



QUEZON CITY UNIVERSITY
COLLEGE OF COMPUTER STUDIES



SCHOOLS DIVISION OFFICE OF QUEZON CITY

ON-THE-JOB TRAINING PORTFOLIO

In Partial Fulfillment of
The requirements for
Bachelor of Science in Information Technology

Submitted by:
Vinluan, Ericson P.

Submitted to:
Lalaine Josefa L. Carrao, LPT, MSIT

May 2024



QUEZON CITY UNIVERSITY

COLLEGE OF COMPUTER STUDIES



Acknowledgment

I am writing to express my deepest gratitude for the invaluable experience and opportunities I gained during my On-the-Job Training (OJT) at the Schools Division Office, Payroll Unit Department. It has been an enriching and fulfilling journey, thanks to your leadership and the support of the entire team.

Throughout my time with the Payroll Unit Department, I was consistently impressed by the professionalism, dedication, and expertise demonstrated by everyone. Each day presented new challenges and learning experiences, all of which have contributed significantly to my personal and professional growth.

I am particularly grateful for the guidance and mentorship you provided me during my tenure. Your willingness to share your knowledge and insights, as well as your encouragement and constructive feedback, have been invaluable in shaping my understanding of payroll processes and office dynamics.

I would also like to extend my appreciation to the entire team for their warm welcome and willingness to impart their knowledge and expertise. Working alongside such talented individuals has been both inspiring and motivating.

As I move forward in my academic and professional journey, I will carry with me the lessons and experiences gained during my OJT at the Payroll Unit Department. Please know that I am deeply grateful for the opportunity to have been part of your team and for the trust you placed in me.

Furthermore, I am deeply indebted to Doc Isagani Tano and Ma'am Lalaine Carrao for their unwavering dedication to our growth and learning. Their insightful guidance, encouragement, and meticulous oversight ensured that we were well-equipped with the necessary skills and knowledge to navigate the complexities of the workplace environment. Their commitment to our development as future professionals has been truly inspiring, and I am incredibly grateful for their mentorship.



Table of Contents

Title Page i

Acknowledgement..... ii

Table of Contents iii

Chapter 1: Background of the Company4

 History of the Company5

 Company Profile5

 Organizational Chart6

 Mission Statement6

 Vision Statement6

Chapter 2: Weekly Progress Reports Compilations7

Chapter 3: Practicum Program Assessment30

Chapter 4: Pertinent Documents32

 Endorsement Letter33

 Memorandum of Understanding35

 Waiver36

 Acceptance Letter37

 Daily Time Record39

 Evaluation Form43

 Certificate of Completion45

 Photo Gallery47



Chapter 1

Background of the Company



CHAPTER I

BACKGROUND OF THE COMPANY

History of the Company

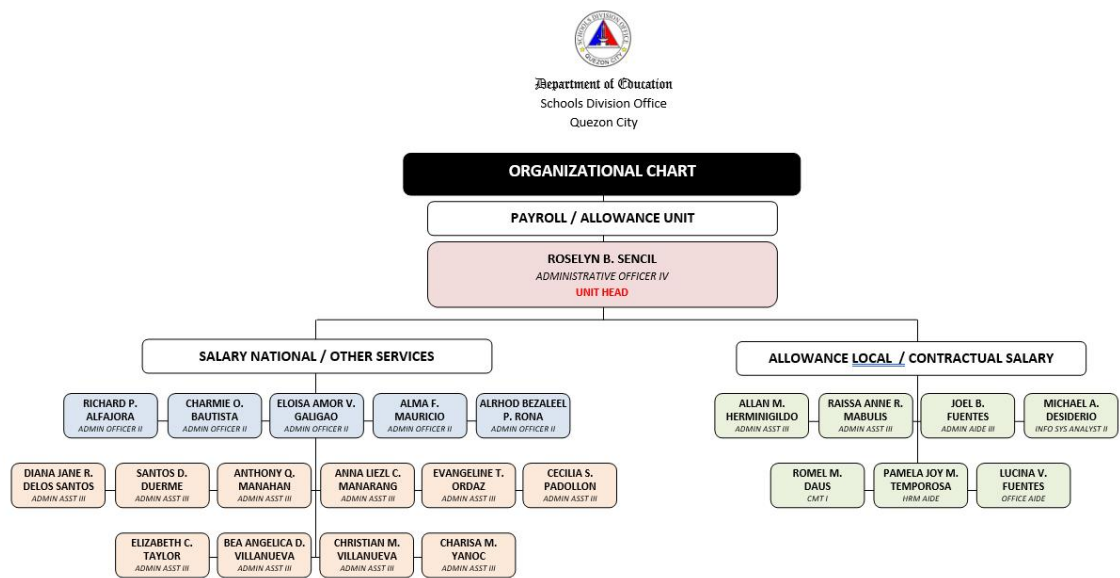
The Schools Division of Quezon City was established on July 25, 1950, separate from Manila City Schools, with an initial enrollment of 20,593 elementary students and 310 secondary students. Over the years, it witnessed significant growth, expanding to include 139 public elementary schools and 28 high schools by 1975. Driven by population growth and administrative initiatives, the Division saw a surge in enrollments, reaching 237,552 elementary students and 119,510 high school students by 2002. Under the leadership of various superintendents, including Dr. Victoria Q. Fuentes and Dr. Elizabeth E. Quesada, the Division continued to evolve, providing education to a substantial population of 258,201 elementary students and 143,462 high school students today.

Company Profile

Established separately from Manila City Schools on July 25, 1950, the Schools Division of Quezon City has evolved from a modest beginning to become a cornerstone of education in the region. Initially serving a small student population, it has expanded significantly over the decades to accommodate the growing needs of Quezon City's residents. Committed to excellence, the Division ensures the delivery of quality basic education services. The Division's mission is to safeguard and promote every Filipino's right to quality, equitable, and culturally rooted basic education. It envisions a future where Filipinos are empowered to realize their potential and contribute meaningfully to nation-building. Under its mandate outlined in Republic Act 9155, the Governance of Basic Education Act 2011, the Division formulates and implements policies, plans, and programs in both formal and non-formal education. It supervises all elementary and secondary education institutions, public and private, striving to establish a comprehensive basic education system aligned with national development goals.



Organizational chart



Mission Statement

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

1. Student learn in a child-friendly, gender-sensitive, safe, and motivating environment
2. Teachers facilitate learning and constantly nurture every learner
3. Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen
4. Family, community, and other stakeholders are actively engaged and share the responsibility for developing life-long learners.

Vision Statement

We dream of Filipinos who passionately love their country and whose competencies and values enable them to realize their potential and contribute meaningfully to building the nation. As a learner-centered public institution the Department of Education continuously improves itself to better serve its stakeholders.



Chapter 2

Weekly Progress Report Compilations



QUEZON CITY UNIVERSITY
COLLEGE OF COMPUTER STUDIES



Chapter 3

Practicum Program Assessment



CHAPTER III

PRACTICUM PROGRAM ASSESSMENT

Assess yourself by answering the following questions:

1. As far as experience is concerned, discuss what you have learned during the training (both technically and socially)?

-During the training, I've gained lots of knowledge that was previously unfamiliar to me, such as using Excel. Much of my understanding of Excel is due to the guidance provided by my trainers.

2. What are the most unforgettable and memorable events / experiences during your training?

-On my first day of On-the-Job Training (OJT), I experienced nervousness during that period as I anticipated being unfamiliar with the tasks assigned to me. My apprehension stemmed from the uncertainty about what was expected, contributing to a sense of unease. However, as I engaged with the tasks and received guidance, my confidence grew, and I became more adept at handling the responsibilities.

3. To the pursuit of quality education, what are your recommendations to improve the Internship Program of Quezon City Polytechnic University?

-My recommendations to improve the Internship Program of Quezon City Polytechnic University...Provide an I.D from Quezon City Polytechnic University that can verify or identify us as interns.

4. What are your advices to those who will take the internship in the near future?

- Always consider your future while engaging in training, as the purpose of such endeavors is to prepare for the eventualities of the professional world. Training serves as a means to familiarize ourselves with the skills and knowledge required for the time when we are actively employed. By consistently contemplating the future, we pave the way for success in our careers.



Chapter 4

Pertinent Documents



Photo Gallery

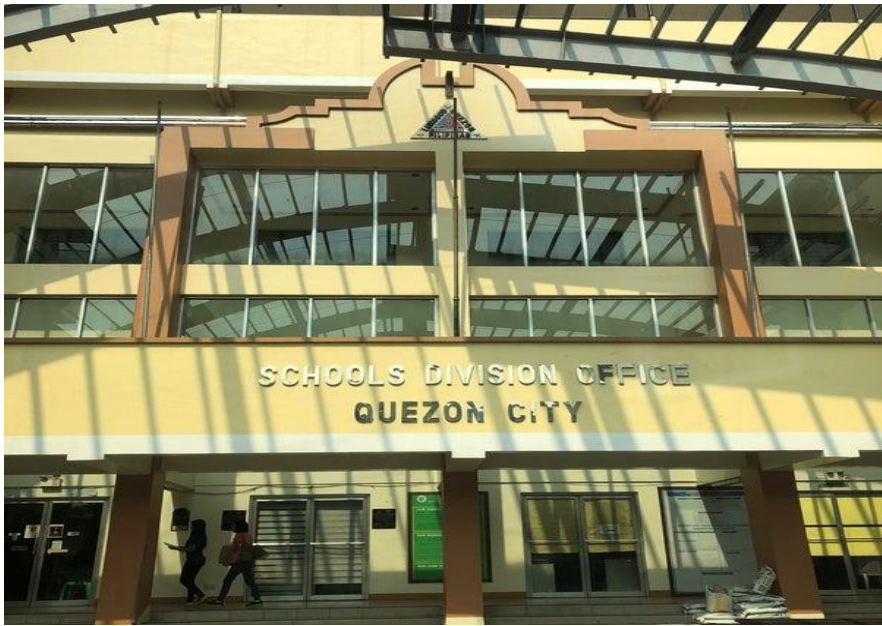


QUEZON CITY UNIVERSITY
COLLEGE OF COMPUTER STUDIES



Photo Gallery containing the following:

a. Company picture



b. Pictures taken during the training

