Garden, Villamor, Pasay City



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				100

AMO/HTE Training Supervisor (Signature over profed name)

SPECIAL COMMITTEE ON THE CRAFTING OF POSITION PAPER REGARDING THE CONDUCT OF OJT UNDER THE NEW NORMAL

DR. RODERICK C SANTIAGO
Dean, Institute of Graduate Studies
Chairman

DR. RENE E. BERSOTO

Dean, Institute of Liberal Arts and Sciences Vice-Chairman

MR. CARL MICHAEL R. AGUILAR
Faculty, Institute of Engineering and Technology

MR AMES ALBERT G. OBISPO
Assistant to the Dean, Office of Student Affairs
Member

Member

MR. POPE IAN ARDIE R. RAMA
President, Supreme Student Council - VAB
Member

#### OTHER REFERENCES

Brigham Young University - Hawaii (no date) Internship Guidance during COVID-19 Pandemic. https://career.byuh.edu/internship-guidance-during-covid-19

CCWT (2021) Exploring online internships amidst the COVID-19 pandemic in 2020: Results from a mixed-methods study. <a href="https://ccwt.wceruw.org/wp-content/uploads/2021/05/CCWT">https://ccwt.wceruw.org/wp-content/uploads/2021/05/CCWT</a> report Exploring-online-internships-amidst-the-COVID-19-pandemic-in-2020.pdf

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Commission on Higher Education Memorandum Order No. 4, s. 2020 or Guidelines for the Implementation of Flexible Learning

Commission on Higher Education Memorandum Order No. 104, s. 2017 or the Revised Guidelines for Student Internship Programs in the Philippines (SIPP) for All Programs.

Commission on Higher Education Memorandum Order No. 18, s. 2021 or Guidelines on the Conduct of Practicum Activities for Bachelor of Science in Tourism Management (BSTM) and Bachelor of Science in Hospitality Management (BSHM)

Commission on Higher Education Memorandum Order No. 19, s. 2021 or Guidelines on the Conduct of Critical Workshop and Laboratory, Thesis and Capstone Design and OJT Courses of Engineering and Engineering Technology Programs During the COVID-19 Pandemic Period

PhilSCA Institute of Engineering and Technology On-the-Job Training Manual for Aircraft Maintenance Technology (2021)

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