1. FIRST PAGE

- **Who am I and who do I want to become?**

  I am currently studying about Technologies, and I have a strong interest in technology. I want to become an expert in the field and specialize in web development and fixing computer problems.

- **Which skills do I possess?**

  I have skills in basic web development, which means I can create websites using HTML, CSS, and JavaScript. I am also good at diagnosing and solving hardware and software issues.

- **Whom do I want to surround myself with?**

  I want to surround myself with people who are passionate about technology and can help me learn and grow. Look for friends, mentors, and online communities that share my interests.

- **What goals do I want to reach?**

  My goals include becoming really good at web development, gaining practical experience through internships or freelance work, getting certifications, and finding a job that aligns with my interests and offers room for advancement.

- **Which companies do I want to work for?**

  I would love to work for well-known tech companies like Google, Microsoft, or Apple. These companies are known for being innovative and provide great opportunities for career development.

- **What type of job do I want to do**

  I want to work in a job that combines my web development skills with problem-solving. It could be a role like a web developer, software engineer, IT support specialist, or any job that allows me to work with computers and fix technical issues.

2. THE IT PROFESSION

- **What is an IT profession for you?**

  An IT profession involves working with computers, software, and networks. IT professionals help organizations with technology-related tasks like creating websites, fixing computer problems, and keeping systems secure.

- **Why do you think that your course is one of the most high-demand in the society?**

  The BSIT course is in high demand because technology is becoming more important in our lives. Many businesses and industries need skilled IT professionals to build websites, solve technical issues, and keep their systems running smoothly.

- **Why do you choose BSIT course?**

  I chose the BSIT course because I'm interested in technology and computers. I wanted to learn how to create websites and diagnose computer problems. The course provides the skills needed for a career in IT.

- **What will you become after finishing your course?**

After finishing the BSIT course, I can pursue various careers in IT. I can become a web developer, software engineer, IT support specialist, or work in areas like cybersecurity or data analysis.

- **Describe a good IT professional.**

A good IT professional is someone who knows a lot about technology and computers. They can solve problems, learn new things quickly, and work well with others. They also communicate clearly and act professionally.

3. ON-THE-JOB TRAINING EXPERIENCE

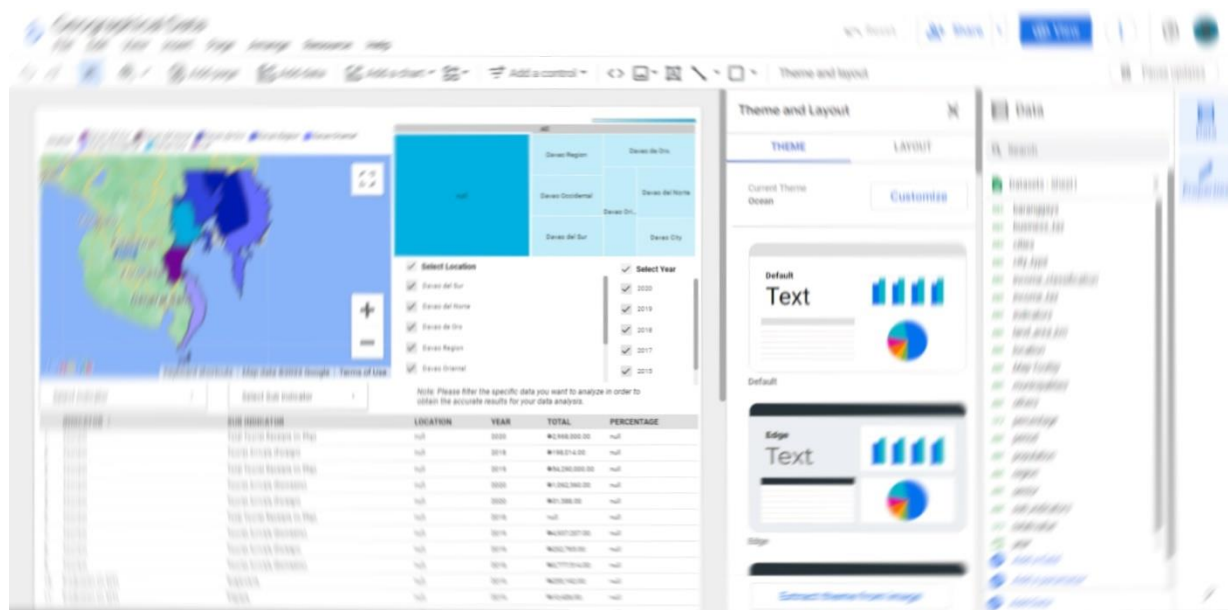**Explain why you planned this particular internship (OJT).**

Skill enhancement

Internships provide an excellent platform for honing and developing various skills. Choosing a specific internship allows individuals to focus on areas where they want to improve, such as technical skills, communication skills, problem-solving abilities, teamwork, and more. By targeting an internship in a particular domain, they can gain specialized skills that are highly relevant to their future career goals.

Exploration of career options

Internships can be an opportunity to explore different career paths and industries. By planning a specific internship, individuals can gain exposure to a field they are considering or test their interest in a particular job role. This experience allows them to make informed decisions about their career trajectory and determine whether a specific industry or role aligns with their long-term goals.

Describe the job or duties. (Can be supported with pictures)

My primary focus during my internship at NEDA RO XI is on front-end web development, in particular data cleansing and design for presenting and visualizing geographic data. You may see an example photo attached above.

Describe the organization, agency or OJT establishment.

The National Economic and Development Authority (NEDA) Region 11 is a government organization in the Philippines responsible for economic planning and development in the Davao Region. NEDA Region 11 is part of the larger NEDA, which is the central planning and policy coordinating body of the Philippine government.

The primary role of NEDA Region 11 is to formulate, coordinate, and monitor development plans, programs, and projects in the Davao Region. It serves as a key agency in promoting and implementing the national development agenda at the regional level. NEDA Region 11 works closely with various government agencies, local government units, private sectors, and other stakeholders to ensure the effective and efficient implementation of development initiatives.

The establishment of NEDA Region 11 aligns with the government's aim to achieve inclusive and sustainable development in the region. It supports the implementation of policies and programs that promote economic growth, poverty reduction, social equity, and environmental sustainability.

Importance of On-the-Job Training in your course

OJT allows students to apply the theoretical knowledge gained in the classroom to real-world situations. It bridges the gap between theory and practice, enabling students to understand how concepts and principles are implemented in a practical setting.

Also, exposes students to the actual work environment and industry practices. It allows them to observe and understand the dynamics, culture, and demands of the profession they are pursuing. Students can gain insights into industry standards, work ethics, professional networks, and the overall expectations of employers.

The important one is personal and professional growth. OJT offers a platform for personal and professional development. Students can develop a sense of responsibility, work ethics, time management, teamwork, and effective communication skills. They also gain confidence in their abilities and a better understanding of their career aspirations.

OJT Government Organization Profile

NEDA Region 11, also known as NEDA Davao Region, covers the Davao Region in the southern part of the Philippines. The region consists of five provinces: Davao del Norte, Davao del Sur, Davao Oriental, Davao Occidental, and Compostela Valley. The regional office of NEDA is located in Davao City, the largest city in Mindanao and the regional center of Davao Region.

Address: *Kilometer 7 SPED Area, Bangkal, Davao City, 8000 Davao del Sur*

Mission Statement of NEDA Region 11 (Davao Region):

"To facilitate sustainable and inclusive development in the Davao Region through effective economic planning, coordination, and policy formulation, ensuring the well-being and prosperity of its people."

Vision Statement of NEDA Region 11 (Davao Region):

"A dynamic and resilient Davao Region, characterized by balanced economic growth, social equity, and environmental sustainability, creating opportunities for all and improving the quality of life for its people."

Company History and Background

The history and background of NEDA can be traced back to the establishment of the National Economic Council (NEC) in 1935. The NEC was created under the Commonwealth Act No. 41, which aimed to establish a centralized agency for economic planning and development in the Philippines. However, due to World War II and the subsequent events, the NEC's operations were disrupted.

In 1972, during the martial law period under President Ferdinand Marcos, the NEC was reorganized and transformed into the National Economic Development Authority (NEDA) under Presidential Decree No. 107. This move was part of the government's efforts to strengthen economic planning and development coordination in the country.

NEDA was tasked with formulating and implementing comprehensive national development plans, assessing the socioeconomic impacts of policies and programs, coordinating development activities among government agencies, and promoting regional development.

After the end of the martial law period, subsequent administrations further enhanced the functions and structure of NEDA. In 1987, under the new Constitution, the NEDA Board was established, which is chaired by the President and composed of the heads of various government departments and agencies. The NEDA Board serves as the highest policy-making body of NEDA.

Over the years, NEDA has played a crucial role in guiding the country's development agenda. It has formulated national development plans, such as the Medium-Term Philippine Development Plan (MTPDP), which sets the socioeconomic targets and strategies for the country's development over a specific period.

NEDA conducts research, analysis, and evaluation of economic and development trends, provides policy recommendations, and coordinates the implementation of development projects and programs. It also engages with various stakeholders, including government agencies, private sectors, civil society organizations, and development partners, to ensure a coordinated and inclusive approach to national development.

As a key government agency, NEDA continues to evolve and adapt to the changing socioeconomic landscape of the Philippines. Its focus remains on promoting sustainable and inclusive development to improve the well-being and quality of life for all Filipinos.

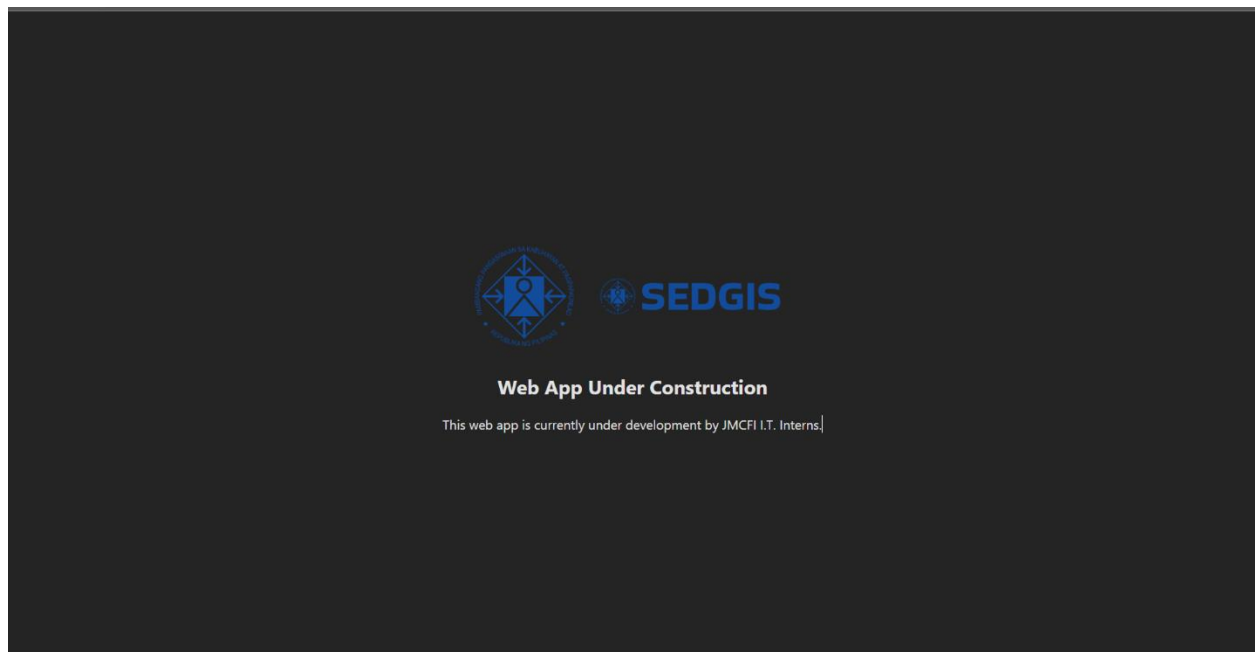**Picture of the Government Organization NEDA RO XI Building**

Picture with my team leader, HR Manager/Supervisor, and/or other coordinators in the company including your OJT Adviser.

4. MY COMPETENCY SKILLS

Systems Development activities for systems development competency.

Note: We strictly prohibit the sharing of sensitive information or system access credentials with individuals who are not authorized. It is imperative to maintain the highest level of confidentiality to prevent any unauthorized access or misuse of sensitive data. Please be aware that the system is currently under development, and as such, it is crucial to adhere to these security protocols to ensure the integrity and security of the system.

About

      A database with a GIS Geographic Information System (GIS) interface is a system that integrates the traditional database functionalities with geospatial information. It allows for the storage, manipulation, and analysis of data in a geographic context, which is essential in various fields of work, such as urban planning, resource management, and emergency response. GIS technology has been revolutionizing the way people approach problem-solving in everyone's respective fields, and the integration of a GIS interface with a database has taken this to the next level.

      The GIS interface enables users to visualize, analyze, and interact with geospatial data, making it an effective tool for decision-making. For example, in urban planning database with a GIS interface can be used to create maps that depict the distribution of population, housing, transportation, and other critical elements of a city. These maps can then be analyzed to identify areas that need improvement and to plan for future developments.

      In resource management, a database with a GIS interface can be used to track and manage the distribution of natural resources, such as water, forests, minerals, and oil. The GIS interface allows users to visualize the data in a spatial context, making it easier to identify trends and patterns in resource usage. This information can then be used to plan for sustainable resource management, to identify areas

where conservation measures are needed, and to plan for resource extraction and distribution. In emergency response, a database with a GIS interface can be used to track and manage the distribution of resources, such as personnel, equipment, and supplies.

5. MY PERSONALITY QUALITIES DEVELOPED DURING MY OJT EXPERIENCE

Being Responsible

Being responsible means taking ownership of one's actions and obligations. Throughout my learning experiences, I have applied this quality by ensuring that I fulfill my duties and responsibilities diligently. During my OJT, I was assigned tasks and projects, and I made sure to complete them within the given deadlines. By taking responsibility for my work, I contributed to the overall success of the team and gained the trust of my supervisors.

Having Self-Confidence

Self-confidence is crucial in both personal and professional growth. During my OJT, I developed self-confidence by actively participating in discussions, sharing my ideas, and expressing my opinions. By stepping out of my comfort zone, I learned to trust my abilities and gained confidence in my decision-making skills.

Possessing Appropriate Social Skills

Appropriate social skills are essential for effective communication and collaboration with others. During my OJT, I interacted with various individuals, including colleagues, supervisors, and clients. I focused on active listening, maintaining professional etiquette, and adapting my communication style to different situations. These experiences helped me refine my social skills and understand the importance of clear and respectful communication.

Being Honest

Honesty is a fundamental trait that fosters trust and integrity. In my OJT experience, I prioritized honesty by being transparent about my progress, seeking help when needed, and acknowledging my mistakes. By embracing honesty, I built credibility and established strong working relationships based on trust and mutual respect.

Having Integrity

Integrity involves adhering to ethical principles and maintaining moral values. During my OJT, I upheld integrity by consistently demonstrating ethical conduct, respecting confidentiality, and making decisions that aligned with the organization's values. By practicing integrity, I contributed to a positive work environment and earned the respect of my colleagues.

Demonstrating Adaptability and Flexibility

Adaptability and flexibility are essential in dynamic work environments. During my OJT, I encountered various challenges and changes in tasks or priorities. I learned to adapt quickly, remain

flexible in my approach, and embrace new responsibilities. By demonstrating adaptability and flexibility, I enhanced my problem-solving skills and showed my ability to handle diverse situations.

Being a Team Player

Being a team player involves collaborating effectively with others towards a common goal. Throughout my OJT, I actively participated in team projects, shared responsibilities, and supported my colleagues. I recognized the importance of teamwork in achieving collective success and built strong relationships with my teammates.

Being Punctual and Efficient

Punctuality and efficiency contribute to professionalism and productivity. During my OJT, I prioritized punctuality by arriving on time and meeting deadlines. I also focused on being efficient in completing tasks, organizing my work, and managing my time effectively. By valuing punctuality and efficiency, I demonstrated professionalism and contributed to a productive work environment.

Being Self-Directed

Being self-directed means taking initiative and being proactive in one's work. During my OJT, I took ownership of my learning and sought opportunities to expand my knowledge and skills. I actively sought feedback from my supervisors, identified areas for improvement, and worked independently to enhance my performance.

Possessing a Positive Work Attitude

A positive work attitude fosters a conducive and harmonious work environment. Throughout my OJT, I maintained a positive mindset, embraced challenges as opportunities for growth, and approached tasks with enthusiasm. By displaying a positive work attitude, I motivated myself and those around me, contributing to a positive and productive atmosphere.

Being Well-Groomed

Being well-groomed involves presenting oneself professionally in appearance and demeanor. During my OJT, I paid attention to my personal grooming, dressing appropriately, and maintaining a professional demeanor. By being well-groomed, I projected a positive image

Being Cooperative

Being cooperative involves working well with others and being open to collaboration. During my OJT experience, I actively practiced cooperation by actively participating in team projects, offering support to my colleagues, and valuing their contributions. I recognized that effective teamwork is crucial for achieving shared goals and delivering quality results. By being cooperative, I fostered a positive and productive work environment and built strong working relationships with my teammates.

Being Self-Motivated

Being self-motivated means having inner drive and initiative to excel in one's work. Throughout my OJT, I demonstrated self-motivation by taking ownership of my learning, seeking opportunities to

enhance my skills, and going the extra mile in completing tasks. I constantly sought ways to improve and proactively sought feedback from my supervisors. By being self-motivated, I pushed myself to exceed expectations and make the most out of my OJT experience.

Demonstrating Good Time Management

Good time management is essential for organizing tasks effectively and maximizing productivity. During my OJT, I prioritized time management by setting clear goals, creating schedules, and adhering to deadlines. I learned to prioritize tasks based on their importance and urgency, allowing me to complete them efficiently. By demonstrating good time management, I ensured the timely delivery of projects and maintained a balance between different responsibilities.

I believe I have developed these qualities through my OJT experience because I actively applied them in my day-to-day activities. I recognized the significance of cooperation, self-motivation, and time management in achieving success in the workplace. By practicing these qualities, I was able to contribute effectively to the team, take initiative in my own learning, and deliver quality work within the given timeframes.

Moreover, I received positive feedback from my supervisors and colleagues regarding my cooperative nature, self-motivation, and ability to manage my time effectively. Their recognition further reinforced my belief that I had developed these qualities during my OJT experience. The lessons I learned and the experiences I gained during my OJT have shaped me into a more cooperative, self-motivated, and organized individual, traits that I continue to apply and develop in both personal and professional settings.

6. THINKING SKILLS

Learning: In the field of IT, learning is a constant process due to the rapid advancements and evolving technologies.

Completing online courses or certifications: These show that you have acquired new knowledge and skills in specific IT areas, such as programming languages, cybersecurity, cloud computing, or data analytics.

Reasoning: Reasoning skills are essential for analyzing complex problems, evaluating different options, and making informed decisions.

Troubleshooting and debugging: Identifying the root causes of technical issues requires logical reasoning and problem-solving abilities.

Creative thinking: Creative thinking in IT involves generating innovative ideas, approaches, and solutions to address challenges.

Designing user interfaces: Creating intuitive and visually appealing interfaces requires creative thinking to ensure a positive user experience.

Decision making: Decision making in IT involves assessing different options and selecting the best course of action based on available information.

Prioritizing tasks: When managing IT projects, you need to make decisions about task prioritization based on factors like deadlines, resource availability, and project dependencies.

Problem solving: Problem-solving is a crucial skill in IT as it involves identifying, analyzing, and resolving issues or challenges.

Debugging software: Identifying and fixing software bugs requires systematic problem-solving skills, including analyzing code, tracing variables, and testing different scenarios.

7. WORK EXPERIENCE (ESSAY QUESTION FOR MY EXIT INTERVIEW)

Essay Question: What I Learned During My Internship in NEDA Regional Office XI?

First of all, I'd like to thank NEDA RO XI for giving me the opportunity to experience such a government agency and, of course, to expand my knowledge, especially about economic growth, planning, and how they process the proposed project in different municipalities and cities. We are very thankful and blessed.

What I learned during my internship here in NEDA RO XI is that, of course, the first thing is how to manage your time, because I realized the importance of being on time or being responsible, especially when you are in a real job or industry.

Adjustments were one of my biggest lessons learned during my internship here in NEDA RO XI. There was a time that we were in a developing phase (on our system) where my team was brainstorming on how to solve this kind of problem or error, and I felt down because I really didn't know how to handle it. But I, myself, sought a solution to solve that problem, and the adjustments I made worked perfectly. We adjust something because we need to. Then I realized that there is always a solution to a problem.

Essay Question: What ICT initiatives or good practices have I been taught or experienced, during my stay as ICT Intern in the NEDA Regional Office XI?

On my almost 4th month here in NEDA RO XI, I always put on my mind what Sir Ae taught us. He always gives us an idea and motivates us on how to deal with a problem, especially on our system and also on our side; he is more helpful than anything.

I honestly said this because this is what I felt and experienced. We have to be more open so that we can earn more knowledge.

I have nothing to say, but all I've experienced here, including my ICT initiatives and good practices, has worked very well.

Essay Question: If given a scenario that you could work in the National Government Agency (NGAs) such as NEDA Regional Office XI, how your experiences as an ICT intern can help you progress, or what can you contribute based on your experiences?

If I am given the opportunity to work for a government agency or here in NEDA Regional Office XI, my experience will help me to be more curious and work as hard as possible. I really appreciate how our economic process works, especially here in Region XI. And based on my experience here as an intern, I handled raw data from other cities and municipalities where they plan and budget for a specific project. And it will undergo a meeting, then talk and debate if this project is really working in that city or municipality.

I am not more focused on system development or any technicalities; I always open my mind to gaining more knowledge if I can. And I found it myself that I am more into adopting things or learning, so if I were really given the opportunity to work for a government agency, I'd love to accept that offer.

I believe that my experience here at NEDA RO XI is not enough to be part of the government agency. So that I will be more excellent and curious about things that are very important when you are in a world of reality.

To all junior IT students

"Embrace responsibility and strive for efficiency to simplify and enhance your journey in the field of IT."