

## **NATIONAL TRANSMISSION CORPORATION**

CITIZEN'S CHARTER (2<sup>ND</sup> REVISION: AUGUST 1, 2016)

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**DEPARTMENT/DIVISION CONCERNED: *HUMAN RESOURCES DIVISION***  
**FRONTLINE SERVICE: *Application for Student Traineeship Program***

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### **SCHEDULE OF ACCEPTANCE OF TRAINEES:**

MARCH OF EACH YEAR FOR SUMMER TRAINEES

JUNE OF EACH YEAR FOR 1<sup>ST</sup> SEMESTER TRAINEES

OCTOBER OF EACH YEAR FOR 2<sup>ND</sup> SEMESTER TRAINEES

TIME: 8:00 AM TO 5:00 PM

EXTERNAL CUSTOMERS WHO MAY AVAIL OF THE PROGRAM:

GRADUATING STUDENTS WHO NEED ON-THE-JOB TRAINING (OJT) AS A REQUIREMENT FOR GRADUATION  
(FIRST COME, FIRST SERVE BASIS)

### **REQUIRED DOCUMENTS:**

1. ENDORSEMENT BY THE SCHOOL CITING THAT THE OJT IS A REQUIREMENT FOR THE STUDENT'S GRADUATION
2. CERTIFICATE OF GOOD MORAL CHARACTER
3. MEDICAL CERTIFICATE (A PHYSICIAN'S CERTIFICATION THAT THE STUDENT IS PHYSICALLY FIT TO UNDERGO OJT)
4. ANY OF THE FOLLOWING: BARANGAY, NBI OR POLICE CLEARANCE SECURED WITHIN THE LAST 6 MONTHS
5. LAST 2 SEMESTERS' COPY OF GRADES, EITHER IN CLASS CARD FORM OR CERTIFICATION FORM
6. 2 1x1 ID PICTURES
7. APPLICATION FORM FOR STUDENT TRAINEESHIP (TO BE PROVIDED BY TRANSCO)
8. PERSONAL HISTORY STATEMENT (FORM TO BE PROVIDED BY TRANSCO)
9. INTERNSHIP AGREEMENT AND LIABILITY WAIVER (FORM TO BE PROVIDED BY TRANSCO)

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**HOW TO AVAIL OF THE PROGRAM:**

STEP	ACTIVITY		DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
	APPLICANT/CLIENT	SERVICE PROVIDER				
1	SECURES AND FILLS OUT APPLICATION FOR STUDENT TRAINEESHIP, PERSONAL HISTORY STATEMENT AND INTERNSHIP AGREEMENT & LIABILITY WAIVER (IALW)	REVIEWS ACCOMPLISHED FORMS AND ADVISES CLIENTS TO HAVE THE IALW FORM SIGNED BY ALL CONCERNED AND NOTARIZED; RETURNS REVIEWED FORMS	5 MINUTES TO FILL UP AND CHECK	ROSARIO QUILALA  902-1500 LOC 1615	NONE	APPLICATION FOR STUDENT TRAINEESHIP, PERSONAL HISTORY STATEMENT AND IALW
2	SECURES OTHER REQUIREMENTS FROM SCHOOL CONCERNED AND OTHER SOURCES		3 DAYS FOR THE STUDENT TO PRODUCE ALL REQUIREMENTS		NONE	
3	SUBMITS ALL REQUIREMENTS AND REPORTS TO TRANSCO ON ORIENTATION DAY OR DAY 1 OF STUDENT	RECEIVES, EVALUATES AND REVIEWS COMPLETENESS OF DOCUMENTS	2 MINUTES	ROSARIO QUILALA	NONE	

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	TRAINEESHIP PERIOD					
<b>4</b>		PREPARES OFFICE ORDER AND STUDENT ID	1 DAY	ROSARIO QUILALA	NONE	OFFICE ORDER AND STUDENT ID
<b>5</b>		INITIALS AND SIGNS OFFICE ORDER & ID	1 DAY	MS. MARIFE VILLAFUERTE, MR.J. ILAGAN & MS.J. OMBAO	NONE	
<b>6</b>	UNDERGOES OJT	RELEASES ID AND CONDUCTS ORIENTATION/BRIEFING		ROSARIO QUILALA	NONE	