

**ON-THE-JOB TRAINING
at
Local Government Unit – Lupao**

In Partial Fulfillment of
the Requirements for
Computer Science

Submitted by:
Christian Paul L. Valdez

Submitted to:
Noel B. Bascos

June 06, 2025

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Company Profile

Lupao, Nueva Ecija, was a wonderful place during the 18th century. The word lupa means an itchy shrub that grows abundantly with more shrubs and plains. In 1871, Senior Calderon requested the Governor General for the segregation of Lupao as a barrio of Umingan and the eventual creation of Lupao as “Tenencia Absoluta” and was headed by a Teniente Absoluto. On September 28, 1871, the Govierno Superior Civil de Filipinas decreed the creation of Lupao as Tenencia Absoluta. It signified the formal segregation as barrio and the eventual creation as “pueblo” of the province of Nueva Ecija. Under the Spanish rule, a pueblo was created through the Law of the Indies and represented a local government unit. The pueblo was an agency of the Central Government.

Salvacion was the first barrio of Lupao. Its initial territory also included Barrio Cabaritan, now known as San Jose City. Barangay San Roque was known as “Odiao” and San Isidro as “Macañaoed”. Among the first leaders of the municipality during the twilight years of Spanish Rule were Benito Romualdo as “Capitan Municipal” and Celestino Jabalde as “Juez de Paz”.

On January 31, 1901, the Philippine Commission passed Act No. 82 that eventually installed Civil Government in different towns in the Philippines, including Lupao. At this time, a great change occurred in the economic and political landscapes of the communities since the American forces defeated the Spaniards.

The Municipality of Lupao is situated at the northern tip of Nueva Ecija and about one hundred seventy-five kilometers (175kms) from Manila, one hundred ten kilometers (110kms) from Baguio City and about sixty kilometers (60kms) from Cabanatuan City, the provincial capital.

Lupao, Nueva Ecija has a total land area of 17,378 hectares, or equivalent to 173.78 sq. kms. It comprises twenty-four (24) Barangays of which four (4) barangays are classified as Urban,

namely, Poblacion North, Poblacion South, Poblacion East and Poblacion West, and the rest of the barangays are considered rural areas.

Mission, Vision and Goal of LGU-Lupao HRMO

Vision:

LUPAO as the center of agricultural production in the northern part of Nueva Ecija through adoption of appropriate modern agricultural technology and strong support from the government and private sector as a partner of farmers towards agricultural development, global competitive and people empowerment.

Mission:

To increase agricultural productivity, achieve food self-sufficiency and to improve the employment and welfare levels in the community through improved technology and provision of technical assistance and supervision.

Goal:

To uplift the standard of living of the clientele by maintaining rural organizations and increasing agricultural productivity.

Core Values:

P – Partnership – To be active and positive participants, acts as a team to attain common goal.

E – Enthusiasm – To show strong interest in our work and to be proud of our services.

O – Openness – To be open-minded at all times, and to offer our service to all impartially.

P – Professionalism – To apply expertise in serving the needs of our clients and to maintain high ethical standards at all times.

L – Life-long Learning – To up date and upgrade ourselves continuously in order to maintain our professionalism and expertise in HR practices.

E – Empowerment – To ensure our personnel at all levels are given the appropriate responsibility, authority, and for the proper discharge of their duties.

Organizational Chart of LGU-Lupao



Mission and Vision of Sangguniang Bayan

Vision:

Lupao is an agro-industrial center and one of the tourist destinations in Nueva Ecija with God – Loving, healthy and participative citizenry in a developed and sustainable economy, ecologically environment and holistic development guided by a good local governance.

Mission:

The Sangguniang Bayan as the legislative body of the municipality enacts ordinances and resolution and appropriate funds for the general welfare of the municipality.

Organizational Chart of LGU-Lupao HRMO



Summary of the OJT Experience

When I was first doing the job as a programmer, it felt like tension and nervousness. Because the HRMO gave me an Excel application to make an automatic result based on the table list he gave me, and a Locker folder to lock and have a password to unlock it. The table means the list of Under time Leave, Vacation Leave, Sick leave, and many more. It was very hard to find the solution to program it and Folder Lock, but with the help of videos on YouTube, I'm glad that I found it and implemented it.

So Sir Virgilio and I negotiate about how to compute it for every employee to make it more comfortable and satisfying for the leave time card in the system using an Excel application. After I finished checking, Sir Virgilio asked me to present it to the employees of LGU HRMO to know the functions and how to do it. I was nervous that I should discuss and know the functions of it, but it was knowledgeable and fun because I built it.

After the end of the presentation, Sir Virgilio had a very good impression of me that I can do it because he knew right from the start, and even other employees had a good impression of me that I can do it. Sir Vigilio asked me to scan and implement the Excel for their results. I took a lot of days to picture on his cellphone, then implement it to the computer, then I helped Ma'am chat to make an assistant to decrease the decimal into two to make it formal and ready to print.

On the second program, Sir Virgilio asked me to make a Library Search System. To search for the Cabinet number and the box number where the file is. So I did a lot of research on YouTube on how to implement it in a program and tried to connect the database using an XAMPP app program, then added another called the table to see the book number, file name, cabinet number, and box number. Then I add the buttons to the system, called adding buttons, in order to add files. Next, the delete button and edit button that if the user has made some mistakes. After that, I made two searching systems: the search bar and the combo box list. The search bar is where users try to type and search for the word, then the table will show the book number, file name, cabinet number, and box number. Another search called the combo box list, which this when the user clicks the combo box, then it will show what book number then will show to the top of the screen, where the file name, cabinet number, and the box number. After finishing it, I tried to present it to employees, especially to Sir Virgilio, but I'm glad he had no issues with the

program. After the presentation, he tried to suggest and add the login form where the user uses when accessing it, and the registration form that when a new employee comes in will type their username and password to use in the login form. After that, Sir Virgilio added another to a system called the tracker form, which, when the user finishes searching, the user will type in what to do with the Library Search System and save it. He added another called the verification form, that when after the login form, access it then the user will wait and check the email that has an OTP or one-time password to access to library search system. After that, I try adding buttons the log out to go to the login form. Then, the next and back buttons, the user will check if the user has made any mistakes or not.

In my first OJT experience, I felt nervous and tense about the first program. But I thank the school in STI for the Research and skills to find the solutions to the program. The first program is okay, and the lock system is also good. The second is the hardest ball, like when playing basketball, you have to do what it takes to finish it. Yes, even adding other systems and connecting them, you have to try to find out and balance them to make it right.

Assessment of the OJT/Practicum Program

A. New knowledge, attitudes, and skills acquired

During the OJT job, I felt tense and nervous because it was very hard on the first program. But in the days ahead, I tried researching on YouTube, then I found the technique to implement in the Excel program, the table list of leave cards to make it automatic when computing it in a program, especially for types of leave cards, with the help and talk to Sir Vigilio then he impressed me during presentation. In the second system, called the Library Search System, I tried researching and testing in a Java program. Many errors and mistakes, but I tried to make more effort to write the right code in a program. I tried to go to the IT office to find some solutions to connect the database in the system. It makes me feel happy and comfortable after finishing and presenting it to the employees and to Sir Virgilio. My new knowledge is to try researching on YouTube, and suggesting to Sir Virgilio some ideas in order to comfort and negotiate it. I gained some attitudes of patience and good communication, and helping others to scan and print it to the computer. I gained some skills in testing a program, and I tried to present it without any issues.

B. Theories seen in practice

During the first program, I used to research on YouTube to learn the techniques in the Excel program and try to implement them in the program, especially the folder lock. I used good communication skills so that when HR has a suggestion will try my best I could do in order to implement it in a program. In second system is called the library search system. Same on the first, but for presentation, they try to have some suggestions. I used a good decision that after presenting a program might be some suggestions and some discussions to know the functions of the program.

C. Feedback that can be given to the company or institution

During the first and second programs, called Leave Card in the system and Library Search System, it was hard, but Sir Vigilio is very kind to me and he gave me a lot of time, so you don't have to worry about it. He helped me to improvise the system in order to make it right and easy, especially in the second program. He helped me when something a problem I could talk to the IT office to make some suggestions and get advice to make the system right and

easy. Especially the officers cheer me up when they notice something's not right about a program.

D. Benefits gained

Most of my OJT, I gained some skills in testing as a programmer, even coding in applications with research, and following videos on YouTube. In my first program, I gained some new experience through trial and error until I maintained the goal. I gained a lot of hardships and efforts to make it smooth and correct the code through the school that I applied to. I also learned good communication skills during presentations as a programmer; many of them impressed me in my research as a programmer. I developed myself as a programmer during OJT.

E. Problems encountered

During the first program, called the leave card system, I will implement table list computations of leave called under time in the formula of Excel application. So when you type UT with hours and minutes will automatically calculate the result according to the table that Sir Virgilio showed me. The problem is how to implement it in Excel, of table list of under time of employees in LGU – Lupao. Luckily, I found on YouTube to know how to implement the If's not if code on an Excel application because an if has only two choices, while the If's have many choices to use it. In the Library Search System, I encountered the connection to the database. It was hard to find an error because there were no errors in my Java program. I tried to examine my sister, then she found the solution that “” not space called “_”. This is the one most hard problem of the week I ever solved during the OJT period. Then, after that, I started working on other features of it, and there are easy.

Appendices

A. Company brochure and/or pamphlet

facebook - Search X LUPAO, NUEVA ECIIA | Facebook X Municipality of Lupao | Facebook X Facebook

https://web.facebook.com/pages/Municipality%20of%20Lupao/842767835872473/

Municipality of Lupao
Government Building · Unofficial Page

Home About Photos Liked

About See all

San Jose-Lupao Rd Lupao, Philippines

954 people like this including 2 of your friends
954 people follow this
1,647 people checked in here
Government Building

Page transparency See all

Posts about Municipality of Lupao

Greg DC Geroza is at Municipality of Lupao.
April 4 - Lupao Ⓜ
Brgy night at Balikbayan night
80Days of fiesta w Fireworks ... See more

1:22 PM 5/22/2025

facebook - Search X LUPAO, NUEVA ECIIA | Facebook X Municipality of Lupao | Facebook X Facebook

https://web.facebook.com/pages/Municipality%20of%20Lupao/842767835872473/

Municipality of Lupao

San Jose-Lupao Rd Lupao, Philippines

954 people like this including 2 of your friends
954 people follow this
1,647 people checked in here
Government Building

Page transparency See all

Facebook is showing information to help you better understand the purpose of a Page. See actions taken by the people who manage and post content.

Page created - May 30, 2017

Like Comment Share

Write a comment...

Privacy · Terms · Advertising · Ad Choices · Cookies · More · Meta © 2025

37°C Mostly sunny Microsoft Store 1:22 PM 5/22/2025

This screenshot shows the Facebook profile page for HRMO LGU LUPAO. The page has 9 likes and 53 followers. The profile picture is a yellow circle containing a large white letter 'H'. The page name is 'HRMO LGU LUPAO'. Below the name, it says '9 likes + 53 followers' and includes buttons for 'Message', 'Like', and 'Search'. The navigation bar at the top includes 'Posts', 'About', 'Mentions', 'Reviews', 'Followers', 'Photos', and 'More'. On the left, there's an 'Intro' section with basic information like category (Public & Government Service), address (MATA STREET, POBLACION NORTH), email (hrmo.lupao@yahoo.com), and a note that it's not yet rated. Below that is a 'Photos' section showing two small images: a QR code and a yellow square with a white 'H'. On the right, there's a 'Posts' section with one post from 'HRMO LGU LUPAO' dated May 15 at 4:16 PM, which reads 'WE ARE HIRING!!!... See more'. A large QR code is displayed below the post. The status bar at the bottom shows the weather as 37°C Mostly sunny and the date/time as 1:23 PM 5/22/2025.

This screenshot shows the 'About' tab of the HRMO LGU LUPAO Facebook page. The page has 9 likes and 53 followers. The profile picture is a yellow circle containing a large white letter 'H'. The page name is 'HRMO LGU LUPAO'. Below the name, it says '9 likes + 53 followers' and includes buttons for 'Message', 'Like', and 'Search'. The navigation bar at the top includes 'Posts', 'About', 'Mentions', 'Reviews', 'Followers', 'Photos', and 'More'. The 'About' section is expanded, showing 'Contact and basic info' and 'Page transparency'. To the right, there's a 'Categories' section listing 'Public & Government Service', a 'Contact info' section with address (MATA STREET, POBLACION NORTH, 3122) and mobile number (0975 465 4002), and an 'Email' section with hrmo.lupao@yahoo.com. The status bar at the bottom shows the weather as 37°C Mostly sunny and the date/time as 1:23 PM 5/22/2025.

B. Copy of the Endorsement Letter

January 31, 2025

Virgilio V. Eder Jr.
HRMO
Municipality of Lupao
Lupao-SanJose Road,
Lupao, Nueva Ecija

Dear Mr. Eder,

In its dedication to enhancing the development of our students, STI requires them to undergo the On-the-Job Training (OJT) Program. This program aims to help our students develop competency in their chosen field by arming them with the primary experience, knowledge, and attitude essential to aid their transition from being a student to being part of the workforce.

With this, we request your good office to be our partner in achieving this goal by agreeing to be the Host Training Establishment for Christian Paul L. Valdez, a Bachelor of Science in Computer Science student, for a total of 300 hours.

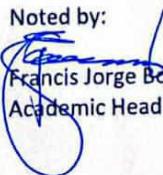
We believe that the experiences and learnings he will receive from your office will significantly complement the knowledge, skills, and attitude that he has acquired from our school.

Should you have any questions, kindly contact me at (044) 951-6513 / 0943-129-4200 / 0927-347-2002 and/or denmark.delacruz@sanjose.sti.edu.

Thank you.

Respectfully yours,

Denmark Dela Cruz
Program Head

Noted by:

Francis Jorge Bondoc
Academic Head



A handwritten signature in black ink, appearing to read "Virgilio V. Eder Jr." followed by "Nueva Ecija".

C. Copy of the Training Plan



ON-THE-JOB TRAINING PLAN

Last Name VALDEZ	First Name CHRISTIAN PAUL	MI L.
Host Company LNU LUPAT	Department Assigned to HRMD	
Name of OJT Supervisor VIRGILIO V. EDERN	Number of Working Hours 1300 hrs.	

Student trainees from the BS in Information Technology/BS in Computer Science/BS in Information Systems/Information Technology Program (ITP)/Associate in Computer Technology program shall exercise judgment and ability in providing computing solutions. Please check the essential duties of the student trainee during the on-the-job training. Essential duties shall include, but not be limited to, the following.

Software Development/Engineering:

- Program, design, and maintain software applications.
- Implement technology solutions.
- Develop new features/functionalities.
- Maintain and enhance current features/functionalities.

Information Management:

- Design and implement a physical model.
- Create working SQL statements for simple and intermediate queries.
- Analyze how data fragmentation, replication, and allocation affect database performance.
- Perform major database administration tasks such as creating and managing database users, roles and privileges, backup, and restoring database objects.

Data Analytics:

- Perform data preprocessing techniques—data cleaning, data integration, data transformation, or data reduction.
- Use a big data platform to analyze data in an application domain.
- Create a data analytics dashboard.

Infrastructure:

- Set up or manage an IT system (hardware or software).
- Develop or deploy wireless/wired network solutions.
- Maintain or evaluate the performance of wireless/wired network solutions.

Other Duties and Expected Outputs:

FORMULATION OF SIMPLE LEAVE TRACKING PROGRAM

Reviewed by:

VIRGILIO V. EDERN, JPL.

OJT Supervisor Signature

Date

JAN. 28, 2025

C. Daily Time Record



DAILY TIME RECORD

Last Name Valdez								First Name Christian Paul								MI L.	
STI Campus STI College San Jose								Program BSCS				Year Level 4th Year		Section 402B			
Host Company LGU – LUPAO								Department Assigned to HRMO									
OJT Supervisor Virgilio V. Eder Jr				Designation HRMO V				Schedule 8:00 AM – 5:00 PM					OJT Period 02 – 05/04 – 08 – 2025				
Week No.	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total No. of Hours per Week				
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out					
Date					02/05/2025		02/06/2025		02/07/2025				20 hrs				
1					8am	12pm	8am	5pm	8am	5pm			40 hrs				
Date	02/10/2025		02/11/2025		02/12/2025		02/13/2025		02/14/2025				40 hrs				
2	8am	5pm	8am	5pm	8am	5pm	8am	5pm	8am	5pm			40 hrs				
Date	02/17/2025		02/18/2025		02/19/2025		02/20/2025		02/21/2025				40 hrs				
3	8am	5pm	8am	5pm	8am	5pm	8am	5pm	8am	5pm			40 hrs				
Date	02/24/2025		02/25/2025		02/26/2025		02/27/2025		02/28/2025				40 hrs				
4	8am	5pm	8am	5pm	8am	5pm	8am	5pm	8am	5pm			40 hrs				
Date	03/03/2025		03/04/2025		03/05/2025		03/06/2025		03/07/2025				40 hrs				
5	8am	5pm	8am	5pm	8am	5pm	8am	5pm	8am	5pm			40 hrs				
Date	03/10/2025		03/11/2025		03/12/2025		03/13/2025		03/14/2025				16 hrs				
6	8am	5pm	8am	5pm	A	A	A	A	A	A			32 hrs				
Date	03/17/2025		03/18/2025		03/19/2025		03/20/2025		03/21/2025				32 hrs				
7	8am	5pm	8am	5pm	8am	5pm	8am	5pm	A	A			24 hrs				
Date	03/24/2025		03/25/2025		03/26/2025		03/27/2025		03/28/2025				32 hrs				
8	A	A	8am	5pm	8am	5pm	8am	5pm	A	A			16 hrs				
Date	09/31/2025		04/01/2025		04/02/2025		04/03/2025		04/04/2025				32 hrs				
9	8am	5pm	H	H	8am	5pm	8am	5pm	8am	5pm			24 hrs				
Date	04/07/2025		04/08/2025										16 hrs				
10	8am	5pm	8am	5pm									Total 300 hrs				

Reviewed by:

Date

04/10/2025

OJT On-Site Supervisor Signature

D. Weekly Journal



WEEKLY JOURNAL TEMPLATE

Last Name Valdez	First Name Christian Paul	MI L.
STI Campus STI COLLEGE SAN JOSE	Program BSCS	Year Level 4TH YEAR
Host Company LGU - LUPAO	Department Assigned to HRMO	
Schedule (Date): February 5 – 7, 2025	Number of Working Hours: 20 HOURS	

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

This Wednesday is the start of OJT. I started doing the Excel programming of leave cards. The target of this programming is to get under the time of employees for leave. I had much tension for the first time in my life. Thursday started the scanning of the leave cards of every employee in LGU. I started taking pictures with a camera scanner app from the HR's phone. Until it was clear, I continued scanning pictures.



Reviewed by:

OJT Supervisor Signature

Date

04/10/2025



WEEKLY JOURNAL TEMPLATE

Last Name Valdez	First Name Christian Paul	MI L.	
STI Campus STI COLLEGE SAN JOSE	Program BSCS	Year Level 4TH YEAR	
Host Company LGU - LUPAO	Department Assigned to HRMO		
Schedule (Date): February 10 – 14, 2025	Number of Working Hours: 40 HOURS		

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

This week I still keep continuing the pictures and scanning of leave card employees. It is more than 100 or 130 in alphabetical order. Until Tuesday I finish it. HR said to me you are always careful and not in a hurry to take pictures of it. Then HR said to finish the summary of the leave card for December. So I help ma'am charity to know the results of their balance every employee and put to excel for final results. On Friday I continued the research of the Leave Tracker System. This is hard to put some formulas in Excel to make it automatic. For example, UT(00-60-00) in the results is 0.125, and UT(02-00-00)Hours the results is 0.250 based on the table that HR showed me. It was hard but worth it in the end.



Reviewed by:

OJT Supervisor Signature

Date

04/10/2025



WEEKLY JOURNAL TEMPLATE

Last Name Valdez	First Name Christian Paul	MI L.	
STI Campus STI COLLEGE SAN JOSE	Program BSCS	Year Level 4TH YEAR	Section 402A
Host Company LGU - LUPAO	Department Assigned to HRMO		
Schedule (Date): February 17 – 21, 2025	Number of Working Hours: 40 HOURS		

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

After finishing the formula of the Leave Tracker System I started Input the types of leave. There may types Like Sick Leave, Vacation leave, Mandatory Leave, and many more. Sick leave, Vacation leave, and Under Time are counted and subtracted to the balance of the employee, and the rest of the leave types are not counted and subtracted. Then put the date of sick leave or vacation leave and other leaves then approve of officer and HR in Excel. I started inventing the lock System in a folder. This means that the password then will come out of a private folder to put any files for security. I research the code on the internet put it in Notepad then save but I write folder Lock.bat then click all files then save. Friday HR said will start the reporting of two systems and encoding of the Pass Slip and leave travel order. In reporting, I explain all the functions of the two systems first the folder lock system and then the leave tracker system.



Reviewed by:

OJT Supervisor Signature

Date

04/10/2025



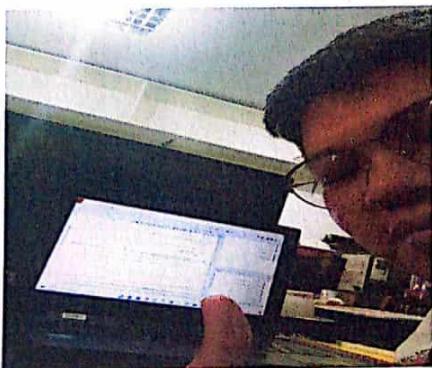
WEEKLY JOURNAL TEMPLATE

Last Name Valdez	First Name Christian Paul	MI L.
STI Campus STI COLLEGE SAN JOSE	Program BSCS	Year Level 4TH YEAR
Host Company LGU - LUPAO	Department Assigned to HRMO	
Schedule (Date): February 24 – 28, 2025	Number of Working Hours: 40 HOURS	

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

This week HR started another Library Search System. This means my employee has a problem with searching for names in every cabinet in the office. My job is to make a system to search every file on the cabinet. There are lots of files on every cabinet in the office. I started using a Java program for making a file search system. I search on YouTube to find some library search systems and the output. I encode it using Java Frame and its source of it.



Reviewed by:

OJT Supervisor Signature

Date

04/10/2025



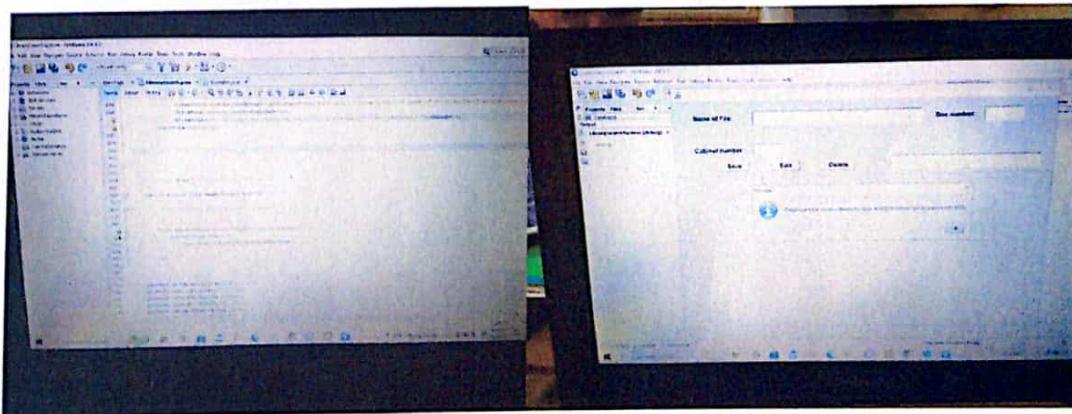
WEEKLY JOURNAL TEMPLATE

Last Name Valdez	First Name Christian Paul	MI L.	
STI Campus STI COLLEGE SAN JOSE	Program BSCS	Year Level 4TH YEAR	
Host Company LGU - LUPAO	Department Assigned to HRMO		
Schedule (Date): March 3 – 7, 2025	Number of Working Hours: 40 HOURS		

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

This week I still continuing the library search system encoding some parts of the program. I encountered the database problem that it cannot connect to the java program project. It says that "Access denied for user 'root'@'localhost' (using password: YES)". I still keep reaching some advice and researching on how to solve this problem but it was very frustrating situation in my entire life and almost a week but nothing happened of it.



Reviewed by: _____

OJT Supervisor Signature: _____

Date: 04/10/2025

FT-CRD-167-00 | Weekly Journal Template | Page 1 of 1



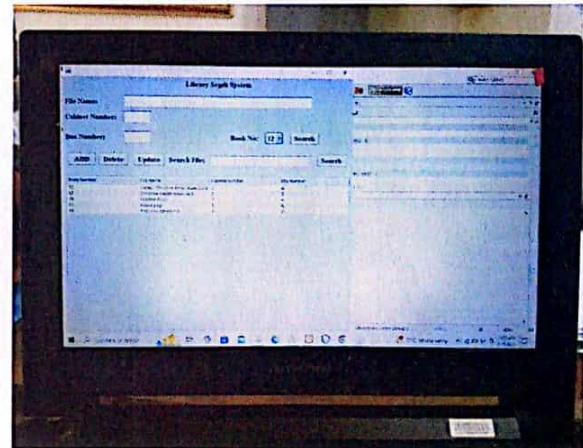
WEEKLY JOURNAL TEMPLATE

Last Name Valdez	First Name Christian Paul	MI L.
STI Campus STI COLLEGE SAN JOSE	Program BSCS	Year Level 4TH YEAR
Host Company LGU - LUPAO	Department Assigned to HRMO	
Schedule (Date): March 10 – 11, 2025	Number of Working Hours: 16 HOURS	

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

This week I still continuing and finishing the library search system. I think I solve the problem the password of root of the database is blank means "" not ". Space does not recommend of it. It was very happy and comforted then continuing functions of every buttons like add, delete, update and search. It was finally work on another then I show it to the HR then he will schedule me of the reporting again of this system.



Reviewed by: _____

Date: 04/10/2025

OJT Supervisor Signature: _____

FT-CRD-167-00 | Weekly Journal Template | Page 1 of 1



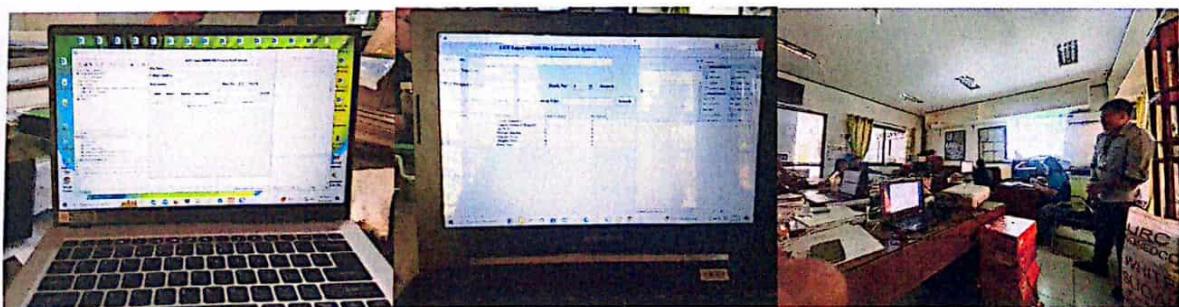
WEEKLY JOURNAL TEMPLATE

Last Name Valdez	First Name Christian Paul	MI L.
STI Campus STI COLLEGE SAN JOSE	Program BSCS	Year Level 4TH YEAR
Host Company LGU - LUPAO	Department Assigned to HRMO	
Schedule (Date): March 17 – 20, 2025	Number of Working Hours: 32 HOURS	

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

This week, HR has decided that my program will be placed on his laptop to input any documentation labels and schedule the presentation on how it works. It took a long time to download and install the XAMPP and the java net beans in his laptop. On Tuesday, after finishing the installation, I typed the database of my program using the local host of php admin because of communication link failure when I started the program called Library Search System. On Wednesday, I started preparations for my program and checked the system that are arrange and not error. On Thursday, I started to add a button called reset button to arrange the book numbers in order because the book numbers are not in order like 1,3,6 & 9 After deleting it using deleting button. After that, I started doing the presentation to learn how it works and what its functions are of this Library Search System. Then, HR will suggest another system called the login form.



Reviewed by:

OJT Supervisor Signature

Date

04/10/2025

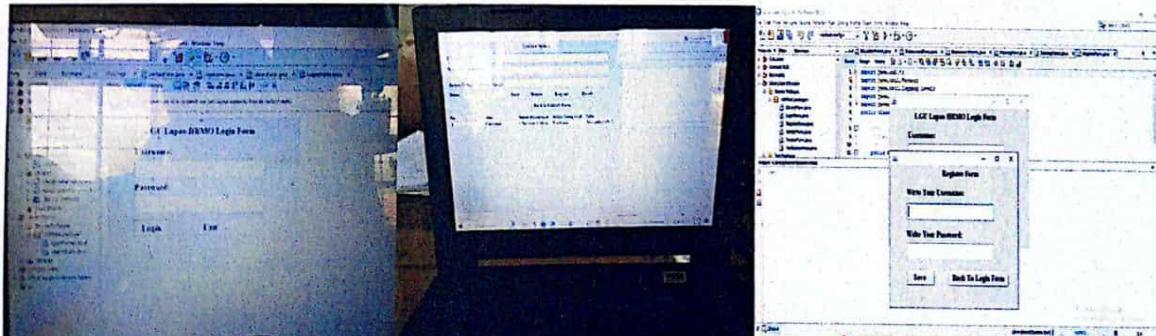
WEEKLY JOURNAL TEMPLATE

Last Name Valdez	First Name Christian Paul	MI L.
STI Campus STI COLLEGE SAN JOSE	Program BSCS	Year Level 4TH YEAR
Host Company LGU - LUPAO	Department Assigned to HRMO	
Schedule (Date): March 25 – 27, 2025	Number of Working Hours: 24 HOURS	

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

After the presentation last week, I was to commence creating a login form, but HR decided to add more systems: the Registration form and the Tracking System. The registration form is to register another user to access the login form and then proceed to the Library Search System. The Tracking System is to save what action user is been doing after done the Library Search System. On Wednesday, after finishing the login and registration form, I started doing a tracking system. Then, on Thursday, I finished the Tracking system. Then, HR suggested the Verification form after logging into the system. I researched that email user will send the code then the HR will see given a code to access the system of library search.



Reviewed by:

OJT Supervisor Signature

Date

04/10/2025



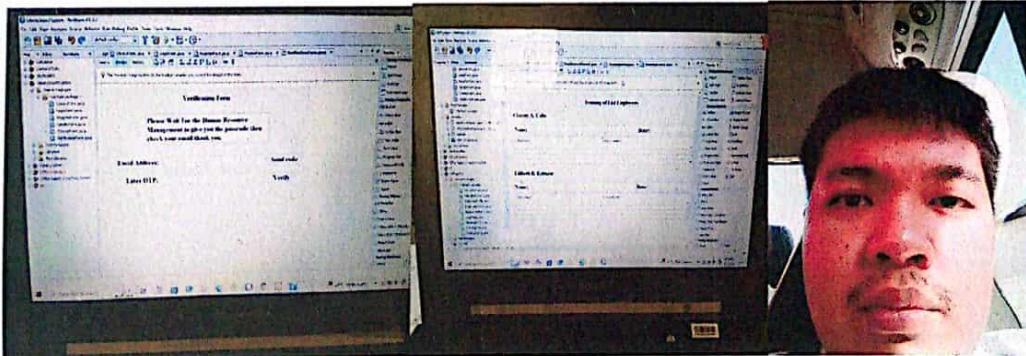
WEEKLY JOURNAL TEMPLATE

Last Name Valdez	First Name Christian Paul	MI L.	
STI Campus STI COLLEGE SAN JOSE	Program BSCS	Year Level 4TH YEAR	Section 402A
Host Company LGU - LUPAO	Department Assigned to HRMO		
Schedule (Date): March 31 & April 2 - 4, 2025	Number of Working Hours: 32 HOURS		

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

This week, I continued the Verification form after logging in to the Library Search. After finishing the verification form on Wednesday, the HR will have another system for me called RSP system, meaning customizable information for employees in HRMO(Human Resources Management Office). So I decided for personal information, education, Training, and others to create the program. On Thursday, I started designing and programming the RSP system, but it takes a long time because there are 5 employees here in HRMO. On Friday, the HR and HRMO officers invited me to a parade show in LGU – Lupao. I started to go on the mini bus then enjoying the view with our mayor, vice mayor and others departments to enjoy the parade.



Reviewed by:

OJT Supervisor Signature

Date

04/10/2025



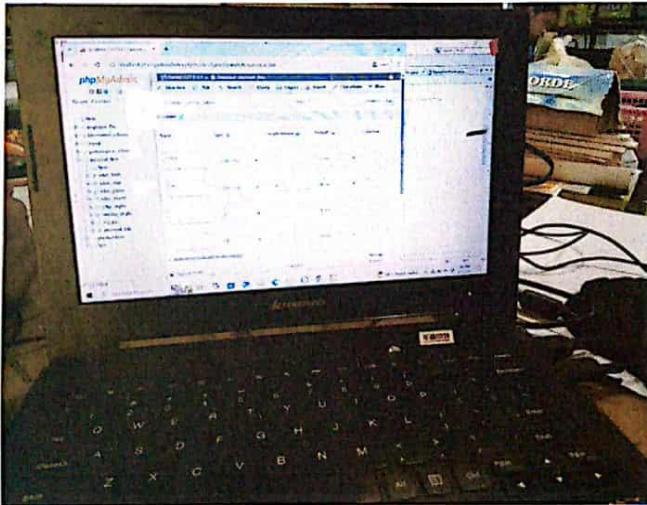
WEEKLY JOURNAL TEMPLATE

Last Name Valdez	First Name Christian Paul	MI L.	
STI Campus STI COLLEGE SAN JOSE	Program BSCS	Year Level 4TH YEAR	
Host Company LGU - LUPAO	Department Assigned to HRMO		
Schedule (Date): April 7 – 8, 2025	Number of Working Hours: 16 HOURS		

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

I had two days this week, and I continued programming the RSP system. It took a lot of time to enter personal information, then the education, training, and employment forms, and even their dates. So, I copied and pasted the code because they are the same to fill out the user.



Reviewed by:

OJT Supervisor Signature

Date

04/10/2025

E. Quarterly Performance Appraisal Forms



PERFORMANCE APPRAISAL

Last Name Valdez	First Name Christian Paul	MI L.
STI Campus STI College San Jose	Program BSCS	Year Level 4th Year
Host Training Establishment LGU – Lupao		Department Assigned To HRMO
OJT Supervisor Virgilio V. Eder Jr.	Designation HRMO V	Evaluation Period 02 – 05/18 – 2025
		Total No. of Hours 75 hrs

This form aims to gather feedback on the student trainee's performance and behavior throughout their on-the-job training. It will help the institution craft learning experiences geared toward producing competent and responsible graduates and members of society.

Please rate the student trainee's performance based on the maximum rating provided for each indicator in each criterion. Kindly provide further details, if necessary, in the Remarks column to facilitate a better student-adviser feedback system.

EVALUATION CRITERIA	MAX RATING	RATING	REMARKS
TECHNICAL COMPETENCE (30%)			
The student trainee exhibited knowledge and skills in accomplishing assigned tasks, following set standards.	15	15	
The student trainee accomplished challenging assigned tasks on time without needing to redo them.	15	15	
ATTITUDE (30%)			
The student trainee effectively conveyed their needs, ideas, suggestions, or and chose appropriate words to ensure they were understood.	10	10	
The student trainee showed respect to everyone and used constructive feedback from their supervisor for self-improvement.	10	9	
The student trainee demonstrated a proactive approach by willingly taking on responsibilities within the assigned department/area.	10	10	
QUALITY OF WORK (25%)			
The student trainee followed company rules, regulations, and standards in accomplishing assigned tasks.	10	10	
The student trainee managed challenging tasks by creating solutions to address them.	15	15	
ATTENDANCE AND PUNCTUALITY (15%)			
The student trainee incurred no absences during the evaluation period.	10	9	
The student trainee incurred no tardiness during the evaluation period.	5	5	
	TOTAL	92	

Other Comments/Remarks:

MR. VADDEE HAS DEMONSTRATED A STRONG UNDERSTANDING OF FUNDAMENTAL CONCEPTS TUGHT IN THE IT COURSE AND HAS EFFECTIVELY APPLIED THEM IN HIS PRACTICAL TASKS. SHOWED INITIATIVE IN RESEARCHING AND UNDERSTANDING COMPLEX TECHNICAL ISSUES, ESPECIALLY IN PROGRAMMING.

Rating Equivalent	
Rating	Description
98-100	Excellent
89-97	Very Good
80-88	Satisfactory
75-79	Fair
Below 75	Fail

Reviewed by:	Date	Acknowledged by:	Date
	04/10/2025	C.P. Haldhey	04/10/2025
GJT Supervisor's Signature		Student's Signature	



PERFORMANCE APPRAISAL

Last Name Valdez	First Name Christian Paul	MI L.
STI Campus STI College San Jose	Program BSCS	Year Level 4th Year
Host Training Establishment LGU – Lupao		Department Assigned To HRMO
OJT Supervisor Virgilio V. Eder Jr.	Designation HRMO V	Evaluation Period 02 – 19/03 – 04 – 2025
		Total No. of Hours 75 hrs

This form aims to gather feedback on the student trainee's performance and behavior throughout their on-the-job training. It will help the institution craft learning experiences geared toward producing competent and responsible graduates and members of society.

Please rate the student trainee's performance based on the maximum rating provided for each indicator in each criterion. Kindly provide further details, if necessary, in the Remarks column to facilitate a better student-adviser feedback system.

EVALUATION CRITERIA	MAX RATING	RATING	REMARKS
TECHNICAL COMPETENCE (30%)			
The student trainee exhibited knowledge and skills in accomplishing assigned tasks, following set standards.	15	15	
The student trainee accomplished challenging assigned tasks on time without needing to redo them.	15	15	
ATTITUDE (30%)			
The student trainee effectively conveyed their needs, ideas, suggestions, or and chose appropriate words to ensure they were understood.	10	10	
The student trainee showed respect to everyone and used constructive feedback from their supervisor for self-improvement.	10	9	
The student trainee demonstrated a proactive approach by willingly taking on responsibilities within the assigned department/area.	10	10	
QUALITY OF WORK (25%)			
The student trainee followed company rules, regulations, and standards in accomplishing assigned tasks.	10	10	
The student trainee managed challenging tasks by creating solutions to address them.	15	15	
ATTENDANCE AND PUNCTUALITY (15%)			
The student trainee incurred no absences during the evaluation period.	10	10	
The student trainee incurred no tardiness during the evaluation period.	5	5	
TOTAL		99	

Other Comments/Remarks:

SHOWED CREATIVITY AND INGENUITY IN FINDING
INNOVATIVE SOLUTIONS TO HIS COMPLEX TASK.

Rating Equivalent

Rating	Description
98-100	Excellent
89-97	Very Good
80-88	Satisfactory
75-79	Fair
Below 75	Fail

Reviewed by:	Date	Acknowledged by:	Date
O/T Supervisor's Signature	04/10/2025	C.P. Vaidya Student's Signature	04/10/2025



PERFORMANCE APPRAISAL

Last Name Valdez	First Name Christian Paul	MI L.	
STI Campus STI College San Jose	Program BSCS	Year Level 4th Year	Section 402B
Host Training Establishment LGU – Lupao		Department Assigned To HRMO	
OJT Supervisor Virgilio V. Eder Jr.	Designation HRMO V	Evaluation Period 03 – 05/11 – 2025 & 03 – 17/20 – 2025	Total No. of Hours 75 hrs

This form aims to gather feedback on the student trainee's performance and behavior throughout their on-the-job training. It will help the institution craft learning experiences geared toward producing competent and responsible graduates and members of society.

Please rate the student trainee's performance based on the maximum rating provided for each indicator in each criterion. Kindly provide further details, if necessary, in the Remarks column to facilitate a better student-adviser feedback system.

EVALUATION CRITERIA	MAX RATING	RATING	REMARKS
TECHNICAL COMPETENCE (30%)			
The student trainee exhibited knowledge and skills in accomplishing assigned tasks, following set standards.	15	15	
The student trainee accomplished challenging assigned tasks on time without needing to redo them.	15	15	
ATTITUDE (30%)			
The student trainee effectively conveyed their needs, ideas, suggestions, or and chose appropriate words to ensure they were understood.	10	10	
The student trainee showed respect to everyone and used constructive feedback from their supervisor for self-improvement.	10	10	
The student trainee demonstrated a proactive approach by willingly taking on responsibilities within the assigned department/area.	10	10	
QUALITY OF WORK (25%)			
The student trainee followed company rules, regulations, and standards in accomplishing assigned tasks.	10	10	
The student trainee managed challenging tasks by creating solutions to address them.	15	15	
ATTENDANCE AND PUNCTUALITY (15%)			
The student trainee incurred no absences during the evaluation period.	10	9	
The student trainee incurred no tardiness during the evaluation period.	5	5	

TOTAL

99

Other Comments/Remarks:

MR. VAIDYA POSSESSES A SOUND FOUNDATION IN IT PRINCIPLES AND HAS SHOWN THE POTENTIAL TO EXCEL IN HIS CHOSEN FIELD.

Rating Equivalent

Rating	Description
98-100	Excellent
89-97	Very Good
80-88	Satisfactory
75-79	Fair
Below 75	Fail

Reviewed by:	Date	Acknowledged by:	Date
	04/10/2025	C.P.Vaidya	04/10/2025
O/T Supervisor's Signature		Student's Signature	



PERFORMANCE APPRAISAL

Last Name Valdez	First Name Christian Paul	MI L.	
STI Campus STI College San Jose	Program BSCS	Year Level 4th Year	Section 402B
Host Training Establishment LGU – Lupao		Department Assigned To HRMO	
OJT Supervisor Virgilio V. Eder Jr.	Designation HRMO V	Evaluation Period 03 – 25/27 – 2025, 03 – 31 – 2025 & 04 – 02/08 – 2025	Total No. of Hours 75 hrs

This form aims to gather feedback on the student trainee's performance and behavior throughout their on-the-job training. It will help the institution craft learning experiences geared toward producing competent and responsible graduates and members of society.

Please rate the student trainee's performance based on the maximum rating provided for each indicator in each criterion. Kindly provide further details, if necessary, in the Remarks column to facilitate a better student-adviser feedback system.

EVALUATION CRITERIA	MAX RATING	RATING	REMARKS
TECHNICAL COMPETENCE (30%)			
The student trainee exhibited knowledge and skills in accomplishing assigned tasks, following set standards.	15	15	
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ATTITUDE (30%)			
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The student trainee showed respect to everyone and used constructive feedback from their supervisor for self-improvement.	10	9	
The student trainee demonstrated a proactive approach by willingly taking on responsibilities within the assigned department/area.	10	10	
QUALITY OF WORK (25%)			
The student trainee followed company rules, regulations, and standards in accomplishing assigned tasks.	10	10	
The student trainee managed challenging tasks by creating solutions to address them.	15	15	
ATTENDANCE AND PUNCTUALITY (15%)			
The student trainee incurred no absences during the evaluation period.	10	9	
The student trainee incurred no tardiness during	5	5	

the evaluation period.		98	
	TOTAL		

Other Comments/Remarks:

SHOWED PUNCTUALITY, RESPONSIBILITY, AND A STRONG COMMITMENT TO HIS TASK.

Rating Equivalent	
Rating	Description
98-100	Excellent
89-97	Very Good
80-88	Satisfactory
75-79	Fair
Below 75	Fail

Reviewed by:	Date	Acknowledged by:	Date
O/T Supervisor's Signature	04/10/2025	C.P. Valdez Student's Signature	04/10/2025

F. Certificate of Completion

Republic of the Philippines
Province of Nueva Ecija
MUNICIPALITY OF LUPAO

OFFICE OF THE HUMAN RESOURCE MANAGEMENT

Certificate of Completion

is hereby awarded to

CHRISTIAN PAUL L. VALDEZ

of

STI COLLEGE for having a successfully completed
the 300 hours **ON-THE-JOB TRAINING** conducted on February 5, 2025
up to April 8, 2025 held at the Human Resource Management Office.

Given this 8th day of April 2025 at Municipal Hall, Lupao, Nueva Ecija.

VIRGILIO V. EDER, JR.
HRMO-V

ALEX ROMMEL V. ROMANO
Municipal Mayor