

**Combined Booking Confirmation and Joining Instruction****JOINING INSTRUCTIONS FOR YOUR CREW:**

Participant must be at the 4th Floor **S&L Bldg., 1500 Roxas Blvd., Ermita, Manila**, before **7:30 am** on the date stated.

**TRAINING DETAILS:**

NAME: \_\_\_\_\_  
COURSE: **Heavy Equipment Operation (Forklift) NC II**  
DATE: \_\_\_\_\_  
TIME: **0800 to 1700**  
DURATION: **20 Days**

SLOT NUMBER: \_\_\_\_\_

**ENTRY REQUIREMENT/S:**

Please submit below mentioned entry requirement/s **upon enrollment or on the first day of the training** to avoid delay in releasing of certificate.

- Medical Certificate/ Waiver
- Certified True Copy of Form 137 or Form 138 or Transcript of Records
- Certificate of Good Moral Character
- One 2 x 2 picture (White Background)
- Certified True Copy of Marriage Contract – if the trainee got married prior to or after enrollment

**THINGS TO BRING:**

1. **TWO (2) VALID GOVERNMENT-ISSUED IDs** (e.g. SSS, Driver's Lic., PRC ID, Passport, etc.)
2. Pen, notebook
3. T-shirt, sweater and long pants
  - **For LECTURE: Sleeveless shirts, shorts and slippers are not allowed**
  - **For PRACTICAL EXERCISES: Sleeveless shirts, short shorts (for female delegates) and boxer shorts (for male delegates) ARE NOT ALLOWED**
4. Underwear (Days 1 – 10, Manila site; Days 11 – 20, Cavite site)
5. 1 pair of shoes and slippers (**Note: You are not allowed to wear your slippers in PPE-required area during practical exercises except for those conducted inside the pool area. Use safety shoes or rubber sandals where appropriate.**)
6. Toiletries
7. Bath & Face Towels
8. Coverall – (**Note: CTSI will issue one coverall for the whole duration of the training**)
9. Padlock and key
10. OPTIONAL: Rubber shoes for recreation activity (For Cavite Sites)

**NOTE: PLEASE BRING ONLY THE THINGS SPECIFIED ABOVE.**

**OTHER REMINDERS:**

1. **Make-up Compliance Order (MUCO) form is valid within three (3) months upon issuance.**
2. Trainees are NOT allowed to leave the training site premises within the duration of the course without CTSI's approval.
3. Alcoholic drinks/ prohibited drugs are NOT allowed inside the training site. **Delegates/ Trainees under the influence of alcohol/ prohibited drugs will not be allowed to take the course. If already inside CTSI premises, the violating delegates/ trainees will be asked to leave the class. MUCO policy shall be applied.**
4. Bringing expensive jewelries and/ or large amount of money is strongly discouraged.
5. **For delegates/ trainees attending classes in MANILA site: Cell phones/ Tablets must be turned off when inside the classroom.**
6. **For delegates/ trainees attending classes in CAVITE sites: Electronic gadgets (i.e., cellphones, tablets, netbooks, laptops) are NOT ALLOWED inside the classroom. When going out of your room: (a) leave electronic gadgets and other valuable belongings inside your designated locker, (b) no electronic gadget must be left charging and (c) make sure the locker is locked. CTSI will not be held responsible for any loss or damaged personal valuable item/s.**
7. Trainee's visitors are NOT allowed at the training site.
8. Trainees are expected to conduct themselves accordingly.
9. **Trainees are reminded to handle all CTSI properties and training equipment with utmost care. Any damage found due to considerable negligence will be charged automatically to the trainee.**
10. **For complaints due to health condition, trainees will be given immediate medical attention while inside the CTSI premises by a qualified medical personnel. For non-critical medical concerns, the designated medical first aider will assist the trainee for his immediate needs. If hospitalization is required, CTSI personnel will contact your company and/ or immediate family and will stay with you at the hospital until company's representative or immediate family arrives for proper endorsement.**
11. Please note that certain aspects of the course are physical in nature and contain potentially stressful elements.

**IMPORTANT!  
PLEASE READ.**

12. Please be advised that the transportation service back to Manila is available at 5PM. Should you decide not to avail of the transportation service, kindly fill out the GATE PASS and WAIVER forms and have them signed by an AUTHORISED CTSI Personnel. Give the SIGNED Gate Pass and Waiver forms to the guard before leaving the premises of the Training Site.

**CANCELLATION NOTICE:**

- NO CHARGE for bookings cancelled two working days prior to the scheduled training.
- If cancellations are made in less than 48 hours, a fee of \$50, per booking, will be levied as cancellation charge and reflected on your next billing statement. This fee is also applicable to trainees with guaranteed reservation but unable to attend the course.

NOTE: YOUR RESERVATION AND THIS CONFIRMATION BIND YOU TO THE TERMS AND CONDITIONS FOR THE PROVISION OF TRAINING TO YOUR CREW AND UNDERTAKE TO PAY IN FULL ALL TRAINING FEES AT THE CURRENT RATE STIPULATED BY CTSI.

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