Please insert your company’s logo and/or letterhead here.

**COMPANY PROFILE SHEET**

**(2nd SEMESTER, A.Y. 2022-2023 INTERNSHIP PROGRAM)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Registered Company Name |  | | | | | | |
| Registered Address |  | | | | | | |
| Telephone Number/s |  | | | | | | |
| Type of Company (check one) |  | Corporation | |  | Sole Proprietorship | | |
|  | Partnership | |  | Others | | |
| Industry (e.g., Manufacturing. BPO, Pharmaceuticals, Advertising, etc.) |  | | | | | | |
| Principal Activity or Business |  | | | | | | |
| SEC/ DTI/ CDA Registration Number |  | | | | | | |
| Date of Registration |  | | | | | | |
| Number of Employees  (Philippines only) |  | | | | | | |
| Number of Internship Slots |  | | Does your company provide allowance for the intern? | | |  | Yes |
|  | No |
| Office Hours for Interns |  | | Does your company provide free meal for the intern? | | |  | Yes |
|  | No |

As internship partner of Taguig City University – College of Business Management, we agree to abide by TCU-CBM Internship Guidelines:

1. The internship program shall be for minimum of **600 hours** under professional supervision and shall end **not later than June 6, 2023 (Tuesday)**;
2. The internship shall be offered only to TCU-CBM students whose parents or relatives (up to the second degree of affinity or consanguinity) have NO personal or financial interest in the company (e.g., owners, executives, directors, etc.);
3. The company shall ensure safe working conditions at all times;
4. The company shall allow the TCU-CBM OJT Coordinator / OJT Adviser to observe the intern at work and discuss with the supervisor or mentor issues about the intern or the internship program; and
5. Upon completion of Work Hours, the company shall issue to the student (a) Certificate of Completion of OJT Hours and (b) an Intern Evaluation Form.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Authorized  Company Representative |  | Signature |  |
| Position |  | Date |  |
| Telephone Nos. & Email |  | | |