

## Application for Internship

Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Religion: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Contact number: \_\_\_\_\_ E-mail Add: \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Course/Major: \_\_\_\_\_ Year Graduating: \_\_\_\_\_

Target Inclusive Dates for OJT: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Special Medical Concerns/Disabilities: \_\_\_\_\_

Workday Restrictions: \_\_\_\_\_ Food Restrictions: \_\_\_\_\_

Accommodation in Bacolod City during OJT:  I have a place to stay  I need a place to stay

Address in Bacolod City (if applicable): \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_ Contact No. \_\_\_\_\_

Father's Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

Address: \_\_\_\_\_ Employer: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

Address: \_\_\_\_\_ Employer: \_\_\_\_\_

### **Additional Information**

Where did you learn about our internship program: \_\_\_\_\_

Grade point average for each semester for the last 2 semesters: \_\_\_\_\_

Academic organizations and position (current): \_\_\_\_\_

Special skills/know-how/talent (e.g. web design, art design, photography, music, etc.): \_\_\_\_\_

Why did you take up your current course? What are your plans for the next 5 years? (please write at the back of this sheet in no more than 200 words)

\_\_\_\_\_  
Name of Applicant & Signature\_\_\_\_\_  
Date

Please fill up above form, scan/photograph, and e-mail to [philipcruz.herbanext@gmail.com](mailto:philipcruz.herbanext@gmail.com). Acceptance of OJT's depend on the course, time of the year, number of applicants, and academic standing. Priority is given to undergraduate student of good academic standing from the fields of food technology, chemistry, chemical engineering, pharmacy, industrial pharmacy, biology, and agriculture. Depending on their course and assigned activities, students may be assigned to work at the Herbanext Plant, Farm, or Weekend Market. OJT's do not receive any allowance or salary for work rendered. Accommodations may be provided in the company staff house at a minimal cost and depending on space availability. As a policy, the company cannot accept applicants who have relatives on the first or second degree of consanguinity with similar business interest as that of Herbanext. Once accepted, interns will be required to submit the following: (1) Appraised College Prospectus, (2) Notarized Waiver from School and from Herbanext, and (3) Signed Confidentiality Agreement Form.

## Terms and Conditions

1. The interns once accepted at Herbanext will need to complete the term for which the placement has been agreed upon.
2. Herbanext will provide as much relevant work exposure to the student during the duration of his/her internship. This will include cleaning work, manufacturing work, and product development/R&D work.
3. Herbanext will provide a Certificate of Completion to the intern of the term and based on the report from the mentor(s).
4. The intern will follow Herbanext rules and conform to the values and work ethics of the organization.
5. The intern will need to have their own medical and other insurance. Herbanext will not provide this facility.
6. In case of a medical or non-medical problem where the intern will not be able to complete the mandatory days, the mentor(s) can recommend extension of the term to complete the required internship period. In such cases, the certificate will be given only after the internship is completed.

## Company Background

Name of company: Herbanext Laboratories, Inc.

President/CEO: Philip S. Cruz

Nature of business: functional foods, food supplements, herbal drugs, cosmetics, botanical extracts, farming, marketing, applied research

Products: herbal capsules/tablets, herbal syrups, powdered beverages, teas, functional snack foods, spray-dried herbal extracts, powdered herbs, essential oils

Product brand: Daily Apple

Year started: 2001

Plant site location: Km. 11 Negros South Road, Bago City, Negros Occidental

- Manufacturing licenses: Food, Drug, Cosmetics
- Certifications: cGMP food mfg., cGMP drug mfg., Halal
- Total employees: approx. 32

Farm site location: Km. 14 Abuanan Road, Bago City, Negros Occidental

- Certifications: OCCP (organic), Control Union (organic), DA-GAP (Good Agriculture Practices)
- Total employees: approx. 20

Ongoing R&D projects (2017-2018):

- Standardization of extracts and dosage forms - DOST-PCHRD
- Excipient development - PITAHC
- Food preservation with essential oil - USAID-STRIDE

Technical staff:

- 6 pharmacists
- 4 chemists
- 2 food technologist
- 2 mechanical engineer
- 1 medical technologists
- 1 biologist
- 1 agriculturist

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