



COLLEGE OF COMPUTER AND INFORMATION SCIENCE

Academic Year 2024 – 2025

Practicum Final Narrative Report

Ciriaco John Labrador ALMERO

Practicum Adviser: Prof. Allimmundin Arrisgado

Submitted to the Faculty of Mapúa Malayan Colleges Laguna
In Partial Fulfillment of the Requirements for the degree of

Bachelor of Science in Computer Science

Overview of the Practicum Engagement

Company Background



Figure 1. Amkor Technology Philippines Logo.

Amkor Technology Philippines, Inc., a subsidiary of the US-based Amkor Technology, Inc., is one of the leading providers of outsourced semiconductor assembly and test (OSAT) services in the Philippines. Established in the early 1990s, the company operates advanced manufacturing and testing facilities in Muntinlupa and Laguna Technopark, where it offers a wide range of services including wafer probe, assembly, packaging, and final testing for semiconductor devices. As part of one of the world's largest OSAT companies, Amkor Philippines supports major global electronics and semiconductor brands, contributing to the production of devices used in smartphones, automotive electronics, and consumer products.

Nature of the Tasks Given

The Amkor Technology Philippines aimed to give the interns a meaningful tasks that provide new learnings that will help the student understand not only about programming but also the works and experience in the industry. The projects were about the internal software and websites of Amkor where the intern would migrate these existing projects to a newer updated

version of the website. The current version of the website is called iWorkflow where they digitalized the document forms of Amkor for faster fill out process and can accessed it anywhere and anytime. A great advantage of this internal website is that it has a built-in validations to help ensure that the data collected is correct, accurate, and complete without human errors. The issue in regards to the previous software forms is that it is limited to the validations it needs for the data at which the job of the interns is to migrate it to the iWorkflow website.

During the entire internship, the student was assigned five major tasks which three focused on development and two on documentation. The development tasks included creating the Maintenance Work Order Module, the Database Request Form Module, and the Customer Specific Report Request Form Module for the iWorkflow system. For documentation, the student was tasked with preparing user manuals for the Asset Tracking System as well as for the Maintenance Work Order Module that they developed.

The first task given was the user manual for the Asset Tracking System. The intern provided a step-by-step process on how to use the Asset Tracking System specifically for the admin. Each step has a detailed explanation with graphic visuals for better understanding and easier navigation. These visuals help illustrate the interface which highlights the important buttons to guide the user through each function. The explanation is straightforward to compliment the visuals and ensure that even new users can easily follow each step of the forms.

The second task given was the Maintenance Work Order Module. The intern developed this module in the iWorkflow system which is a low-code that allows rapid development and customization of business processes. The intern drag and drop the essential containers, labels, textboxes, tables, and other components needed for the module. For additional functionality, the iWorkflow has scripts using jQuery to enhance interactivity and automate certain actions such as

validation of the inputs, dynamically showing and hiding fields, and auto populate data in textboxes.

The third task given is the documentation for the Maintenance Work Order Module that the intern developed. Similar to the first task, the user manual for this module has a step-by-step process on how to use the system. Each step has a detailed explanation along with graphic visuals for clear navigation.

The fourth and the fifth task was given at the same time which are the Database Request Form Module and the Customer Specific Report Request Form Module. The nature of the task is similar to the Maintenance Work Order Module which the intern developed both forms in the iWorkflow system. The intern was provided with the actual form and data requirements for the module which help accelerate the design process.

These tasks allowed the intern to effectively apply his programming knowledge gained from his academic background in a practical, real-world setting. Through this hands-on experience, he not only strengthened his technical skills but also gained valuable insights into industry-standard development processes, project management, and collaborative problem-solving within a professional environment.

Total Hours Rendered

The on-the-job training started at May 13, 2025 to July 15, 2025 where the regular work schedule was 7:00 AM to 4:30 PM on-site. On certain Mondays, the intern would require to take a company leave twice every month. Over the course of the training, the intern rendered a total of 332 hours, which exceeded the required 324 hours. This extension occurred because, as of July 11, 2025, the intern had completed only 323 hours, falling one hour short for the requirement. To fulfill

this, the intern would be working a day extra to be completed. Overall, the intern was able to complete all of the assigned tasks successfully over the course of the total hours rendered.

Table 1.

Phase	Activity	Hours Allocated
1.	General Orientation	47 hours
2.	Asset Tracking System User Manual Documentation	47 hours
3.	Workflow Maintenance Work Order Form Development	142 hours
4.	Maintenance Word Order Form User Manual Documentation	38 hours
5.	Workflow Database Request Form Development	19 hours
6.	Workflow Customer Report Request Form Development	19 hours
7.	Meetings	20 hours
Total Hours		332 hours

Presentation of Output

iCATS User Manual

The intern documented a user manual for the iConsumables Assets Tracking System (iCATS), providing a detailed, step-by-step explanation of the website's features. The manual covered all key functions, including the request process and kitting components, and included comprehensive discussions to help users understand each step clearly. Graphic visuals were incorporated throughout the manual to illustrate the interface and guide users seamlessly through the specific actions they need to perform, making the system easier to navigate and use effectively.



Figure 2. iConsumables Assets Tracking System User Manual Screenshots.

Work Order Creation

The work order flowchart was provided by the supervisor which explained the process for the creation of the Maintenance Work Order Module (see Figure 3). The initial step in this process is where the preventive maintenance (PM) schedule is created by the data planner. Next is the data planner creates the actual work order in the system based on the PM schedule. Following the created work order would now be reviewed and checked for approval by the PM supervisor to ensure accuracy and completeness. If the PM supervisor approved the work order then it will now

proceed to the job execution but if not then the work order goes back to the data planner for revisions which the review cycle is repeated. After completing the job, the PM technician submits details of the finished work for further approval. The data planner reviews the completed work order details and records any machine downtime if applicable. If the data planner didn't approve the order details then the work order is sent back to the PM technician to correct or provide more information otherwise the data planner will close the work order which officially completing the process.

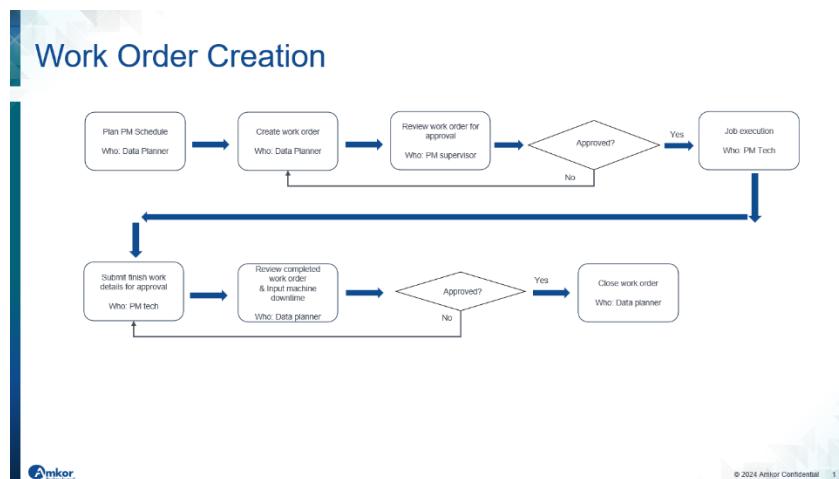


Figure 3.1. Work Order Flowchart.

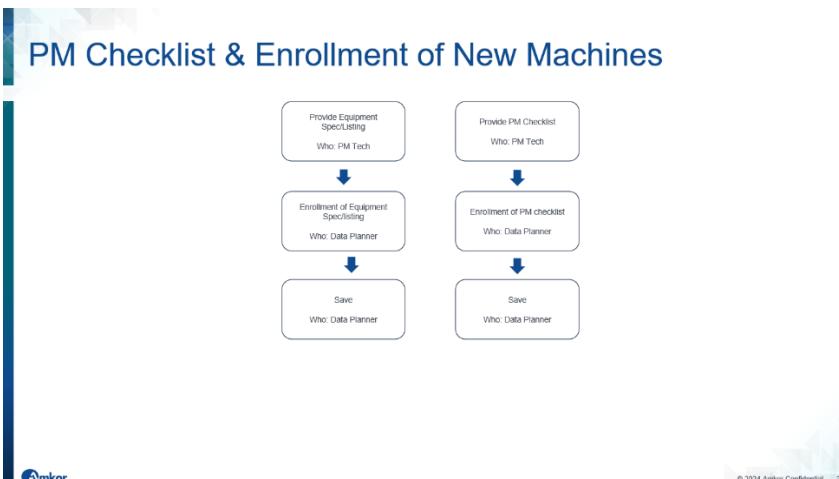


Figure 3.2. PM Checklist & Enrollment of New Machines Flowchart.

What the flowchart provided was the process of approval of the work order and its structure. The design of the work order document was given for easier design creation and all what needed was to add functionalities in it.

Maintenance Word Order

The Maintenance Work Order Module was developed using several key references: the work order and PM checklist flowcharts (see Figure 2.1 and Figure 2.2), a work order document form, and a sample equipment listing dataset. The intern closely followed the layout and design of the provided work order document while encoding the sample equipment data into collections which function like internal spreadsheets embedded within the form.

The module's sections include the lab maintenance work order, equipment condition or work required, cause analysis and findings, work details and actions taken, preventive maintenance checklist, and lubricant checklist. The form incorporates various interface components such as text boxes, text areas, combo boxes, radio buttons, buttons, and file attachments. Key functionalities include automatically populating specific fields when an equipment number is entered, and dynamically showing or hiding the PM checklist and lubricant checklist as needed. Additionally, some text boxes were customized using jQuery to handle date and time values, since the system did not have a built-in date component.

The screenshot shows a software interface for creating a new maintenance work order. On the left is a sidebar with navigation links like Home, Dashboard, Requests, and Tickets. The main area has a header '1-New Request' with a progress bar (Step 1 of 3). The form fields include:

- WORK TYPE:** Radio buttons for Breakdown Maintenance, Planned Corrective Maintenance, Planned Preventive Maintenance, or Subcontract Maintenance.
- EQUIPMENT P/N:** Text input field with placeholder 'Toolbox control'.
- EQUIPMENT DESCRIPTION:** Text input field with placeholder 'Toolbox control'.
- DATE CREATED:** Date input field showing '2011-12-09 09:22 AM'.
- WORK CODE:** Text input field with placeholder 'Toolbox control'.
- EQUIPMENT NAME / MANUFACTURER:** Text input field with placeholder 'Toolbox control'.
- DATE ISSUED:** Date input field showing '2011-12-09 09:22 AM'.
- PRIORITY CODE:** Text input field with placeholder 'Toolbox control'.
- EQUIPMENT NAME / MANUFACTURER:** Text input field with placeholder 'Toolbox control'.
- SCHEDULED DATE:** Date input field showing '2011-12-09'.
- MODEL NO:** Text input field with placeholder 'Toolbox control'.
- DUE DATE:** Date input field showing '2011-12-09'.
- PLANT:** Text input field with placeholder 'Toolbox control'.
- DATE COMPLETED:** Date input field showing '2011-12-09'.
- WORK WEEK:** Text input field with placeholder 'Toolbox control'.
- EQUIPMENT CONDITION / WORK REQUIRED:** Radio buttons for Monthly, Quarterly, Semi-Annual, or Annual.
- CAUSE / ANALYSIS / FINDINGS:** Textarea field.

Figure 4.1. Rel Lab Maintenance Work Order.

This screenshot shows a detailed checklist for planned preventive maintenance. It includes sections for equipment details, lubrication, and a checklist table.

- WORK DETAILS / ACTION TAKEN:** Buttons for 'Show PM Checklist' and 'Show Lubrication Checklist'.
- PLANNED PREVENTIVE MAINTENANCE CHECKLIST:** Fields for Equipment No, Serial No, Equipment Name, Manufacturer, Model No, and Frequency.
- EQUIPMENT LUBRICATION CHECKLIST:** Fields for Lubricant, Frequency, Item No., Part No., Recommended by Manufacturer, Recommended Equivalent, and Nature of Application.
- CHECKLIST TABLE:** A table with columns for Item No., Part No., Lubricant, Frequency, and Remarks.

Figure 4.2. Work Order - Planned Preventive Maintenance Checklist.

This screenshot shows the developer-side interface for the maintenance work order. It includes a sidebar with various tools and a detailed view of the work order form.

The main form fields are identical to Figure 4.1, including:

- WORK TYPE:** Radio buttons for Breakdown, Corrective, Preventive, or Subcontract.
- EQUIPMENT P/N:** Text input field with placeholder 'Toolbox control'.
- EQUIPMENT DESCRIPTION:** Text input field with placeholder 'Toolbox control'.
- DATE CREATED:** Date input field showing '2011-12-09 09:22 AM'.
- WORK CODE:** Text input field with placeholder 'Toolbox control'.
- EQUIPMENT NAME / MANUFACTURER:** Text input field with placeholder 'Toolbox control'.
- DATE ISSUED:** Date input field showing '2011-12-09 09:22 AM'.
- PRIORITY CODE:** Text input field with placeholder 'Toolbox control'.
- EQUIPMENT NAME / MANUFACTURER:** Text input field with placeholder 'Toolbox control'.
- SCHEDULED DATE:** Date input field showing '2011-12-09'.
- MODEL NO:** Text input field with placeholder 'Toolbox control'.
- DUE DATE:** Date input field showing '2011-12-09'.
- PLANT:** Text input field with placeholder 'Toolbox control'.
- DATE COMPLETED:** Date input field showing '2011-12-09'.
- WORK WEEK:** Text input field with placeholder 'Toolbox control'.
- EQUIPMENT CONDITION / WORK REQUIRED:** Radio buttons for Monthly, Quarterly, Semi-Annual, or Annual.
- CAUSE / ANALYSIS / FINDINGS:** Textarea field.
- WORK DETAILS / ACTION TAKEN:** Buttons for 'Show PM Checklist' and 'Show Lubrication Checklist'.

A sidebar on the right lists UI components and their descriptions.

Figure 4.3. Maintenance Work Order Developer Side.

Maintenance Word Order User Manual

Similar to the iCATS user manual (see Figure 1), a user manual was also needed for the iWorkflow Work Order Module. This manual provides a detailed description of the work order form system and explains each process step by step, helping users understand how it works. Graphic visuals are included throughout the discussion to clearly illustrate the navigation and guide users through each section of the work order, ensuring a more intuitive and efficient user experience.

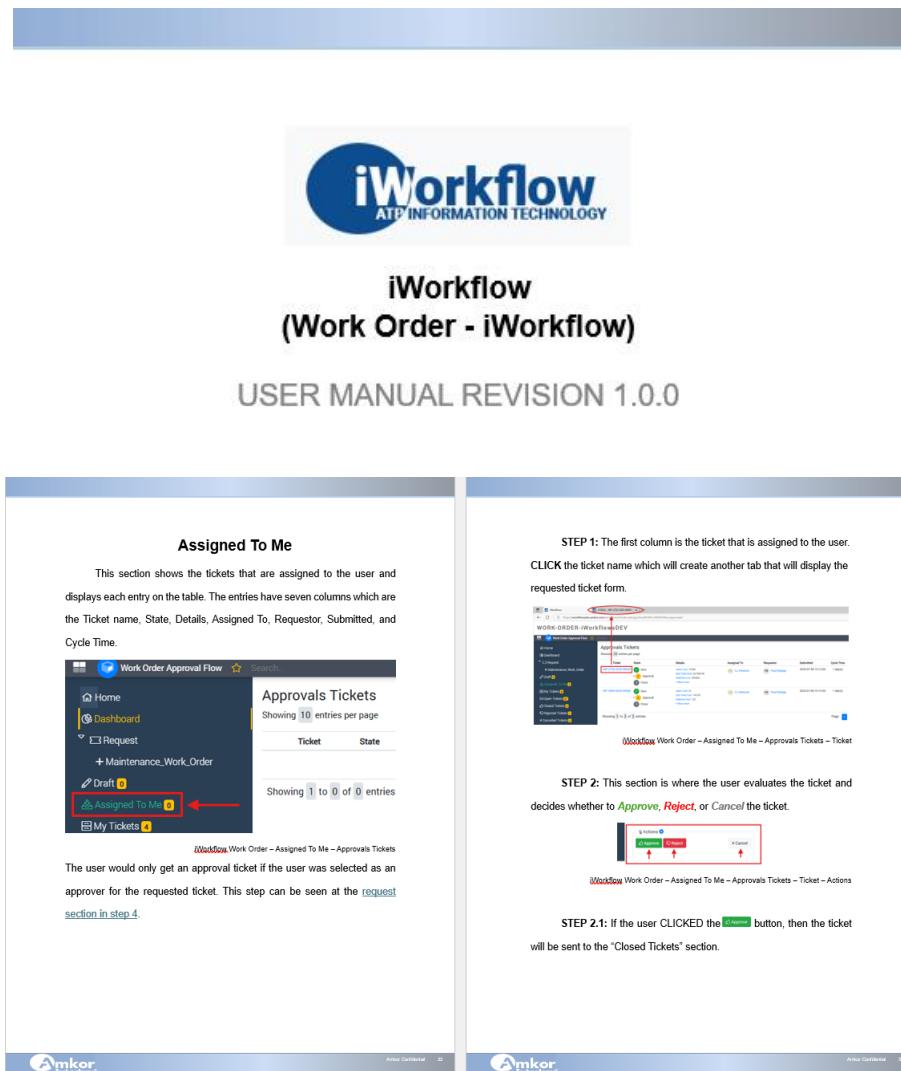


Figure 5. Maintenance Work Order User Manual Screenshots.

Database Request Form

The Database Request Form is designed to formally collect and process database-related requests from internal users. It includes various sections, such as Users, SPC Database, Approver, and a Buy-off section. The design of this request form was based directly on the existing document form provided, which the intern carefully followed and replicated to ensure consistency. Similar to the Maintenance Work Order Module (see Figure 3), this form was developed in the iWorkflow system using low-code drag-and-drop components, allowing for faster and more flexible design. Data was encoded into the form's collections, which function like internal databases and are connected to combo boxes, enabling users to easily select predefined options and ensuring consistency and accuracy throughout the form.

The screenshot shows a web-based application for a Database Request Form. At the top, there is a horizontal navigation bar with five circular icons labeled D, 1, 2, 3, and 4, each with a corresponding label below it: Draft, New, PE Manager, QMS Group, and QMS Engineer. To the right of these is a 'Close' button. Below the navigation bar, there is a button labeled '1-New Request'. On the far right, there is a green button labeled 'Files 0' with a file icon. The main content area has a title 'SPC DATABASE REQUEST FORM' followed by 'AMKOR TECHNOLOGY PHILIPPINES' and 'Quality & Reliability Engineering'. Below this, there is a section titled 'USERS' with fields for Requestor, Site, Department, Local# / Email ID, and Plant. There is also a dropdown menu for Plant. Below the users section is a section titled 'SPC DATABASE' with a note: 'Description of Request: Attach official documents supporting the request. Please give background/details.' Underneath this, there are fields for Package, Frequency, Item, Sample Size, and Condition, each with a dropdown menu. The entire form is contained within a light gray border.

Figure 6. Database Request Form.

Customer Specific Report Request Form

The Customer Specific Report Request Form is designed to formally collect and process report requests from internal users which is exactly similar to the Database Request Form (see Figure 5) but with a different type of request form. The design of this request form was based directly on the existing document form provided and was developed in the iWorkflow system. No additional functionalities were added, as the form did not require validations or other advanced features, making it straightforward and focused solely on capturing accurate request details.

The screenshot shows a web-based form titled "SPC/Cpk Customer Specific Report Request Form" for AMKOR TECHNOLOGY PHILIPPINES, Quality & Reliability Engineering. At the top, there is a horizontal navigation bar with six circular icons labeled D, 1, 2, 3, 4, and 5, followed by a "Close" button. Below this is a toolbar with a "New" button, a "Files" button, and a "1-New Request" button. The main form area contains several input fields: "Department" and "Local #", "Plant affected" and "Email ID", and "Site affected". Under section A, "Purpose of Report", there are five checkboxes: "Quality Concern (CCAR / Yield / PPM)", "Low Cpk Performance", "SPC / Cpk Performance tracking / scorecard", "FYI only", and "Others (please specify)" (which is checked). Section B, "Customer Details", includes dropdowns for "Customer Group" and "Customer Name", and input fields for "Customer Code" and "Package/s".

Figure 7. Customer Specific Report Request Form

Synthesis of the Practicum Engagement

Learnings

My on-the-job training at Amkor Technology Philippines was an incredible experience that gave me valuable insights into working in a corporate environment. I learned not only how to collaborate effectively with my colleagues but also about the detailed process of project development and gained meaningful advice and life lessons from my superiors. One of the first things I learned at Amkor was the importance of following proper procedures and workflows within a company — something I experienced for the first time. Even though I was an intern, I felt like an official employee, making the experience both surreal and fulfilling.

Another important lesson I gained was from the guidance and teachings provided by our supervisors. They introduced us to the software development lifecycle (SDLC) practiced by the IT department, gave us an overview of web development and the tools used at Amkor, and shared the “10 Commandments of IT Ethics.” These teachings stood out to me because the supervisors consistently made time to mentor us, offering lessons that would help us navigate the industry and prepare us for real-world challenges.

Realization

When I first arrived at Amkor for general orientation, I immediately noticed some similarities in the rules and regulations compared to what I was familiar with, but I was surprised to find that the company’s policies were much stricter than I had anticipated. This experience made me realize just how different the corporate world is, especially in terms of how work is carried out and managed in a professional environment. Although the tasks themselves were straightforward, each one involved many steps such as regularly updating my supervisor, exchanging emails,

receiving and incorporating feedback, attending online meetings, and completing thorough documentation. Despite the detailed process, I found it enjoyable and fulfilling because I was able to actively participate and complete my work without any major issues.

One thing that truly surprised me was the number and variety of meetings I attended. These included casual “IT Kamustahan” sessions with the IT Head, insightful conversations with the Vice President about life experiences, detailed policy discussions with my supervisor, technical meetings with business analysts on using advanced tools at Amkor, client presentations, and collaborative group project meetings with fellow interns.

The most important realization for me was understanding the process of developing a project and its architecture at Amkor. This process involves not only the developers but also collaboration with various other departments. It requires careful coordination, from managing servers to accessing and integrating databases, ensuring that every component works together seamlessly. This experience taught me that successful project development is a collective effort that depends on clear communication, cross-functional teamwork, and a strong foundation in system architecture.

Conclusion

This practicum serves as a valuable experience for me as a student and as a software engineer. It broadened my perspective when it comes to working with web development while collaborating with different teams and departments. It allowed me to strengthen my technical skills and improve my communication through teamwork, gaining a deeper understanding on real-world projects and the corporate environment. Overall, it prepared me to become more adaptable and confident as I move forward in my career.

Appendices

Appendix A

Competency-Based CV



Ciriaco John L. Almeron

San Isidro, Cabuyao, Laguna | +63 991 8456663 | ciriacojohnalmeron@gmail.com | www.linkedin.com/in/cjla06

SUMMARY

I am a Computer Science student eager to hone my skills by applying my knowledge, experience, and programming expertise to real-world projects. With a strong interest in data science and web development, I enjoy analyzing data for insights, building interactive websites, and developing efficient solutions. I am currently seeking an internship to further enhance my skills and gain hands-on experience.

EDUCATION

Mapúa Malayan Colleges Laguna

Cabuyao, Laguna | Aug. 2021 – Ongoing

Bachelor Of Science in Computer Science

- Dean's List and President's List
- Coursework: Data structures, information management, data analytics, web development, mobile app development, and software engineering.

PROJECTS

GECO - Large Language Model based Mobile Application

Mar 2025

- Collaborated with a team to develop a mobile application that aims to augment sustainability solutions that will help support and promote sustainable habits among individuals and boost awareness of their actions by developing a sustainability likelihood prediction math model, integrated as an LLM-based companion.

VGMech - Visual Game Mechanics Website

Jun 2024

- Developed a website that offers a visually driven approach to learning game development, focusing particularly on game mechanics. The platform includes interactive elements like minigames that showcase common game mechanics along with their corresponding code implementations.

Majayjay Website

May 2023

- Developed a website for Majayjay, a municipality in the province of Laguna, showcasing the municipality's culture, tourism, and local services through an engaging and user-friendly design. Utilized modern web development tools to ensure responsiveness, accessibility, and optimal performance across devices.

Block Breaker

Feb 2023

- Developed a small game using Unity and C#, inspired by the classic brick-breaker arcade genre where you use your paddle to bounce a ball and destroy blocks above.

ADDITIONAL

Technical Skills: Python, C#, HTML, CSS, JavaScript, SQL, MS Access, Microsoft Excel, Apache, Postman, ASP.NET, .NET MAUI, Unity

Languages: English and Tagalog

Certifications: Google Cloud Essentials, AWS Academy Cloud Foundations, Data Analyst with Python DataCamp, CodeChum Python Course

Appendix B

Endorsement Letter



02 April 2025

MR. KELLY BERNARDO

Recruitment Manager, Amkor Technology Philippines
P3 and P4, 119 North Science Avenue, Special Economic Processing Zone
Laguna Technopark, Biñan, Laguna, Philippines 4024

Dear Mr. Bernardo,

The BS Computer Science program of Mapúa Malayan Colleges Laguna requires their students to undergo a Practicum program for a minimum of 324 hours during the third term of our academic calendar.

We would like to request that Mr. Ciriaco John L. Almeron be permitted to have his training in your company. We believe that your company can provide the relevant exposure necessary for our students to achieve the intended learning outcomes for the BS Computer Science program. We are confident that he will be able to acquire the practical knowledge and skills expected from a Computer Science graduate which, in turn, would guarantee a continuous supply of CS professionals needed by your company.

We thank you for your favorable action and we look forward to a more meaningful linkage that is mutually beneficial to our students and your company.

With warm regards,

A handwritten signature in black ink.

JONALYN G. EBRON
BS Computer Science Program Chair
College of Computer and Information Science
Mapúa Malayan Colleges Laguna

jgberon@mcl.edu.ph
(049) 832-4076

Appendix C

Practicum Acceptance



REVISION NO.: 00
REVISION DATE: May 10, 2016

PRACTICUM CONFIRMATION AND ACCEPTANCE FORM

IMPORTANT INFORMATION

- STUDENTS ACCEPTED FOR PRACTICUM IN A HOST COMPANY WILL HAVE TO ACCOMPLISH THIS FORM.
- ASK THE PRACTICUM SUPERVISOR/ COMPANY REPRESENTATIVE TO FILL IN THE DETAILS OF THE TRAINING.
- SUBMIT TO THE PRACTICUM ADVISER/COORDINATOR PRIOR TO THE START OF TRAINING.

NAME OF STUDENT	CIRIACO JOHN L. ALMERON	STUDENT NUMBER	20211609.04
COURSE CODE	CS109F	SY/TERM ENROLLED	2024-2025 / 3rd Term

This is to certify that Ciriaco John L. Almeron (name of student-trainee) has been accepted for practicum at Akter Technology Philippines, Km 12, East Service Road, Cupang, Muntinlupa City (name and address of establishment) and will be attached to the IT department/s for a minimum of, but not limited to 324 hours. Training will commence on May 15, 2025 and is expected to end on July 15, 2025. Attached is the list of requirements.

COMPANY REPRESENTATIVE		
	Signature over Printed Name	Official Designation
	<u>IT</u>	<u>jay.mary.akter.com</u>
	Department	Email and Contact Number/s

NOTED BY		
	<u>Jaylyn B. Sison</u>	<u>May 28, 2025</u>
	Signature over printed name of Practicum Coordinator	Date

COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM COORDINATOR

FORM OVPAA 030B

THE FORM IS AVAILABLE AT THE OVPAA.
REVISION NO.: 00
REVISION DATE: May 10, 2016



PRACTICUM CONFIRMATION AND ACCEPTANCE FORM

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COMPANY REPRESENTATIVE		
	Signature over Printed Name	Official Designation
	<u>IT</u>	<u>jay.mary.akter.com</u>
	Department	Email and Contact Number/s

NOTED BY		
	<u>Jaylyn B. Sison</u>	<u>May 28, 2025</u>
	Signature over printed name of Practicum Coordinator	Date

COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM COORDINATOR

FORM OVPAA 030B

Appendix D

Liability Waiver



REVISION NO.: 00
REVISION DATE: May 10, 2016

STUDENT TRAINING AGREEMENT AND LIABILITY WAIVER

IMPORTANT INFORMATION

- THIS FORM IS TO BE ACCOMPLISHED AND SUBMITTED BY STUDENT TRAINEE TO THE PRACTICUM ADVISER BEFORE STARTING THE PRACTICUM.
- READ AND UNDERSTAND THE PROVISIONS OF THIS AGREEMENT AND WAIVER.
- ENSURE THAT ALL SIGNATORIES SIGN THE FORM.

I, Ciriaco, John L. Almeron, and a student of MALAYAN COLLEGES LAGUNA (hereinafter referred to as "MCL", do hereby voluntarily undergo on-the-job training at Antor Technology Philippines, hereinafter referred to as the "Host Company", located at Km. 22 East Service Road, Cainta, Rizal, under the following terms and conditions:

- a. That the practicum training will commence on May 18, 2015 and ends on July 15, 2015 and will have to complete a minimum of 324 hours required for the on-the-job training;
- b. That I shall observe proper decorum and act professionally at all times and abide by the Company's rules and regulations and comply with those imposed for the training program, otherwise, I shall be excluded from further participation;
- c. That in the course of my training program, I may have access to information which may be of confidential in nature and proprietary to the Company, for which I may be required to execute a confidentiality and non-disclosure agreement as a prerequisite to my participation in the training program;
- d. That the time I will spend on the training program in the completion of my on-the-job training requirements will not and should not be interpreted or construed as working hours and should be regarded as non-compensable. Provided that, the Company may, as a unilateral act of liberality or generosity on their part, provide me with meal, travel, transportation allowances, accommodations, etc.;
- e. That I fully understand that notwithstanding the allowances enumerated in the preceding section which I may receive, there exists no labor-management and/or employer/employee relationship between me and the Company where I will undergo my training;
- f. That I shall exercise due care and diligence in the tasks assigned to me and personally be made answerable for any and all liabilities for damage to property or injury to third person, which may be occasioned by my intentional or negligent acts during the course of my on-the-job training;
- g. That I shall likewise hold the Host Company and MCL free and harmless from any and all liability and responsibility for any sickness or injury to myself and third parties and damage to property which I may sustain and/or may occur at any time during the training program, including time spent in traveling to and from any and all premises and locations where I may be required to go to as part of my training program;
- h. That the Company reserves the right to discontinue my training on reasonable grounds upon written notice to MCL and myself. Additionally, in the event my training program is discontinued for reasons attributable only to myself, I may be made to reimburse the Host Company for any/all the allowances, stipends, etc., which I may have received from them during and prior to the termination of my training program;
- i. That in addition to my liability under section g and for the pre-termination of my training program provided for under section h hereof, I may be subjected further to disciplinary action in accordance with the school's student manual and/or be a ground for disqualification from graduation;

Signed on this 24th day of May.

CIRIACO JOHN L ALMERON
Signature over printed name of Student Trainee

WITH OUR CONSENT:

Signature over printed name of Parent/Guardian
(for minors only)

NOTED BY:

Jenelyn S. EBAM
Printed Name and Signature of Practicum Adviser/ Coordinator

3001) Miry
Printed Name and Signature of Host Company Representative

Appendix E

Training Plan



REVISION NO.: 00
REVISION DATE: May 10, 2016

TRAINING PLAN

NAME	Ciriaco John L. Almezon		COURSE CODE	CS199F	
PROGRAM & STUDENT NO.	BSCS 2021160904		COURSE TITLE	CS PRACTICUM	
STUDENT OUTCOMES					
CO1: Identify, analyze, and design business process solution to the problem faced by the organization CO2: Apply the different concepts of system analysis and design, software engineering, database management, and programming courses in the problem-solving process in the organization CO3: Acquire new knowledge and experience while in organization					
AREAS / PHASES OF TRAINING AND TIME ALLOTMENT					
Process: Introduction and Orientation (30 Hours)	Documentation of Project Developed (50 Hours) - Users walk through and Software Demo - User Manual Documentation - Marketing Materials for users. - General Orientation - Software Development and Deployment Process - Development of Project (250 Hours) - Development applying learned concepts and techniques				
EVALUATION GUIDELINES & COURSE OUTCOMES					
DEMONSTRATION OF SOFT SKILLS (40%)		DEMONSTRATION OF TECHNICAL SKILLS (60%)			
KEY AREAS COMMUNICATION SKILLS (20%) Relate to co-trainees/supervisors terminologies and rules Recite procedures and instructions needed for the tasks Identify and describe safety signs and symbols Ask critical questions related to the tasks Produce well-written regular and incident reports Prepares and presents reports using Information and Communication Technology (ICT)		KEY AREAS <u>Software Development Skills (80%)</u> <u>(80%)</u> - able to implement software modules (50%) - able to integrate and implement the new modules (10%) <u>Technical Documentation Skills (10%)</u> <u>(10%)</u> - able to find and fix errors in the modules (10%) <u>Skills (10%)</u> - able to document features of implemented modules (5%) - document other - related things on developed modules (5%) INITIATIVE (+5%) Volunteers to perform tasks beyond routine tasks			
		INITIATIVE (+5%) Volunteers to perform tasks beyond routine tasks			
CONFORME	CONSENT (FOR MINORS ONLY)	NOTED BY	ENDORSED BY	APPROVED BY	
 Ciriaco John L. Almezon 5/24/25 <small>SIGNATURE OVER PRINTED NAME OF STUDENT / DATE</small>	<small>SIGNATURE OVER PRINTED NAME OF PARENT OR GUARDIAN / DATE</small>	 <small>SIGNATURE OVER PRINTED NAME OF PRACTICUM SUPERVISOR / DATE</small>	 <small>SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE</small>	 <small>SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE</small>	

THIS FORM IS AVAILABLE AT THE OMPAA.

Appendix F

Complete Daily Journal (May 13 – July 14)



REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY JOURNAL

IMPORTANT INFORMATION

- INCLUDE TASK ASSIGNMENTS OR MOVEMENTS, REFLECTION ON THE DAY'S NEW LEARNING, ACCOMPLISHMENT, CHALLENGES FACED AND HOW YOU RESPONDED, OBSERVATIONS AND RECOMMENDATIONS ON THE IMPROVEMENT OF SYSTEMS / OPERATION / MANAGEMENT, ETC.
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DATE	Day 1 (May 13, 2025)	AREA ASSIGNMENT	Amkor Training Area
TASK	General Orientation	SHIFT/TIME	7:48 AM to 4:30 PM

On my first day at Amkor, I was late because I waited at the wrong bus shuttle pickup location. I waited from around 4:30 AM to 5:30 AM but did not see any Amkor bus shuttle arrive, so I decided to commute at around 6:00 AM and eventually arrived at Amkor at 7:48 AM. Once I arrived, I was guided by the General Orientation Coordinator to the room where the orientation was being conducted. Inside the room, I saw many newly hired employees watching a video that introduced the story, origins, and history of Amkor Technology. The video also discussed the company's mission, vision, goals, and core values, which emphasize excellence, innovation, and commitment to quality. Additionally, the orientation highlighted the various facilities and work environment at Amkor, including their different branches in the Philippines and their international facilities worldwide. This gave me a comprehensive overview of the company and helped me better understand its global presence and strong organizational culture.

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TRAINEE'S SIGNATURE



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DATE	Day 2 (May 14, 2025)	AREA ASSIGNMENT	Amkor Training Area
TASK	General Orientation	SHIFT/TIME	7:00 AM to 4:30 PM

On my second day of Amkor I tried to find the pickup location of the Bus Shuttle. I called the Bus Coordinator of Amkor but I couldn't find the location that he told me. Once again I commuted on my way to Amkor but fortunately this time I wasn't late since I commuted early. The general orientation start by discussing about the rules/policies/guidelines of Amkor such as Code of Discipline of the Employees or Employee behavior in the company. Amkor Technology Philippines (ATP) Benefits is a topic which talks about the benefits of being an employee in Amkor such as Meal Subsidy, Education Programs, Medical Programs, Vacation Leave, and Salary. Electrostatic Discharge (ESD) is another topic that talks about the tools and equipment that are used in the company. Then the last discussion is about the Chemical Hazards that may occur when working at manufacturing. This discussion is incomplete which will continue on the next day.

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DATE	Day 3 (May 15, 2025)	AREA ASSIGNMENT	Amkor Training Area
TASK	General Orientation	SHIFT/TIME	7:00 AM to 4:30 PM

On my third day, I continued with the general orientation sessions at Amkor. The day started with a discussion on Chemical Hazards, emphasizing important safety measures in the workplace. Next, we learned about the basic specifications of automotive semiconductors, including the machines involved, manufacturing processes, production control, and the roles of key personnel in operations. We were also introduced to Amkor's "Zero Defect Mission," which commits to delivering products and services that perform exactly as expected. Another important topic covered was the 5S methodology, a workplace organization system designed to improve efficiency and safety. It stands for Sort, Set in Order, Shine, Standardize, and Sustain.

We also discussed guidelines from the Department of Labor and Employment (DOLE), highlighting employee rights and workplace standards. Before concluding, we were briefed about an upcoming exam and guided on how to access and navigate the online platform for taking it. At the end of the day, I asked a fellow employee for directions to the correct shuttle pickup point to avoid previous commuting issues. They were kind enough to assist and point me in the right direction.

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DATE	Day 4 (May 16, 2025)	AREA ASSIGNMENT	Amkor Training Area Exam
TASK	General Orientation Exam	SHIFT/TIME	7:00 AM to 4:30 PM

On my fourth day, for the first time I was able to ride the bus shuttle on the way to Amkor. This is the day of my General Orientation Exam. The coordinator told us that it could take 2 days to finish the exam and 1 day if we finish all of the modules today. The coordinator gave us a reviewer for the exam and explained that the exam has 9 modules. They also explained that the exam required to have a perfect score in order to pass and we only have 2 attempts which if we failed in that specific module twice then it will require for the employee to do the "4 Whys" to get another attempt again of the exam. I could only finished 8 modules today and the last module will have to take on the next working which is on May 20th.

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DATE	Day 5 (May 20, 2025)	AREA ASSIGNMENT	Amkor Training Area
TASK	General Orientation Examination	SHIFT/TIME	7:00 AM to 4:30 PM

This is the last day of the general orientation examination which I finished the last module of my exam. Once I finished my exam which us interns/OJT will now proceed on contract signing. Afterwards, the general orientation coordinator guided us to meet our supervisor but unfortunately he is absent today so she introduce us to his buddy instead. He instructed us to read the Amkor IT Policies while we're not doing anything, so for the whole day I am only reading the IT policies.

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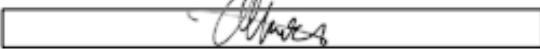
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DATE	Day 6 (May 21, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Introduction to the whole department	SHIFT/TIME	7:00 AM to 4:30 PM

In the morning, we were welcomed by our supervisor, who oversees the interns during the on-the-job training program. He began by introducing himself and outlining our roles and responsibilities during our stay. Afterwards, we were introduced to the different teams within the IT department. We first met the Infrastructure team, who manage servers and databases. Next, we visited the AI team, a small but dedicated group focused on innovative projects. We also met another batch of interns then proceed to getting to know the Developer team seated nearby. Finally, we were introduced to the Automation team. During each introduction, we shared our names and schools, and each team described their roles and current projects. A short Q&A followed, where they expressed interest in learning about our thesis topics. In the afternoon, we had the opportunity to meet the Vice President of Amkor Technology Philippines. Although the encounter felt a bit nerve-racking, it was still inspiring and provided valuable insights about professional life and industry expectations. After this, we returned to our workspace to continue familiarizing ourselves with the company's IT policies, as instructed by our supervisor.



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DATE	Day 7 (May 22, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Integration of AI project idea proposal	SHIFT/TIME	7:00 AM to 4:30 PM

In the morning, we began the day with a meeting with the IT Department Head. During our discussion, he expressed great interest in our thesis topics and shared his vision of integrating AI into the company's production processes. He challenged us to propose a project idea that would incorporate AI into the manufacturing or production side of operations. Together with my fellow interns, we spent the morning brainstorming and sharing potential concepts. One idea I suggested was an AI system designed to monitor IT policy compliance. This AI would automatically verify whether employees have acknowledged and validated required policies, and issue reminders or warnings if needed. I got the idea from the Amkor IT policies that we kept reading since yesterday. In the afternoon, after we collected all of our ideas to present tomorrow, we continued on reviewing the company's IT policies to deepen my understanding of their standards and practices.



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DATE	Day 8 (May 23, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Creating Amkor Account & Project Idea Presentation	SHIFT/TIME	7:00 AM to 4:30 PM

The day began with a meeting with our supervisor, who introduced us to the Software Development Life Cycle (SDLC) as practiced within the company. He encouraged us to take notes, which helped me better understand their processes and approaches. Together with the other interns, we finalized our proposed AI integration ideas to be presented later to the IT Department Head. Once we completed this, I spent the remaining time before lunch continuing to review the company's IT policies to further familiarize myself with their guidelines. In the afternoon, we received our official company accounts, which granted us access to essential tools like Microsoft Teams, OneDrive, and other software. We were informed, however, that we would receive our dedicated work computers the following week. Later in the day, we had the opportunity to present our AI project ideas to the IT Department Head. He commended our proposals and expressed appreciation for our efforts. While he emphasized his preference for AI applications focused on the production side which to improve manufacturing efficiency and productivity, he acknowledged the challenges we faced in proposing ideas with limited information. He reassured us that it was normal not to know all the production details and appreciated our initiative and creativity in coming up with solutions regardless.



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DATE	Day 9 (May 27, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Data Encoding and Software Setup	SHIFT/TIME	7:00 AM to 4:30 PM

In the morning, our supervisor assigned us a task to encode project data from an Excel file into the company's internal website. These records detailed various projects handled by business analysts and supervisors. At first glance, the task seemed straightforward since it mostly involved copying and pasting information. However, we didn't anticipate the large volume of data, which kept us busy until lunch. Although there were four of us assigned to the task, I was the only person without a dedicated computer at that time. My supervisor mentioned that it might take a while before I received my own unit. To stay productive, I asked a fellow intern in the neighboring cubicle if we could share his computer. He is also my partner for the task that we were assigned in. We decided to divide the work between us, which helped us complete the task just before lunchtime. In the afternoon, we were instructed to install several software tools that we might need for future projects including VS Code, XAMPP, and the necessary drivers. Setting up and placing the drivers correctly proved challenging for me, as I wasn't yet familiar with this process. Thankfully, our supervisor provided clear guidance, which made the installation smoother. We wrapped up the day by testing the software installations to ensure everything was working properly and ready for use.

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DATE	Day 10 (May 28, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Installing and Familiarizing with the Tools	SHIFT/TIME	7:00 AM to 4:30 PM

We started the day with a session led by a supervisor from the IT development team, who provided us with an overview of the company's web development process. He discussed the different tools they use and explained how their development workflow operates. This introduction was crucial in helping us understand how software projects are managed in a professional environment. At that time, the supervisors and the department head were still deciding on the specific project we would be assigned. Since our academic background focuses on Artificial Intelligence, they were considering assigning us a project related to AI. While waiting for their final decision, we were instructed to install the tools introduced during the session and begin exploring them. The rest of the day was dedicated to self-study and practicing coding to become more comfortable with the technologies we might use in our future tasks.

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DATE	Day 11 (May 29, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Check-in Meeting and Setting Up My Workstation	SHIFT/TIME	7:00 AM to 4:30 PM

Today was a significant day for us interns as we had a meeting with the head of the IT department to discuss our progress and share any concerns we might have. During the meeting, we shared the tasks we had completed so far, including data encoding, self-studying company tools, and practicing coding to get more comfortable with the development environment. I also brought up my concern about not yet having a personal computer, which was quickly acknowledged and resolved. The department head emphasized that this type of check-in meeting is called "IT Kamustahan" which is essential not only for interns but also for all employees. It serves as a way to address issues promptly, understand how everyone is doing, and foster a supportive work environment. After lunch, I finally received my own desktop computer. I spent the rest of the day installing essential tools and software, and continued studying and coding to prepare for upcoming tasks.

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DATE	Day 12 (May 30, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	First Major Task: Creating a User Manual	SHIFT/TIME	7:00 AM to 4:30 PM

Today, I received my first major assignment which is to create an updated user manual for one of the company's internal websites, as the existing manual was already outdated. In the morning, I had a detailed discussion with a supervisor who guided me through the website's purpose, its features, and how each function is meant to be used. He also shared helpful insights to ensure I understood its overall workflow. After gathering the necessary information, I began drafting the new user manual. I focused on making it as clear and user-friendly as possible so that even those unfamiliar with the system could easily follow and navigate it. Throughout the day, I worked on structuring the content into sections and started gathering supporting materials like screenshots and detailed descriptions for each feature. In the afternoon, I assisted the infrastructure team with labeling laptops that were being prepared for shipment to another facility, which took around three hours to complete. By the end of the day, I had a strong outline for the user manual and a clear plan for how to continue. I intend to review and finalize it with my supervisor next week to ensure all the details are complete and accurate.

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DATE	Day 13 (June 2, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Creating a User Manual	SHIFT/TIME	7:00 AM to 4:30 PM

I started the day with a meeting alongside my partner and the supervisor who assigned us to create the user manual for the asset management system. Since my partner was not present during the previous discussion, the supervisor provided a thorough explanation once again. I also took this opportunity to ask detailed questions about how each feature works, as some parts were still unclear to me before. The supervisor clarified that we didn't need to describe every function in depth but instead focus on explaining how to use each feature effectively. After the meeting, my partner and I began working on the user manual together. Fortunately, I had already outlined and structured some sections earlier, which made it easier to organize and evenly divide the work between us. We spent the entire day focused on writing, ensuring that the manual would be clear and easy to follow for future users.

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DATE	Day 14 (June 3, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Creating a User Manual	SHIFT/TIME	7:00 AM to 4:30 PM

I started my day following my usual routine at the office: checking Microsoft Teams for any messages and reviewing my emails on Outlook to stay updated on company announcements. These emails typically include updates on weather, audits, events, canteen menus, and upcoming holidays. I always pay close attention in case there are new tasks assigned by my supervisor. After reviewing my messages, I dedicated the entire day to working on the user manual. Some sections were challenging to write, especially parts that involved terms and processes related to manufacturing, which were not entirely familiar to me. Whenever my partner and I encountered unclear areas, we compiled a list of questions to clarify with our supervisor later. During lunch, we had the chance to meet two other interns from different schools. They shared their experiences at the company, mentioning that they mainly worked on documentation tasks since they started earlier this year. In the afternoon, I continued refining and adding to the user manual, making as much progress as possible before the end of the day.

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DATE	Day 15 (June 4, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Refining the User Manual	SHIFT/TIME	7:00 AM to 4:30 PM

I began my day as usual, checking Microsoft Teams and my emails to stay updated on any new announcements or assignments. At this point, the user manual was nearly complete, with only a few sections needing further polishing and more detailed explanations. Together with my partner, we consulted our supervisor to gather feedback and clarify some remaining questions, especially about certain features we found unclear. Our supervisor reviewed our work and commended us for the progress we had made. He also assured us that he would address our concerns and provide additional details via email. Personally, I felt confident about the quality of the user manual so far, especially since we had significantly improved its visual presentation compared to the previous version. While waiting for the follow-up email, my partner and I spent the rest of the day thoroughly reviewing the manual and occasionally practicing coding in Laravel to continue developing our skills.

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DATE	Day 16 (June 5, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Completing Our First Major Documentation Task	SHIFT/TIME	7:00 AM to 4:30 PM

Today marked an important milestone as we completed our first major task at the company which is creating a new user manual for the asset management system. Our supervisors commended us for finishing it quickly and even mentioned that they were running out of tasks to assign us because of our efficiency. We sent the final version of the user manual to our supervisor via email for their final review and approval. While waiting for our next assignment, I spent the rest of the day deepening my knowledge of PHP and Laravel to further prepare for future development tasks.

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DATE	Day 17 (June 10, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Development Task: Workflow Form	SHIFT/TIME	7:00 AM to 4:30 PM

I arrived at work feeling refreshed and energized after the long weekend. As usual, I began my day by checking Microsoft Teams and Outlook to catch up on any updates. I noticed that many supervisors and senior developers were occupied with back-to-back meetings throughout the morning. While waiting for new instructions, I continued self-studying to strengthen my development skills. It seemed like we might not receive a new assignment immediately, but soon after, my partner and I received an email from our supervisor introducing our next major task. We were provided with a presentation outlining the details where we are to develop a workflow form for the management system which was requested by another department. The system is built using a low-code platform that combines drag-and-drop functionality with custom programming using jQuery to handle form logic and additional features. After a detailed discussion with our supervisor about the task requirements, we were granted access to the website so we could start familiarizing ourselves with the system right away.



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DATE	Day 18 (June 11, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Development of Workflow Module	SHIFT/TIME	7:00 AM to 4:30 PM

Today marked the official start of developing our first module that involves actual programming. Before we began, our supervisor arranged a meeting with the client who requested the new workflow form which specifically, a maintenance order form. During the meeting, the client explained the features of the existing system that needed to be migrated to the new workflow platform. Our supervisor also helped clarify details and asked additional questions to ensure we had a clear understanding of the requirements. After the discussion, my partner and I divided the tasks between us. At first, we spent time experimenting and familiarizing ourselves with the workflow system. We focused primarily on designing the user interface of the form and started exploring the low-code components to understand how to incorporate the necessary functionalities.

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DATE	Day 19 (June 13, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Maintenance Order Form Module	SHIFT/TIME	7:00 AM to 4:30 PM

Today, I dedicated the entire day to working on the workflow maintenance order form. I gained valuable experience, especially in manipulating HTML elements using jQuery and examining data directly in the source code which something I hadn't done before. Navigating this new task was challenging at first since I was unfamiliar with both jQuery and the workflow system. Thankfully, a senior developer provided guidance and support whenever I encountered issues, which helped me stay on track. Determined to make significant progress, I focused on completing the user interface for all major sections of the form which are the work order, preventive maintenance schedule, equipment specification listing, equipment checklist, and technician form. I also started encoding sample data into the system collections. Although I managed to finish the UI components, the forms still need additional functionalities, such as dynamic inputs, tables, and file attachments. Implementing these features was more time consuming than expected, and I wasn't able to complete them today. By the end of the day, I evaluated my progress at about 30% as there is still room for improvement in the UI and many of the required functionalities are yet to be implemented. My goal is to complete everything by next week.

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DATE	Day 20 (June 16, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Backend Workflow Module	SHIFT/TIME	7:00 AM to 4:30 PM

Today was mostly focused on studying and continuing work on the module assigned to us. I concentrated on implementing backend functionalities particularly retrieving data from one feature and dynamically displaying it in another. I attempted several approaches to make this work on the backend but each attempt did not produce the expected results. To resolve this, I consulted with a senior developer, who explained that the functionality I was aiming for wasn't possible because we didn't have access to the system's full source code. We then discussed this challenge with our supervisor, who encouraged us to explore alternative solutions. Together, we came up with the idea of using data from the main feature itself rather than fetching it from another form. This approach allowed us to avoid needing access to other parts of the system's code. We spent the rest of the day working on and testing this new strategy.

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DATE	Day 21 (June 17, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Backend Workflow Module	SHIFT/TIME	7:00 AM to 4:30 PM

Today, I focused on two main tasks: encoding data for the dynamic inputs and developing the dynamic table functionality for the technician form. In the morning, I worked on encoding the sample data into the collections, using information provided by the client. I also reviewed recordings of our previous meetings to ensure I didn't miss any important details or additional data that could be used for the form. During the afternoon, I dedicated my time to coding the dynamic table functionality. The main challenge was ensuring that when a row is deleted, the data in the remaining rows is retained properly. Initially, deleting the first row caused all other input data to be cleared, which needed to be fixed. Although I wasn't able to fully complete this functionality today, I gained a solid understanding of how to approach the problem and feel confident that I can finish it tomorrow.

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DATE	Day 22 (June 18, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Maintenance Order Form Module	SHIFT/TIME	7:00 AM to 4:30 PM

Today, I continued working on finalizing the dynamic table functionality. It took the entire morning to address additional challenges, such as handling the addition of new rows without carrying over data from previous rows. One specific issue I encountered was that when new rows were added, they would sometimes retain the data from earlier rows. I was able to resolve this, and just before lunch, I successfully completed the dynamic table feature. In the afternoon, I focused on organizing the forms I had created, properly naming them while waiting for my partner to finish his task, which involved adding live computation to the table. I offered to help with his code, but he assured me that he preferred to handle it on his own. For the remainder of the day, I reviewed all of the forms, revisited the provided PowerPoint presentation and flowchart, and checked the recorded meeting again to ensure we hadn't missed any important details related to the task.

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DATE	Day 23 (June 19, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Supply Chain PowerPoint Presentation	SHIFT/TIME	7:00 AM to 4:30 PM

I began my day with my usual routine of checking messages and emails for any updates or new assignments. As usual, most emails contained general company updates, including weather advisories and operational notices. During this time, we were called into a meeting with the Vice President, along with our supervisor and five other interns. In the meeting, the Vice President assigned us a new task: to prepare a presentation about the supply chain. We were given three main topics, and each topic needed to include 10 slides. Our supervisor encouraged us to discuss and plan how to divide the work. I took the initiative to volunteer and suggested splitting the topics evenly, with two interns assigned to each topic. Since the presentation was needed by Saturday, we began working on it immediately. We dedicated the entire day to researching, organizing content, and designing the slides to ensure we could deliver a thorough and polished presentation on time.

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DATE	Day 24 (June 20, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Refining Supply Chain PowerPoint	SHIFT/TIME	7:00 AM to 4:30 PM

Today, we received feedback on the supply chain presentation we had prepared. Unfortunately, the Vice President mentioned that our initial version did not meet the expected standards and emphasized the importance of making it look professional. He shared valuable tips and references to help us improve the content and overall presentation style. Taking his advice seriously, we spent the entire day reworking the presentation inside his office. We were provided with laptops so we could work side by side, and a senior employee was assigned to guide us and provide immediate feedback throughout the process. I also requested copies of some previous presentations created by the Vice President, which they kindly shared. These examples were extremely helpful in giving us a clear understanding of the level of detail and style he expected. By the end of the day, we managed to complete the revised presentation, making significant improvements to the content and design as requested.

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DATE	Day 25 (June 25, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Maintenance Order Form Module	SHIFT/TIME	7:00 AM to 4:30 PM

In the morning, we resumed work on the workflow module after a discussion with our supervisor. Later in the day, we attended a special meeting that focused not on technical skills nor our progress in the tasks but on personal growth and leadership. The Vice President shared his inspiring life story, describing his journey from poverty to professional success. His story highlighted that he was once an intern too which he had a relentless passion for learning, perseverance through hardships, and innovative thinking which got him to shaped Amkor Technology Philippines to what it is today. His large contribution help the company and our country to be recognized as a top global branch. He emphasized the importance of building strong relationships and connecting with people which reminded us that success is not just about technical achievements but also about human connections. We left the session deeply inspired and motivated, carrying valuable life lessons that will guide us beyond our professional journeys. I then spent my remaining hours continuing on to the maintenance order form module.

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DATE	Day 26 (June 27, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Finalizing Workflow Module & Sustainability Video	SHIFT/TIME	7:00 AM to 4:30 PM

As usual, I started my morning by checking my MS Teams messages and emails to see if there were any important updates, announcements, or new tasks from our supervisors. This routine helps me stay aligned with the team's priorities and ensures I don't miss anything urgent. Today, me and my partner made significant progress and were close to completing the workflow module. We encountered certain limitations in the workflow system, and following our supervisor's guidance, we decided to implement the business logic using collections as an alternative solution.

Before lunch, we met our fellow interns which they informed us that we will have a new task which is about a short film of the company's sustainability. This short film task was sent to us by our supervisor a few minutes ago. It is a video competition where each department was tasked to produce a short video showcasing their contributions and commitment to sustainability practices.

After lunch, we had a meeting with our supervisor together with all of the interns in the IT department. We discuss about the storyboard of the video, what places do we film, who will be the narrator of the video, and who will be the editor. Two editors was chosen for our short film and I am one of the editors. Thankfully I have an editing partner since I struggled thinking of ideas about the transitions and structuring the video. We immediately think of what software to use and what tools we needed for the film. Before the day ended we tried to install the software but unfortunately it is not allowed so we ended up editing in the browser.

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DATE	Day 27 (July 1, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Completing Workflow Module & Making Short Film	SHIFT/TIME	7:00 AM to 4:30 PM

In the morning, I focused on finishing my final task for the Workflow form module which is creating a dynamic planned preventive maintenance checklist. This feature automatically populates values when a user inputs an equipment number in the maintenance work order. I started working on it at 7:45 AM and was able to complete it efficiently within an hour, finishing by 8:45 AM. After completing this task, I joined a meeting with the short film team to discuss the storyboard. The storyboard included four main scenes. I presented my completed edit for one scene and then began editing the next one. Before lunch, we filmed several shots for Scene 2. I also took part in the acting for one of the scenes, where I presented one of the company's websites. In the afternoon, I continued editing the video and gathered feedback from the team. We also took this time to restructure the storyboard for the remaining scenes to improve the overall flow of the project.

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DATE	Day 28 (July 2, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Short Film Video Editing	SHIFT/TIME	7:00 AM to 4:30 PM

I began my day with my usual routine of checking emails to stay updated on any new announcements or tasks. After that, I joined a meeting with the short film team to discuss the storyboard and plan the remaining scenes. Our main tasks for today included filming at two locations which are the Amkor data center and an outdoor scene featuring a drone shot with the IT team and the Vice President. We received an email from our supervisor confirming that the data center filming was scheduled for 10:00 AM. Before then, we spent time experimenting with editing previous scenes and finalizing the storyboard for the entire film. At 10:00 AM, I, along with two other interns, proceeded to the data center. We first visited the infrastructure team to meet our guide, as the data center is classified as security level 5, the highest level of security which infrastructure administrators only have access to this facility, even the Vice President doesn't have access to it. Before filming, our guide gave us a detailed explanation of the data center, its significance, and the different machines inside. He compared the setup to a tower-type PC and explained the functions of components such as Citrix servers, storage systems, virtual machines, phone connectors, and more. Once the briefing was complete, we began filming inside the data center. After filming, we spent the rest of the day editing the video and refining the scenes to align with our updated storyboard.



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DATE	Day 29 (July 3, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Video Editing & Workflow Module Development	SHIFT/TIME	7:00 AM to 4:30 PM

Today was a productive day focused on both creative and technical work. In the morning I worked on coding a new feature for iWorkflow which is the lubricant checklist. I also ask for feedback from senior colleagues and supervisors to ensure the feature was on the right track. For the short film project, we spent time reshooting and filming additional scenes based on advice and feedback from our peers and senior team members. We also held a team meeting to discuss the overall structure of the video, its storytelling flow, which scenes were missing, and how to integrate new footage seamlessly into the main narrative. The rest of the day was dedicated to video editing, while also making some progress on the Workflow form module coding tasks whenever possible.

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DATE	Day 30 (July 7, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Module User Manual & Revising Short Film	SHIFT/TIME	7:00 AM to 4:30 PM

Today marked a big step forward as the June 2025 Environmental Programs short film was completed and ready for presentation to the supervisors, IT heads, colleagues, and the Vice President. After finishing the iWorkflow Maintenance Order module, I received a new task which is to create a user manual for the module we've just finished. My partner and I carefully discussed how we would document the module, beginning with thoroughly testing it to check for any remaining issues. We identified a few problems and immediately worked on fixing them. Once the module was stable, we outlined the structure for the user manual. We planned to explain each feature in detail and provide step-by-step instructions on how to use them, following a similar approach to the first user manual we created for asset management system.

Before lunch, the Vice President reviewed our completed short film. Unfortunately, he was not satisfied with the output for several reasons:

1. The audio was inconsistent, with some sections too quiet and others too loud.
2. The intended message about sustainability at Amkor was not clearly conveyed.
3. The video transitions lacked a professional finish.

He advised us to improve the video to better deliver the message and achieve a higher quality presentation. In the afternoon, our entire team focused on restructuring and refining the video to address the feedback. We worked on enhancing the overall flow, clarifying the message about sustainability, and ensuring a more polished and professional result.

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DATE	Day 31 (July 8, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	User Manual & Editing Short Film	SHIFT/TIME	7:00 AM to 4:30 PM

In the morning, I focused on organizing all the video scenes from start to finish to make the editing process smoother and more efficient. Our short film team suggested to our supervisor that we upgrade to a premium video editing software to access more advanced features and improve the overall quality of the video. Just before lunch, I began restructuring the video by cutting unnecessary parts, reducing its length from 3 minutes and 30 seconds to exactly 2 minutes. Although the Vice President initially requested a 1 minute and 30 second runtime, we decided to compromise to ensure essential scenes remained included and the message was still effectively conveyed.

I handled the restructuring of the scenes, while my editing partner focused on adding transitions, effects, music, narration, and subtitles.

Once I handed the revised video to my partner, I shifted back to my other assignment which is creating the user manual for the Workflow Maintenance Order module. Throughout the afternoon, I occasionally assisted my editing partner by providing feedback and suggestions for certain scenes.

I spent the rest of the day progressing on the user manual, ensuring it clearly outlined each feature and provided step-by-step guidance for users.

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DATE	Day 32 (July 9, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Finalizing User Manual & Short Film	SHIFT/TIME	7:00 AM to 4:30 PM

As usual, I started my day by assisting my partner with video editing, mainly providing suggestions on effects and transitions to enhance the scenes. By 8:30 AM, I shifted my focus back to completing the user manual for the Workflow maintenance order module. Throughout the day, I checked in with the editing team to monitor our progress on the video. Team members also approached me for advice whenever they needed input on specific edits. By this point, the video was nearly finished, with only a few refinements left, such as polishing the narrative subtitles and adding background music to strengthen the overall presentation. The majority of my day was dedicated to finalizing the user manual. I successfully completed it by 4:20 PM.

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DATE	Day 33 (July 10, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Finishing the Short Film	SHIFT/TIME	7:00 AM to 4:30 PM

I began my day by reviewing the user manual I had completed yesterday to ensure there were no overlooked errors. The only adjustment needed was fixing the indentation in a few explanation sections. Once I finalized the user manual, I checked in with the short film team to monitor the video's progress. By this time, my editor partner had already added subtitles narrative voice-over, and background music. From 10:00 AM to 11:00 AM, we focused on exporting the video and uploading it to cloud storage. After lunch, around 1:00 PM we met with a senior employee which is the previous winner of the short film competition. We ask for feedback on our updated version. They noted that the film was much improved compared to our first version but pointed out three minor issues that still needed attention:

1. Some clips were too fast and needed to be slowed down.
2. Certain subtitle fonts were inconsistent.
3. The background music would be more cohesive if we used one continuous track instead of multiple pieces.

I spent the entire afternoon addressing these final adjustments to ensure the film was polished and ready for final presentation.



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DATE	Day 34 (July 11, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Two request form modules & Editing video	SHIFT/TIME	7:00 AM to 4:30 PM

I began the day by reviewing our short film, which now had two versions ready for presentation: Version 3 and Version 4. Version 3 included multiple background music tracks, which went against the advice of the senior developer, while Version 4 followed the recommendation to use a single, continuous background track. We did this so that we could have variety for our supervisor to choose. Our supervisor also encouraged us to re-record the voice-over with a more energetic and impactful delivery. While my teammates worked on narrating the script with a new voice actor, I focused on exporting and uploading both versions to the cloud. After lunch, our supervisor assigned me and my development partner a new task involving two workflow modules: the "Database Request Form" and "Customer Report Request Form." Feeling the urgency with our last day at Amkor quickly approaching next Monday, we immediately began working on the new modules.

I continued coding until 2:02 PM, when we attended a meeting with the clients who had requested the iWorkflow Maintenance Order. My partner led the presentation, while I kept progressing on the new tasks. Around 3:00 PM, I completed the template form and data encoding for the first module, the Database Request Form. I then moved on to the Customer Report Request Form and was able to finish about half of it before the day ended. I plan to complete the remaining parts of the second module tomorrow.

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DATE	Day 35 (July 14, 2025)	AREA ASSIGNMENT	Amkor IT Department
TASK	Finishing Request Form Module, Short Film, Clearance	SHIFT/TIME	7:00 AM to 4:30 PM

In the morning, I focused on completing the remaining sections of the Customer Report Request Form module, which took about two hours. Around 9:00 AM, my partner presented the progress of the modules we had finished to our supervisor, while I continued editing the short film. The video required a few revisions, particularly in terms of scene continuity, as some parts did not flow smoothly. I reorganized and refined these scenes to improve coherence. Additionally, I incorporated a new segment summarizing the film's key points and added data and statistics to emphasize the impact of sustainability. At the end of the video, I included a closing message requested by our supervisor.

At 10:00 AM, we began the clearance process, which had seven steps. By lunchtime, we had completed two parts. After lunch, we resumed and finished three more, leaving only the supervisor evaluation and one final section to complete. Before evaluating us, our supervisor wanted to review the latest version of the short film. Shortly after, the Head of the IT Department also watched it and shared constructive feedback, suggesting further changes. However, since this was my last day at Amkor, the responsibility for final revisions was handed over to another intern. By 4:00 PM, we successfully completed all remaining clearance steps just in time before dismissal.

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Appendix G

Daily Time Record (DTR)

NAME OF STUDENT		Ciriaco John L. Almeron		NAME OF HOST COMPANY/DEPARTMENT ASSIGNED TO		Amkor Technology Philippines			
MONTH		May		MONTH		June			
DATE	TIME-IN	TIME-OUT	TOTAL HOURS	MGR/SPVSR INITIALS	DATE	TIME-IN	TIME-OUT	TOTAL HOURS	MGR/SPVSR INITIALS
1					1				
2					2	6:06 AM	4:30 PM	9 hrs 30 mins	
3					3	6:00 AM	4:30 PM	9 hrs 30 mins	
4					4	6:00 AM	4:30 PM	9 hrs 30 mins	
5					5	6:05 AM	4:30 PM	9 hrs 30 mins	
6					6				
7					7				
8					8				
9					9				
10					10	6:01 AM	4:30 PM	9 hrs 30 mins	
11					11	6:02 AM	4:30 PM	9 hrs 30 mins	
12					12				
13	7:08 AM	4:30 PM	9 hrs 30 mins	JL	13	6:04 AM	4:30 PM	9 hrs 30 mins	
14	6:45 AM	4:30 PM	9 hrs 30 mins	JL	14				
15	6:40 AM	4:30 PM	9 hrs 30 mins	JL	15				
16	6:00 AM	4:30 PM	9 hrs 30 mins	JL	16	6:07 AM	4:30 PM	9 hrs 30 mins	
17					17	6:11 AM	4:30 PM	9 hrs 30 mins	
18					18	6:07 AM	4:30 PM	9 hrs 30 mins	
19					19	6:25 AM	4:30 PM	9 hrs 30 mins	
20	6:07 AM	4:30 PM	9 hrs 30 mins	JL	20	6:00 AM	4:30 PM	9 hrs 30 mins	
21	6:06 AM	4:30 PM	9 hrs 30 mins	JL	21				
22	6:06 AM	4:30 PM	9 hrs 30 mins	JL	22				
23	6:11 AM	4:30 PM	9 hrs 30 mins	JL	23				
24					24				
25					25	6:17 AM	4:30 PM	9 hrs 30 mins	
26					26				
27	5:54 AM	4:30 PM	9 hrs 30 mins	JL	27	6:04 AM	4:30 PM	9 hrs 30 mins	
28	6:00 AM	4:30 PM	9 hrs 30 mins	JL	28				
29	5:55 AM	4:30 PM	9 hrs 30 mins	JL	29				
30	6:05 AM	4:30 PM	9 hrs 30 mins	JL	30				
31					31				

APPROVED BY: *[Signature]* Date: 7-14-21
 Signature over printed name of Practicum Supervisor

* To be validated once a week by the Practicum Adviser/ Coordinator
 ** This may be replaced by the DTR officially used by the company

FORM OVPAAG 030H



REVISION NO.: 00
REVISION DATE: May 16, 2016

DAILY TIME RECORD*

NAME OF STUDENT		Ciriacco John L. Almeron			NAME OF HOST COMPANY DEPARTMENT ASSIGNED TO				
MONTH		July			Month				
DATE	TIME-IN	TIME-OUT	TOTAL HOURS	MGR SPVSR INITIALS	DATE	TIME-IN	TIME-OUT	TOTAL HOURS	PGR SPVSR INITIALS
1	6:00 AM	4:30 PM	9 hrs 30 mins	S	1				
2	6:09 AM	4:30 PM	9 hrs 30 mins	S	2				
3	6:14 AM	4:30 PM	9 hrs 30 mins	S	3				
4					4				
5					5				
6					6				
7	6:02 AM	4:30 PM	9 hrs 30 mins	S	7				
8	6:02 AM	4:30 PM	9 hrs 30 mins	S	8				
9	6:08 AM	4:30 PM	9 hrs 30 mins	S	9				
10	6:56 AM	4:30 PM	9 hrs 30 mins	S	10				
11	6:56 AM	4:30 PM	9 hrs 30 mins	S	11				
12					12				
13					13				
14	6:05 AM	4:30 PM	9 hrs 30 mins	S	14				
15					15				
16					16				
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30					30				
31					31				

VERIFIED BY:

Joyce M. M.
Signature over printed name of Practicum Supervisor

7-19-21
Date

* To be validated once a week by the Practicum Adviser/Coordinator

** This may be replaced by the DTR officially used by the company

FORM OVPAA 030H