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Lesson Proper for Week 16

2.2 DEPARTMENT PROFILE

A department profile is a description of all the relevant elements of a department. A department profile includes the department head, staff, procedures, and department roles and responsibilities.

2.2.1 DEPARTMENT HISTORY

Department history is a narrative recreation of the events that shaped the department's values and characteristics. From its foundation to the current state, the department's history should include key events and milestones throughout its existence.

2.2.2 DEPARTMENT MISSION AND VISION

A mission statement defines the department's objectives and its approach to reach those objectives. A vision statement describes the desired future of the department.

2.2.3 DEPARTMENT CORE VALUES

This section contains the department's core values. As a definition, department core values are the clearly stated principles about the department's vision, mission, and principles.

2.2.4 DEPARTMENT ORGANIZATIONAL CHART



This section contains the department organization chart. A department organizational chart is a diagram that visually conveys the department's internal structure by detailing the roles, responsibilities, and relationships between individuals within an entity.

2.3 PRODUCT/SERVICES DESCRIPTION

This section contains the list and information about the company's products and services. Company products means all products or services produced, marketed, licensed, sold, distributed, or performed by or on behalf of the company or any subsidiary and all products or services currently under development by the company or any subsidiary. Some examples of service products are professional and technical services, health care, transportation, entertainment, etc. In comparison, goods products are food, appliances, clothes, vehicle, etc.

A wide variety of industries reflects service products: utilities, restaurants, educational institutions, consulting firms, hotels, medical care providers, and banking, to name but a few. Beyond these traditional industries, there is a growing sector of software as a service offered by companies that provide individuals and other companies with hosted and managed access to software systems.2.3.1

2.3.1 COMPANY/DEPARTMENT LOGO AND MEANING

Put the company logo here and explain the meaning of it.

2.3.2 COMPANY/DEPARTMENT PARTNER/AFFILIATION

This section contains the list and information about the company's partners/affiliations. For example, Tawag ng Panginoon Foundation Incorporated is affiliated with Bestlink College of the Philippines.

A company partner/affiliation is a company with close collaborations with another company with a separate name and personnel. Both companies are owned by the same entity and are considered subsidiaries of the larger company.

2.3.3 COMPANY/DEPARTMENT TARGET CLIENTELE

This section contains the list of the company's target clientele. A target clientele is a group of people with some shared characteristics that a company has identified as potential customers for its products or services.

A target client may be broadly categorized by age range, location, income, and lifestyle. Many other demographics may be considered. Their stage of life, their hobbies, interests, and careers, all may be considered.

2.4 LOCATION OF COMPANY

This section contains the complete address of the company. You can include an image map.



2.5 THRUST AND POLICY DIRECTIONS

This section contains the policy directions of the company. Policy directions are a paper type for policy-related pieces that aim to inform and improve policy over a wide range of subjects by providing a broader policy context for the topic and relating it to the more general issues around constrained decision making.

Some example of company policy directions:

- Code of conduct
- Recruitment policy
- Internet and email policy
- Mobile phone policy
- Smoking policy
- Drug and alcohol policy
- Health and safety policy
- Anti-discrimination and harassment policy

2.6 COMPANY RULES AND REGULATION

This section contains the rules and regulations of the company. A company rules and regulations are guidelines for employers and employees to follow the defined procedures. It is a set of rules established for the employer's business interest and employees' rights. Company rules and regulations are most often included in employee handbooks.



3.0 ACTIVITY REPORT

3.1 DAILY ACCOMPLISHMENT REPORT

This is where you write your daily accomplishment report in your practicum.

Student Name: Jay Mark Agapito

Course: Bachelor of Science in Information Technology

Department: LMS – Chat Support

DAILY ACCOMPLISHMENT REPORT

DATE	ACTIVITY/TASK	DESCRIPTION
November 20, 2021	Respond to Client's Request and Inquiry	Respond to students' requests, such as resetting their LMS account passwords and tagging them to their respective sections and subjects.



(Attach your picture here while performing the task and provide a short note about what you are doing.)

Notes by:

OJT Supervisor

3.2 PERFORMANCE APPRAISAL REPORT

Attach your **ON-THE-JOB TRAINING PERFORMANCE EVALUATION SHEET** here accomplished and signed by your OJT Supervisor.



4.0 REFLECTION

4.1 PRACTICUM LEARNING

Discuss here what you have learned in your practicum.

4.2 PROBLEMS ENCOUNTERED

Discuss here the problems you encountered in your practicum and how you handled those problems.

4.3 SUGGESTIONS AND RECOMMENDATIONS

Write here your suggestions and recommendations to your on-the-job training and the company.

APPENDICES

DAILY TIME RECORD

Attach your **DAILY TIME RECORD** here with the signature of your OJT Supervisor.

CERTIFICATE OF COMPLETION

Attach your **CERTIFICATE OF COMPLETION** here with the signature of your OJT Supervisor.

RESUME

Attach your **RESUME** here.

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