University of the Cordilleras
College of Information Technology and Computer Science

Monthly Internship Report
(Technical Report)

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Name of Company: Research Services Office

Internship Supervisor's Name: Engr. Nathaniel Vincent A. Lubrica, PhD

Instruction: Describe your responsibilities/task/duties on the job of the month particularly the technical skills that you have learned for the month. Do this in a weekly basis.

DATE (week)	DUTIES/RESPONSIBILITIES/TASKS	REMARKS
May 29 – 31, 2025	• Create a self-assessment of the skills of interns • List & summarize Ad Scientific H Index Rankings of UC Faculty • Create an introductory post to be posted on the FB page • Sort & organize documents • Create a draft on the exclusive RSO system database • Set up hardware components for the workstation at the GIS Laboratory • Orientation about the GIS lab and history • Search for local, national, and international Grants & Market study about forest fires	Accomplished
June 2 – 7, 2025	• Attended RSO meeting • Created prototype design of the database • Lecture on literature review • Attended GIS training/orientation at UC Legarda GIS Lab • Created weekly report for Week 1 • Updated slides for presentation • Revised Ad Scientific H Index Rankings of UC Faculty • Attended RSO Remote Sensing & Data Analytics Seminar	Accomplished
June 9 – 14, 2025	• Created certificates for seminar participants • Made activity reports • Finalized & compiled the reviewed literature	Accomplished

	• Searched for TV options for the office • Continued database documentation • Created workflow plan for the RSO database • Checked flaws of the LMIS system • Created GitHub repository for the database • Created a flowchart for the RSO database	
June 16 – 21, 2025	• Started looking into G4RS project • Added new features to the database system • Gathered and sorted road accident data using Excel • Continued documentation and prepared narrative report • Compiled pictures of the database website and added descriptions • Took photos during GIS orientation for Criminology students • Created cover page and continued spatial/statistical analysis for G4RS	Accomplished
June 23 – 28, 2025	• Updated and finalized graph data in Excel for the G4RS report • Searched and analyzed factors related to road accidents • Brainstormed possible graphs and outputs for G4RS • Designed the G4RS logo • Compiled the analysis for the G4RS project • Fixed and converted code to PHP • System now allows login, account creation, and adding entries to dashboard • Added search bar and design improvements • RSO database system reached 15% functionality	Accomplished

Noted:

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Engr. Nathaniel Vincent A. Lubrica, PhD
Executive Director, Research Services Office

During my intership at the UC Research Services Office this June, I was able to learn and apply both technical and soft skills while working on different projects and task. One of the most helpful soft skills I developed this month is time management. Since I had to handle multiple task like designing the RSO database management system, compiling documents and contributing to the G4RS project, I learned how to organize my schedule and prioritize my work. I also improved my communication skills by working closely with other interns and coordinating with different teams like CALAMI-T and GIS team. These soft skills helped me to finish my task more efficiently and work better with others.

Skills I learned in class also became very useful, especially in handling data and coding. My knowledge in basic web development helped me when I started building the RSO system using HTML, CSS, Javascript, and PHP. I was able to apply what I learned about system flow charts, web design, and simple backend logic. Skills in Microsoft Excel were also important when I worked on the G4RS project. I used Excel to sort and organize road accident data and create graphs for the narrative report. These classroom skills gave me confidence to take on real task in the office.

One of the most difficult situations I faced was when I started coding the database system. There were a lot of errors and it was challenging to make every thing work as planned. At first, I had a hard time connecting the login feature to the dashboard and ensuring that the data being added would show up properly. Debugging and trying to find out what went wrong took a lot of time. It was frustrating, but I learned how to be patient and to search for solutions on my own before asking for help.

I realized that I still need to improve in areas like technical documentation and UI/UX design. While I was able to document the system by adding screenshots and descriptions, I feel like I can improve the way I explain the system's function more clearly. I want to improve my skills on web designing so I can make the system more user friendly and professional-looking. Improving these skills would help me become more effective in developing and presenting systems in the future.

To the future interns, I suggest focusing on improving their adaptability and communication skills. In the office, there are times when tasks change quickly or you are assigned to something new, and being able to adjust without stress is very helpful. Being able to ask questions, clarify instructions, and share ideas with your team, co-interns, supervisors can make a big difference in how well you complete your task. Learning to work well with others is just as important as the technical side of the job.