

# **Internship/OJT candidate(s) Requisition Form, SMCL**

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***To be completed by the requesting Section and Division, SMCL:***

The .....Section, .....Division  
would like to request for the internship/OJT candidate(s) for a period of .....months  
for the following tasks/jobs.

The candidate(s) will be attached with .....Section, .....  
.....Division under the supervision of Mr/Ms.....  
Designation.....

During the internship/OJT, the Division shall ensure that the candidate will have adequate works/jobs  
and make best use of his /her skills and knowledge and strictly monitor the performance.

**List of tasks/activities to be assigned:**

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

*Requested by:*

*Name:*

*Designation:*

*Recommended/Approved by:*

*Name:*

*Designation:*

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