On-The-Job Training Practicum 1 Portfolio

at 8Con Academy

A Practicum Portfolio

Presented to the Faculty of the Computer Science Department

College of Mary Immaculate

In Partial Fulfillment

of the Requirements for Practicum 1

Bachelor of Science in Computer Science (BSCS)

Submitted By:

Ponce, Michael Alexis G.

ACKNOWLEDGEMENTS

First and foremost, I would like to express my deepest gratitude to our Lord above for guiding and giving me strength, wisdom and patience throughout my On-the-Job Training, enabling me to fulfill my duties and responsibility in the company.

I would also like to extend my heartfelt appreciation at 8Con Academy for giving me the opportunity to be part of their team. My sincere thanks to my supervisor, Mayette L. Francisco, Ed. D, for her invaluable guidance, feedback and encouragement during my training. I also would like to extend my gratitude to the president of 8Con Academy, Sir Jim Francisco, for sharing valuable lessons in both FOREX trading and life that will surely guide me to the path that I am headed.

To my fellow trainees, specially the batch 1, at 8Con Academy, thank you for your warm welcome, support and for sharing your knowledge and expertise with me which greatly contributed to my personal and professional growth.

I am also deeply grateful to my OJT Coordinator / instructor, Joseph Bernard Reyes, DEM, at College of Mary Immaculate of Pandi, Bulacan Inc., whose guidance and preparation helped me gain the skills necessary to succeed during my training.

Lastly, I would like to express my deepest appreciation to my girlfriend, Allyana Marie Sarmiento, for her unwavering support, understanding, and encouragement throughout my On-the-Job Training. Your patience, motivation and constant reassurance inspired me to keep going and do my best every single day.

COLLEGE OF MARY IMMACULATE

JP Rizal St., Poblacion, Pandi, Bulacan

(044) 769.2021

https://www.collegeofmaryimmaculate.edu.ph

Table of Contents

3

I. ABSTRACT

This highlights my On-the-Job Training (OJT) experience at 8Con Academy, where I was assigned as the Team Leader of both IT and Marketing department from April 28, 2025 to June 09, 2025. It showcases the skills, projects, and accomplishments I gained throughout my training, demonstrating my ability to apply my academic knowledge in a professional setting.

This portfolio compiles essential documents including the Memorandum of Agreement (MOA), endorsement letter, letter of intent, previous resume, daily journal, daily time record (DTR), certificate of completion (COC), updated resume, and the sample application letter to be submitted it contains my narrative experience and a concluding reflection on the knowledge and skills I gained during the training.

These materials, along with documentation of my daily tasks, key projects, skills developed, and personal reflections on challenges and successes collectively demonstrate my professional growth, strengthened work ethic, improved communication and teamwork skills, and ability to adapt to a dynamic workplace environment.

Overall, this portfolio serves not only as an academic requirement but also as clear evidence of my development and preparedness for future opportunities in the professional world.

II. MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT, made and entered into in **NORZAGARAY, BULACAN**, Philippines, this _____ day of JUN 18 2025, **2025** by and among:

____8Con Academy_____, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with address at _933 AB2 Blg., Brgy Calvario, Mc Arthur Highway, Mecauayan, Bulacan_____, represented by _Mayette Lopez- Francisco, Ed D___, _Head of Education_, hereinafter referred to as FIRST PARTY;

- and –

COLLEGE OF MARY IMMACULATE OF PANDI, BULACAN, INC., a private non-sectarian school with postal address at JP Rizal Street, Poblacion, Pandi, Bulacan, Philippines, a duly recognized institution by the Commission on Higher Education, represented by **PIA MARIE S. ANDRES-KHAN, PhD** - President, hereinafter referred to as SECOND PARTY;

WITNESSETH:

WHEREAS, the SECOND PARTY, as part of the requirements of its BS Computer Science Curricular Program, and after adequate preparation of the students' knowledge, skills and attitude through classroom instruction, requires **240 hours** of On-the-Job Training for its students;

WHEREAS, the FIRST PARTY possesses the facilities and trainors to effectively prepare the BS Computer Science Students into the world of work, and hereby agrees and allows the On-the-Job Training of officially enrolled BS Computer Science students of the SECOND PARTY;

WHEREAS, the FIRST PARTY agrees and is willing to train the BS Computer Science Students and finish the required number of hours of On-the-Job Training;

NOW THEREFORE, for and in consideration of the foregoing promises, covenants and stipulations, the parties do hereby agree and bind themselves as follows:

1. The term of this Memorandum of Agreement is from **April 2025 to April 2026**.

2. The FIRST PARTY will conduct an Orientation of the Institution's Policies, Rules and Regulations at the beginning of the Training Program, and the SECOND PARTY and BS Computer Science Students agree to abide by such Policies, Rules and Regulations.

3. The FIRST PARTY will provide a variety of assignments and rotation of tasks to the BS Computer Science Students, to be conducted virtually/online, the nature of which aims to achieve the goals of the On-the-Job Training Program and focuses on actual computer/information technology/corporate systems, practices, processes and procedures.

4. The SECOND PARTY will assign a Practicum Coordinator to monitor student performance throughout the duration of the On-the-Job Training period.

5. The FIRST PARTY agrees to appoint an Immediate Supervisor/Training Officer for the students. The Immediate Supervisor/ Training Officer shall:
   a. Work closely with, supervise, and train the BS Computer Science Students in order to develop and fulfill the performance objectives of the On-the-Job Training Program;
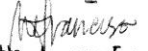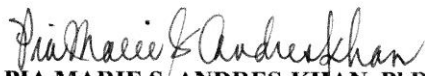
    b. Discuss the progress of the students to the Practicum Coordinator of the SECOND PARTY in the middle and at the end of the On-the-Job Training period;

    c. Conduct an evaluation of the students' performance at the end of the On-the-Job Training period; and,

    d. Provide a Certificate of Completion at the end of the On-the-Job training period;

6. This Memorandum of Agreement is non-exclusive, and as such, the FIRST PARTY is under no obligation to accept students exclusively from the SECOND PARTY.

IN WITNESS WHEREOF, the parties hereto have signed this contract in NORZAGARAY BULACAN_____, Philippines, this ____JUN day of 2025_____ 2025.

Mayette Lopez-Francisco, Ed. D
FIRST PARTY
Head of Education
8Con Academy

PIA MARIE S. ANDRES-KHAN, PhD
SECOND PARTY
President
College of Mary Immaculate of Pandi, Bulacan, Inc.

SIGNED IN THE PRESENCE OF:

Jim Francisco
President
8Con Academy

JOSEPH BERNARD B. REYES
Computer Science Department Head
College of Mary Immaculate of Pandi, Bulacan, Inc.

A C K N O W L E D G E M E N T

REPUBLIC OF THE PHILIPPINES
NORZAGARAY BULACAN) S.S.
)

     BEFORE ME, this ___16___ day of ___June___, ___2025___, Notary Public in and for the **NORZAGARAY, BULACAN** _____, Philippines, personally appeared ___Mayette Lopez - Francisco, Ed. D___ _____, _____ and **PIA MARIE S. ANDRES-KHAN, PhD** with PRC License No. 0931845 issued at PRC Manila with validity until 03/21/2027, all known to me to be the same persons executing the foregoing instrument and they acknowledge to me that the same is their free act and voluntary deed.

     This instrument consisting of three pages, including this page on which this acknowledgement is written, has been signed on each and every page thereof by the parties hereof and their witnesses and sealed with my notarial seal.

     IN WITNESS WHEREOF, I have hereunto set my hand, the day, the year and place above written.

Doc. No. ___84___
Page No. ___18___
Book No. ___04___
Series No. ___2025___

MARIO M. VILLEGAS
Notary Public
Comm. No. PHO-06-MB-2024 – 12/31/2026
PTR No. 34080?3-01/03/2025-CSJDM, Bulacan
Roll No. 37535- IBP Lut. Lifetime No. 06457
MCLE Comp. No. VIII-0022317
Validity - April 14, 2028

7

III. ENDORSEMENT LETTER

**COLLEGE OF MARY IMMACULATE
of PANDI, BULACAN, INC.**

JP Rizal St., Poblacion, Pandi, Bulacan
Tel. No.: (044) 769 2021
Fax No: (044) 769 2021

April 22, 2025
Mayette L. Francisco Ed. D
Head of Education
8Con Academy

Dear Sir/Madam:

The College of Mary Immaculate, an educational institution located at Poblacion, Pandi, Bulacan, is envisioned to become a center of excellence in this town. We are committed to bring forth into the world graduates at their best—young men and women who love life, who are happy, and who are free.

One of the program offerings of the College of Mary Immaculate is the Bachelor of Science in Computer Science Course. A requirement for the graduation of the course is for the students to undergo **240 hours** of practicum that will provide them the opportunity to observe and experience computer, business and management operations. Such an immersion of the students in the business industry will sharpen their insights on how principles and theories they learned in school are made operational in the business industry setting.

In this regard, we would like to express our desire to have our students trained in your company. We are confident that through your office and your dedicated staff, our students will be more equipped in their chosen career and will become the future professionals our province of Bulacan can be proud of. We are certain that they will benefit a lot from your company and will be better prepared for employment after graduation.

Thank you very much and we are looking forward to your positive response.

Received by:

Mayette L. Francisco ED. D
Head of Education
8con Academy
April 22, 2025

Very truly yours,

PIA MARIE S. ANDRES-KHAN, PhD
President, CMI

IV. INTENT LETTER

Michael Alexis Ponce

Pandi Residences 1, Mapulang Lupa

Pandi, Bulacan

michaelalexisponce15@gmail.com

(+63)-9611127743

April 22, 2025

Dr. Mayette L. Francisco, Ed.D

Head of Education

8Con Academy

933 ABZ Building, Brgy. Calvario, MacArthur Highway

Meycauayan, Bulacan

Dear Dr. Francisco,

I hope this letter finds you well. I am writing to formally express my intent to undergo On-the-Job Training (OJT) at 8Con Academy. I am a student of Bachelor of Science in Computer Science at College of Mary Immaculate of Pandi, Bulacan Inc. and I am honored to have been accepted for training in your esteemed organization. I understand and acknowledge the responsibilities that come with this opportunity and I am fully committed to adhering to your institution's policies, guidelines, and expectations throughout the duration of my training. I believe this experience will greatly contribute to both my academic development and personal growth.

Thank you very much for this opportunity. I look forward to learning for your team and contributing positively in any way I can.

Respectfully yours,

Michael Alexis Ponce

College of Mary Immaculate of Pandi, Bulacan Inc.

V. OLD RESUME

Michael Alexis G. Ponce

Pandi, Bulacan, Philippines | michaelalexisponce15@gmail.com | (+63)-9611127743 | Website: mikeru02.github.io

EDUCATION

College of Mary Immaculate of Pandi, Bulacan Inc.   **Pandi, Bulacan**

Bachelor of Science in Computer Science   *Expected Graduation, May 2026*

- **Related Coursework:** Data Structures, Object-Oriented Programing, Analysis of Algorithms, Applications Development, Parallel & Distributed Systems

PROJECTS

Lotto Dash   **Pandi, Bulacan**

Lead Programmer   *Feb. 2025 – Apr. 2025*

- Developed a web-based application simulating a lotto game with real-time updates using Socket.IO for live distribution of bets, winnings and draw schedules.
- Designed and integrated REST API for CRUD operations, designed the front-end as a Single Page Application (SPA) and built under Node.js environment.

Minicell Apparel   **Pandi, Bulacan**

Lead Programmer   *Sep. 2024 – Nov. 2024*

- Developed a web-based E-Commerce platform using PHP programming language and implemented Model-View-Controller (MVC) architecture.
- Implemented core features such as user authentication, shopping cart functionality, product listing, product monitoring and other administrative tasks.

Steambird   **Pandi, Bulacan**

Project Manager/Lead Programmer   *Oct. 2024 – Nov. 2024*

- Led the development of a web-based social media platform inspired by Threads by Meta using Node.js environment.
- Managed project timelines, coordinated team tasks, and ensured efficient execution of features such as user profiles, posts, and hashtags.
- Oversaw the technical implementation and front-end design and back-end, ensuring a seamless user experience and responsive layout.

LEADERSHIP

College of Mary Immaculate Computer Science Society   **Pandi, Bulacan**

Vice President   *Aug. 2024 - Current*

- Support the president and organizational leadership while helping set goals and ensure efficient task completion.
- Lead and coordinate meetings, and represent the organization at events and external meetings.
- Assist in planning and executing programs, events, and activities to engage and involve members.

Class Representative   *Feb. 2023 – Aug. 2024*

- Served as the primary communication link between organization officers and members, ensuring smooth communication.
- Organized and coordinated class activities, meetings, and events to promote engagement and collaboration.
- Collected feedback from classmates and conveyed it to officers, while encouraging active participation in organizational initiatives.

SKILLS

Programming: Python, JavaScript, C++, HTML, CSS, Node.js, PHP

Platforms: Linux, Windows

Languages: English, Filipino

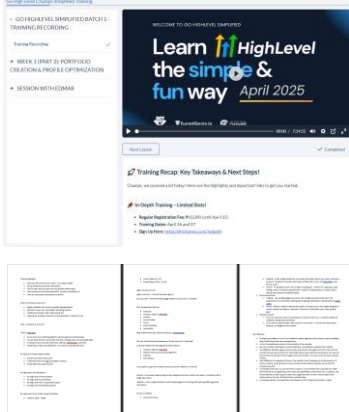**Interests:** Volleyball, Video games

COLLEGE OF MARY IMMACULATE

JP Rizal St., Poblacion, Pandi, Bulacan
(044) 769.2021
https://www.collegeofmaryimmaculate.edu.ph

VI. DAILY JOURNAL
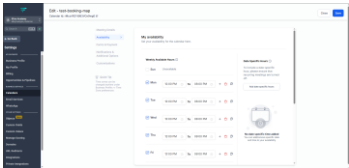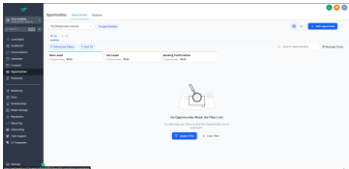
OJT JOURNAL
WEEK 1

Student Name: Michael Alexis Ponce

Year and Course: 3 BSCS

Company: 8Con Academy

Date	Specific Task	Challenges	Learnings	Documentation
Apr. 28, 2025 (MON)	Creation of Team Name	One major challenge was unleashing how creative our minds could be since the task was naming the team in a creative way. It was difficult because creativity can be subjective, and we wanted a name that was not only unique and catchy but also reflected our team's identity and purpose.	I learned the importance of collaboration and the value of different perspectives in the process. I also realized that creativity isn't just about having unique ideas but it's about listening, refining and building each other's input.	
Apr. 29, 2025 (TUE) Apr. 30, 2025 (WED)	Watch GHL Videos and Taking Notes	The major challenge in this task was the time to watch the video training, as the total duration was around 7 hours. Sitting through such a long training session in one go was mentally exhausting. It required a lot of	I learned the importance of pacing myself and time management when tackling long tasks. Dividing large content into manageable portions improved my retention but also helped me stay focused and consistent without	

		focus and discipline to stay engaged throughout. To manage this, I broke the video into shorter sections and spread it out over several days. This allowed me to absorb the content more effectively and avoid burnout.	feeling overwhelmed.	
May 02, 2025 (FRI)	Funnel Hands-On Experience	One major challenge on this task was applying the theoretical knowledge we gained during the video training into the platform. While the training provides clear and detailed explanations, translating that information into actual steps on the platform required extra effort and critical thinking. Some features looked different in practice, and there were moments of trial and error as we navigated the tools.	While doing this task, I learned that understanding theoretical concepts is the first step. True learning happens when you apply that knowledge in the real-world setting. It taught me the importance of hands-on practice, patience, and problem-solving when working with new platforms or tools.	

| May 03, 2025 (SAT) | Workshop | As someone new to the workshop, my main challenge was ensuring the smooth transition of the presentation. Since I was still learning, I had Kuya Ken by my side guiding me through the process. While the task itself seemed pretty straightforward, I had to quickly adapt to managing the timing and technical aspects to avoid delays. | This experience taught me the importance and value of mentorship and how critical it is to rely on someone's guidance when learning new tasks. It also helped me understand the value of preparation and staying calm under pressure to ensure everything runs smoothly. | |

Prepared By:

Michael Alexis Ponce
Intern

Reviewed By:

Joseph Bernard Reyes
OJT Coordinator

COLLEGE OF MARY IMMACULATE

JP Rizal St., Poblacion, Pandi, Bulacan
(044) 769.2021
https://www.collegeofmaryimmaculate.edu.ph

OJT JOURNAL

WEEK 2

Student Name: Michael Alexis Ponce

Year and Course: 3 BSCS

Company: 8Con Academy

Date	Specific Task	Challenges	Learnings	Documentation
May 05, 2025 (MON)	GHL Platform Familiarization	One of the major challenges for this task was applying our knowledge from funnelfy to GHL platform. Some features were not available in funnelfy but available in GHL, for example is the workflows and forms builder. Those features were only tested in these days and since we are new to the features we find it difficult at first and we referred to our notes during the video training.	I learned that taking notes extends your learning retention. Once you read it again you remember how you do it from the first that you encounter the situation that you became confused and don't know what to do. It's like retracing your steps, and each time you do, the path became clearer. Over time, this habit strengthens not just your memory but your confidence.	
May 06, 2025 (TUE)				
May 07, 2025 (WED)				
May 08, 2025 (THU)	GHL Funnel Site Activity (Front-End)	During the building of the imitated funnel site, I encountered some problems on editing the properties of certain elements in the funnel builder.	I learned that organizing work and dividing task clearly in a collaborative process makes the process more manageable and less	
May 09, 2025 (FRI)				

		Since this activity is a collaborative effort, we encountered errors when someone saved new version of the funnel site. In addition to that, we encountered minimal design property errors in viewing the funnel site in mobile view.	stressful. When we built the imitated funnel site, we faced problems editing certain elements and ran into errors when saving new versions as a team. To solve this, we broke the site into steps and worked on different parts individually before merging them. It reminded me how retracing your steps, just like reviewing notes, helps make confusing tasks clearer.	
May 10, 2025 (SAT)	Workshop/ Lecture	I think the challenge that I faced today was staying focused throughout the lecture. It was originally supposed to be a forex workshop, and I was assigned to the multimedia team. However, due to the limited number of guests, Sir Jim decided to proceed with our Day 6 lecture instead.	I learned that even when plans don't go as expected, it's important to stay adaptable and make the most out of the situation. Productivity isn't just about following a schedule, it's about using your time wisely, even in unplanned moments. Choosing to stay engaged despite distractions shows	

			discipline, and that mindset can turn any day into a learning opportunity.	

Prepared By: **Reviewed By:**

Michael Alexis Ponce   Joseph Bernard Reyes

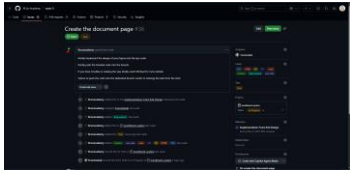Intern   OJT Coordinator
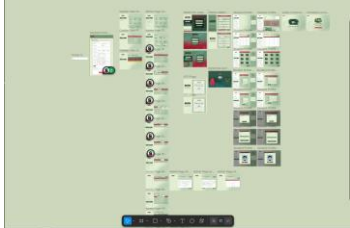
COLLEGE OF MARY IMMACULATE

JP Rizal St., Poblacion, Pandi, Bulacan
(044) 769.2021
https://www.collegeofmaryimmaculate.edu.ph
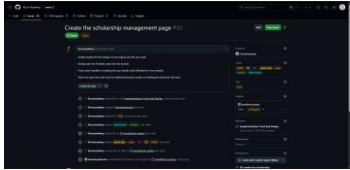
OJT JOURNAL

WEEK 3

Student Name: Michael Alexis Ponce

Year and Course: 3 BSCS
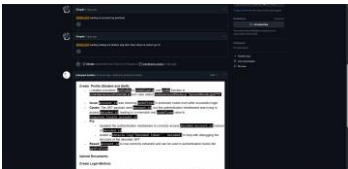
Company: 8Con Academy

Date	Specific Task	Challenges	Learnings	Documentation
May 13, 2025 (TUE)	Assigning task for front-end and back-end development of the enrollment system	The major challenge during these days was the number of tasks needed to assign on each team members. I have difficulties assigning the task one-by-one to every member as it was a very time consuming and required careful considerations to match the right task with the right person's skills and availability. This led to some delays and confusions in the development progress of the project.	I learned that I can't assign all the task all at once or in bulk. Doing so can lead to confusion, missed details and uneven workload distribution. It's more effective to break down tasks, prioritize them and assign them gradually while considering each team member's capacity and strengths	
May 14, 2025 (WED)	Facilitate and oversee the development of the initial	The major challenge that I encounter is I have little knowledge on	Even though I have a little experience in designing an application, I learned	

	website design and assigning minor revisions for the project development	creating or designing a product or application. I solely rely on opinions/judgement of Jillian and Raecell for the initial design of the application since they are the one's truly understands how the application should look like after I gave the required inputs.	that I can further learn to the people who I think are more skilled and knowledgeable in this area. I learned some techniques and strategies on how I can design an application effectively and efficiently.	
May 15, 2025 (THU) May 16, 2025 (FRI)	Facilitate and oversee the implementation of the website design	Since the tasks was distributed to the team members and the initial design of the application was done, the challenges that I encounter was the number of project related concerns. For example, *"Paano ko ito iimplement Michael?"*, *"Pwede pa-guide ako Michael?"*, and many more kept coming in. These questions, while valid and important, became overwhelming at times especially	During this situation, I learned to stay calm and open minded. I realized that while it's part of my role to assist and guide, I also need to establish a system where team members can try solving issues independently first, or perhaps set specific times for support and consultations to manage my time and responsibilities better.	

		when they came all at once.		

Prepared By: **Reviewed By:**

Michael Alexis Ponce   Joseph Bernard Reyes

Intern   OJT Coordinator

COLLEGE OF MARY IMMACULATE
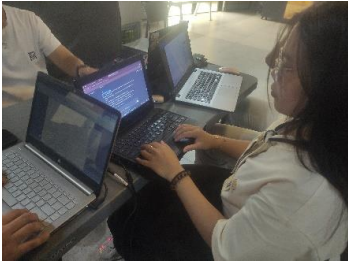
JP Rizal St., Poblacion, Pandi, Bulacan
(044) 769.2021
https://www.collegeofmaryimmaculate.edu.ph

OJT JOURNAL

WEEK 4

Student Name: Michael Alexis Ponce

Year and Course: 3 BSCS
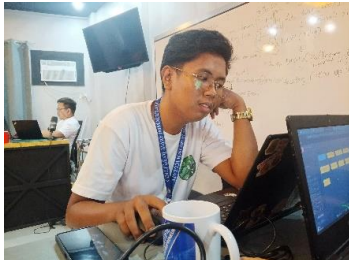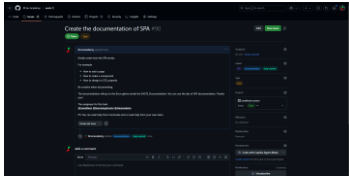
Company: 8Con Academy

Date	Specific Task	Challenges	Learnings	Documentation
May 19, 2025 (MON) May 20, 2025 (TUE)	Assigned to be the guide of Jillian and Anthony for familiarization of Go High Level platform	The major challenge that I faced is that Anthony and Jillian handled go high level platform for the first time. To help them ease on it, I give them basic tasks such as creating email snippets and making a simple workflow. I took time to introduce and explain how each feature works to ensure they have a clear understanding of the platform. I intentionally avoid assigning complex tasks to prevent confusion as they are both still getting familiar with the platform.	This experience thought me the importance of providing proper orientation and gradual exposure to new tools when working with team members who are unfamiliar with the platform. Breaking down tasks into manageable steps, offering clear guidance and avoiding overwhelming tasks help build their confidence and skills over time. It also reinforced the value of patience and effective communication when leading or mentoring others.	
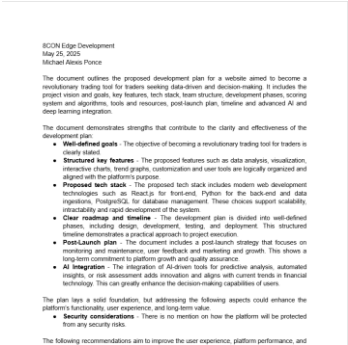
May 21, 2025 (WED)	Assigned to deploy the under construction page on WordPress	The challenge that I face is that the WordPress platform is new to me. Even though the task is relatively easy I struggle to understand hot the platform works. I seek help form Ric to further understand how the platform since he is the one more knowledgeable on it.	I learn that asking for help when needed and collaborating to others who have more expertise is the way to accomplish the task. Seeking guidance is not a weakness but a step towards growth and efficiency. I also gained knowledge on the platform which help me work independently.	
May 22, 2025 (THU)	Assigning tasks for documentation of the enrollment system and fixing the visual errors of the enrollment system.	Since the enrollment system is progressing, I assign a team member to refined the documentation of the system but there's a lot of visual errors I found on the front-end after the team passed their work. I initially assigned a team member to address the issue but the number of visual errors overwhelmed them. Eventually, I decided to take over and dedicated my	This experience taught me the importance of stepping in when support is needed and taking responsibility to maintain the quality of the project. It also reinforced the value of thorough front-end testing and the need to distribute tasks based on each team member's capacity. Being hands-on in resolving the issues also helped me improve my attention to detail and strengthened my	

		time to carefully fix the visual errors myself.	front-end development skills.	
May 23, 2025 (FRI)	Discussion of related issues regarding the enrollment system and making feedback for 8ConEdge plan	During the discussion of the related issues regarding the enrollment system, I have a hard time to pointing out the mistakes of my team members. I was concerned about possibly offending them or causing tension within the group. On the other hand, I also have difficulties digesting the information laid out in the 8ConEdge plan. The content was complex and required a good understanding of both technical and strategic elements.	Despite these struggles, I made an effort to listen actively, take notes, and ask questions when necessary. Over time, I became more comfortable expressing my thoughts and clarifying confusing points, which helped me better understand the plan and participate more effectively in the discussion.	

Prepared By: **Reviewed By:**

Michael Alexis Ponce   Joseph Bernard Reyes
Intern   OJT Coordinator
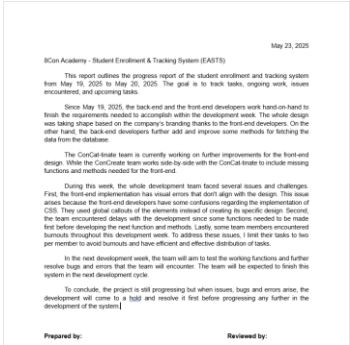
OJT JOURNAL

WEEK 5

Student Name: Michael Alexis Ponce

Year and Course: 3 BSCS
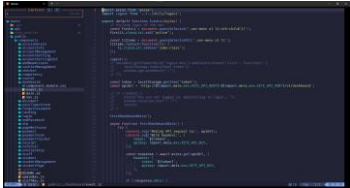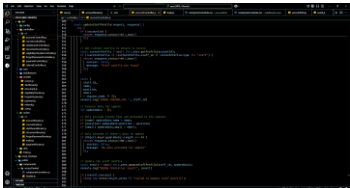
Company: 8Con Academy

Date	Specific Task	Challenges	Learnings	Documentation
May 26, 2025 (MON)	-> Created the weekly report progress of the enrollment system and assigned tasks for further development of the enrollment system	The major challenges that I face in this task are gathering accurate progress data, coordinating with the team members and time management. I had a hard time collecting all the progress data during the development of the project. Handling such a big team overwhelmed me especially when I needed to know the progress of the project.	Even though I feel overwhelmed handling such a big team, I learned that I am capable of adapting and growing when placed in a position of responsibility. This experience taught me that leadership is not about having all the answers but about creating a space where collaboration and accountability thrive.	
May 27, 2025 (TUE)	-> Assigned to be the guide of AC and Jillian for the Sales Funnel Development -> Orientation	-> Since AC and Jillian are already familiar with the platform of GHL making the sales funnel site is much easier for them. The	In this both situation I apply my knowledge on time management and public speaking strategies to overcome fear and nervousness. I learned	
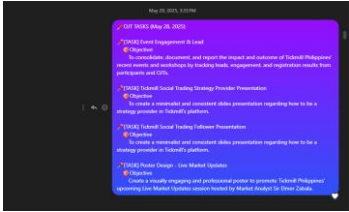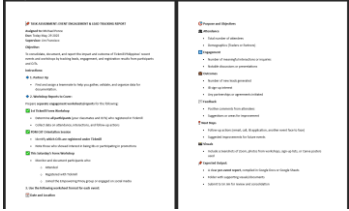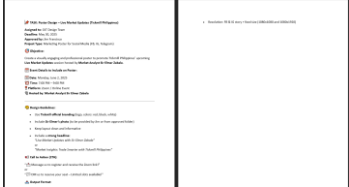
	/ briefing of the 3rd batch of OJTs	challenge though is when they are lost in the funnel site they ask me but since the batch 3 is here I have other tasks to attend to. -> When orienting the batch 3 about the operation of the company, I admit that I have fear of public speaking and it's my weakness.	that I can do multitasking with the use of my time management strategy. With this strategy, I overcome and perform the tasks that I was assigned to.	
May 28, 2025 (WED)	-> Tests some enrollment page to find bugs and errors	The challenge that I face during this time is reading and checking the whole codebase for errors and bugs. First, I check the user interface if it is working properly without any visual errors. Second, I test the functionalities of each element inside the user interface. Some functions are not working properly and some are working just fine but since the project is progressing, the codebase becomes	During this situation, I learn to have plenty of patience when it comes to check the functions if it is working properly. Patience is the key to achieve and know what and where the errors are. By not giving up and trying over and over again, I encountered some errors that I never seen before and I'm not familiar with but having patience and determination to solve a particular problem, I gained experience and	

		bigger and bigger and harder to check and find errors and bugs. After I found some errors and bugs, I assign a team member to fix it and make it work.	knowledge on how to solve errors lying inside the codebase.	
May 29, 2025 (THU)	Distribution of the following tasks: -> Event Engagement & Lead Template -> Tickmill Social Trading Strategy Provider Presentation -> Tickmill Social Trading Follower Presentation -> Poster Design - Live Market Updates	Since I encounter such numerous tasks before, during these days I get a grip on how to distribute the tasks to the team members efficiently and effectively. I know who can do the specific task with such a notable performance. At first, I feel overwhelmed but applying the experience I gained in past weeks, I can confidently say that I distributed the assigned tasks to each team members effectively.	I learned that applying your knowledge in a particular situation helps you maintain composure and have clarity in your mind. When your mind is calm and know what the next step is, the tasks will work as you plan. In addition, it allows you to make better decisions, especially when unexpected issues arise. Instead of panicking or feeling stuck, you rely on what you've learned and experienced to guide your actions forward.	

May 30, 2025 (FRI)	Progress checking for the tasks given on May 29, 2025	Since the tasks are distributed to each team members yesterday, the challenge that I face during this is that I have to communicate to them what the progress of the tasks are but I need timing before I ask the progress of the tasks are. I need to see if they want to be talked before I proceed to asking the progress is. Some team members are done with the tasks and others are still in progress on the tasks.	I learned today that checking on one's progress is essential not only for tracking how far you've come, but also for identifying areas that need improvement. It provides a clear picture of what has been accomplished and what still needs attention. This habit of regular reflection helps prevent small issues from turning into larger problems, as it encourages timely adjustments and better decision-making.	
May 31, 2025 (SAT)	Workshop	The challenge that I face in this day is passing my knowledge to Jhames on how to handle the multimedia part of the workshop. I passed my knowledge that I gained from Kuya	I learned that sharing one's experience to other will help them improve and grow. Speaking of improve and grow Sir Jas drop by and share his experience on the IT fields. He talks about mediocrity and I really learned a lot from him.	

		Ken on how to operate the multimedia part of the workshop. It also serves as a little turnover of tasks to Jhames in order for him to get a grip on how does multimedia part of the workshop works and operate.	The words that really strike me are *"Hindi pwede ang pwede na"*. He's right, as a soon to be professional in field of IT, I need to give my best to stand out and have an impact to the industry.	

Prepared By: **Reviewed By:**

Michael Alexis Ponce   Joseph Bernard Reyes

Intern   OJT Coordinator

COLLEGE OF MARY IMMACULATE

JP Rizal St., Poblacion, Pandi, Bulacan
(044) 769.2021
https://www.collegeofmaryimmaculate.edu.ph

OJT JOURNAL

WEEK 6

Student Name: Michael Alexis Ponce

Year and Course: 3 BSCS

Company: 8Con Academy

Date	Specific Task	Challenges	Learnings	Documentation
Jun. 02, 2025 (MON)	Turnover of Funnel Site development in GoHighLevel and other functions of GoHighLevel	During this day, there are no challenge that I encounter since it was a turnover activity task. Maybe some questions asked about the platform itself did leave a mark but since Kuya EmJhai's turnover was okay, the questions asked by the batch 3 was answered correctly.	I learned that having smooth transition/turnover of activities will help others grasp how the activity will flow and how they can prepare themselves for that particular activity or task. When transitions are clearly communicated and well-organized, it minimizes confusion and uncertainty, allowing everyone involved to stay aligned and focused.	
Jun. 03, 2025 (TUE)	Turnover of workshop planning	I encountered minimal challenges on this day since it was a turnover activity task. With the help of Anthony and Francise, the turnover task for workshop planning	Today, I learned the importance of collaborative handover and how it contributes to a smooth and effective transition of responsibilities. I learned that when	

		was smooth and well-coordinated. Their cooperation and willingness to guide me through the remaining details made the transition efficient and stress-free.	tasks are handed over with clarity, support, and proper guidance, it not only reduces stress but also builds confidence in taking on new responsibilities.	
Jun. 04, 2025 (WED)	Turnover of enrollment system development	Since I was the project manager of the enrollment system, this turnover activity makes me nervous. There are still a lot of areas that need improvement and bugs that have not yet appeared but could potentially surface later on. And yet, I am turning it over to the next batch of OJTs. I feel bad that our team did not finish it on time, primarily due to the limited timeframe we had for implementation.	I learn from this experience is the importance of responsible leadership and acceptance of project limitations. As a project manager, I realized that it's not always about completing everything perfectly or on time, it's about how well you manage transitions, how honestly you assess the current state of the project, and how effectively you prepare the next team to continue the work.	

Date	Activity	Challenges	Learnings	
Jun. 05, 2025 (THU)	Demo of enrollment system	The challenge that I faced on this day was the number of areas that needed to be improved. During the demo, it became clear that while the core functionalities were in place, there were still several parts that needs refinement, such as user interface consistency, input validation, error handling, and logging actions. These issues became more noticeable when the system was being presented to others, as fresh eyes quickly spotted areas of confusion that we had become used to during development.	From this experience, I learned the importance of preparation, adaptability, and transparency when presenting a project, especially one that is still under development. Demonstrating the enrollment system helped me realize that a demo is not just about showcasing what works, it's also about identifying what doesn't. It's a valuable opportunity to gather real-time feedback that can improve the system moving forward.	
Jun. 07, 2025 (SAT)	Workshop	Since this is our last workshop as OJTs, Anthony, Francise and I agreed to let the batch 3 handle the workshop all by	From this experience, I learned the value of trusting others and letting go of control when the time is right. As this was our last	

| | | themselves. Although Anthony changed the roles based on the number of attendees of OJTs, I encountered no challenge on this day. I am happy that they make the workshop meaningful and insightful. | workshop as OJTs, stepping back and allowing the next batch to take full responsibility gave me insight into how important it is to give others the opportunity to grow, lead, and experience the responsibilities we once had. | |

Prepared By: **Reviewed By:**

Michael Alexis Ponce   Joseph Bernard Reyes
Intern   OJT Coordinator

VII. DAILY TIME RECORD

Left Card

No. _____ Pay Ending __April__ 20_25_

Name _Michael Alexis Ponce_ Position __OJT__

Dept. _IT (Web Development)_ Age __20__

Hours	Rate	Amount		ABSENCES	
Reg.				Fines	
Over			DEDUCTIONS	Witholding Tax	
				S.S.S.	
Total Earnings					
Less Deductions					
NET PAY				TOTAL	

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28	11:00	1:00	2:00	8:00			
29	11:00	2:00	3:00	8:00			
30	11:00	2:00	3:00	8:00			
31						24 HRS	

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

MODEL-9.000

Right Card

No. _____ Pay Ending __May__ 20_25_

Name _Michael Alexis Ponce_ Position __OJT__

Dept. _IT (Web Development)_ Age __20__

Hours	Rate	Amount		ABSENCES	
Reg.				Fines	
Over.			DEDUCTIONS	Withold-ing Tax	
				S.S.S.	
Total Earnings					
Less Deductions					
NET PAY				TOTAL	

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	
1					Holiday		
2	11:00	2:00	3:00	8:00	M	/	
3	11:00	12:00	1:00	5:13 w	M	w	6
4							
5	11:00	2:00	3:00	8:00	M	/	
6	11:00	2:00	3:00	8:00	M	/	
7	11:00	2:00	3:00	8:00	M	/	
8	11:00	2:00	3:00	8:00	M	/	
9	11:00	2:00	3:00	8:00	M	/	
10	11:00	12:00	1:00	5:30 w	M	w	6 80
11							
12					Holiday		
13	11:00	2:00	3:00	8:00	M	/	
14	11:00	2:00	3:00	8:00	M	/	
15	11:00	2:00	3:00	8:00	M	/	

I hereby certify that the above records are true and correct.

TOTAL 178 HRS + 5:30 = 183:30

EMPLOYEE'S SIGNATURE

MODEL-9.000

33

Left Card

No. _____ Pay Ending _____ may 20 25
Name Michael Alexis Ponce   Position OJT
Dept. IT   Age 20

	Hours	Rate	Amount		ABSENCES	
Reg.				D E D U C T I O N S	Fines	
Over.					Withold-ing Tax	
					S.S.S.	
Total Earnings						
Less Deductions						
NET PAY					TOTAL	

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	
16	11:25	2:00	3:00	8:00		7	
(17)							
(18)							
19	11:00	1:00	2:00	8:00		/	
20	11:00	2:00	3:00	8:00		/	
21	11:00	2:00	3:00	8:00		/	
22	11:00	2:00	3:00	8:00		/	
23	11:03	2:00	3:00	8:00		7	
(24)							
(25)							
26	11:00	2:00	3:00	8:00		/	
27	11:00	2:00	3:00	8:00		/	
28	11:00	2:00	3:00	8:00		/	
29	11:00	2:00	3:00	8:00		/	
30	11:00	2:00	3:00	8:00		/	
(31)	11:00	2:00	3:00	5:00		W	6

I hereby certify that the above records are true and correct.

TOTAL 178 HRS

MODEL-9,000   EMPLOYEE'S SIGNATURE

Right Card

No. _____ Pay Ending _____ June 20 25
Name Michael Alexis Ponce   Position OJT
Dept. IT   Age 20

	Hours	Rate	Amount		ABSENCES	
Reg.				D E D U C T I O N S	Fines	
Over.					Withold-ing Tax	
					S.S.S.	
Total Earnings						
Less Deductions						
NET PAY					TOTAL	

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT
(1)						
2	11:00	2:00	3:00	8:00		/
3	11:00	2:00	3:00	8:00		/
4	12:10	2:00	3:00	6:00		4:5
5	12:30	2:00	3:00	8:00		
6			Holiday			
7	11:00	2:00	3:00	8:00		
(8)						
9	11:00	2:00	3:00	8:00		/
10						
11						
12						
13						
14						
15						

I hereby certify that the above records are true and correct.

TOTAL 46.30 HRS

MODEL-9,000   EMPLOYEE'S SIGNATURE

VIII. CERTIFICATE OF COMPLETION

8CON
ACADEMY

CERTIFICATE
OF COMPLETION

This certifies that

Michael Alexis G. Ponce

has excellently completed the 253 hours of On-the-Job Training (OJT) at 8Con Academy as part of their internship program.

This certification is issued in recognition of his contribution in support of 8Con Academy's mission of empowering individuals in Forex education and digital entrepreneurship.

Given this 27th day of June, 2025 at Meycauayan, Bulacan, Philippines.

Dr. Mayette L. Francisco
Head of Education

Judd Upton Nico Aromin
COO

IX. UPDATED RESUME

Michael Alexis G. Ponce

Pandi, Bulacan, Philippines | michaelalexisponce15@gmail.com | (+63)-9611127743 | Website: mikeru02.github.io

WORK EXPERIENCE

8Con Academy   **Meycauayan, Bulacan**

IT Intern (Team Leader) / Marketing Intern (Team Leader)   *Apr, 2025 – Jun. 2025*

- Lead the team of 14 developers in delivering high-quality web-based enrollment system.
- Oversaw the development progress, conducted code reviews, and ensured adherence to project timelines and quality standard.
- Assigned tasks to each team member based on skill sets and project priorities, ensuring balanced workloads and accountability.
- Coordinated with stakeholders to gather system requirements and provide technical recommendations.
- Supervised a marketing team of 9 members, providing guidance on branding, customer engagement and promotional activities.
- Fostered collaboration between the IT and Marketing teams to align technical development with promotional goals.
- Reported progress and outcomes to immediate supervisor, highlighting key achievements and improvement opportunities.

PROJECTS

Enrollment System   **Meycauayan, Bulacan**

System Manager   *May 2025 – Jun. 2025*

- Assigned and monitored tasks among developers and testers to meet project deadlines.
- Supervised maintenance activities and addressed bug reports to ensure continuous system reliability.
- Designed and integrated REST API for CRUD operations and designed the front-end as a Single Page Application (SPA) and built under Node.js environment.

Lotto Dash   **Pandi, Bulacan**

Lead Programmer   *Feb. 2025 – Apr. 2025*

- Developed a web-based application simulating a lotto game with real-time updates using Socket.IO for live distribution of bets, winnings and draw schedules.
- Designed and integrated REST API for CRUD operations, designed the front-end as a Single Page Application (SPA) and built under Node.js environment.

Minicell Apparel   **Pandi, Bulacan**

Lead Programmer   *Sep. 2024 – Nov. 2024*

- Developed a web-based E-Commerce platform using PHP programming language and implemented Model-View-Controller (MVC) architecture.
- Implemented core features such as user authentication, shopping cart functionality, product listing, product monitoring and other administrative tasks.

EDUCATION

College of Mary Immaculate of Pandi, Bulacan Inc.   **Pandi, Bulacan**

Bachelor of Science in Computer Science   *Expected Graduation, May 2026*

- **Related Coursework:** Data Structures, Object-Oriented Programing, Analysis of Algorithms, Applications Development, Parallel & Distributed Systems

LEADERSHIP

College of Mary Immaculate Computer Science Society   **Pandi, Bulacan**

President   *Jun. 2025 – Current*

- Oversee planning of student events, technical workshops, and academic support activities for BSCS students.
- Manage organizational budgets, project timelines, and conflict resolution to maintain smooth operations.

Vice President   *Aug. 2024 – Jun. 2025*

- Support the president and organizational leadership while helping set goals and ensure efficient task completion.
- Lead and coordinate meetings, and represent the organization at events and external meetings.

- Assist in planning and executing programs, events, and activities to engage and involve members.

SKILLS

Programming: Python, JavaScript, C++, HTML, CSS, Node.js, PHP

Platforms: Linux, Windows

Languages: English, Filipino

Interests: Volleyball, Video games

X. APPLICATION LETTER

Michael Alexis Ponce

Pandi Residences 1, Mapulang Lupa

Pandi, Bulacan

michaelalexisponce15@gmail.com

(+63)-9611127743

June 3, 2025

Dr. Mayette L. Francisco, Ed.D

Head of Education

933 ABZ Building, Brgy. Calvario, MacArthur Highway

Meycauayan, Bulacan

Dear Dr. Francisco,

I am writing to express my interest in a Software Developer position at 8Con Academy. As a soon-to-be graduate of the Bachelor of Science in Computer Science at the College of Mary Immaculate, I am eager to apply my skills and practical experience in a professional environment.

During my on the-job training as an IT Inter and Marketing Intern Team Leader, I successfully led a team of 14 developers in delivering a web-based enrollment system. I also supervised a marketing team of 9 members, coordinating with promotional activities and aligning branding strategies with technical initiatives. These experiences developed my skills in leadership, project management, and cross-functional collaboration.

Furthermore, serving as the current President of our Computer Science Department has honed my organizational, communication, and problem-solving skills. I am confident that these abilities will allow me to contribute effectively to your team and adapt to the demands of a dynamic work environment.

I am excited about the opportunity to join 8Con Academy and help drive innovation through technology. I would welcome the chance to further discuss how my background aligns with your company's goal. Thank you for considering my application.

Sincerely yours,

Michael Alexis Ponce

College of Mary Immaculate of Pandi, Bulacan Inc.

XI. PROJECTS

1. 8CON EASTS

- Designed and develop a prototype for an onsite enrollment system aimed at streamlining student management and course management for 8Con Academy.

- Served as the project manager, overseeing the entire development process, assigning tasks, ensuring milestones were met, and actively contributing to the planning and testing phases.

- The technologies used in this project are HTML, CSS, JavaScript for front-end and Node.js for back-end.

- The features implemented includes student data entry, user authentication, competency assessment, and filtering the records of the student. This features are in the initial plan for the development.

- We successfully presented the early prototype to the president of the company for initial feedback, laying groundwork for further improvements of the system and potential scaling development.

- Managing this project enhanced my leadership, planning, and collaboration skills while giving me practical exposure to coordinating a web-based software development effort.

2. 8CON EDGE

- Participated in the initial planning and requirements grathering for the 8CON EDGE, a project aimed to help data driven forex traders to gain insights based on forex market.

- Contributed to brainstroming features, establishing timelines, and identifying potential challenges for future development.

- Gained knowledge in project scoping, team communication and requirements documentation.

3. 8CON Sales Funnel Development

- Contributed to the development of a sales funnel system designed to improve lead management and conversion processes for 8Con Academy.

- Participated in planning and implementing pipelines, automation processes, outlining funnel stages, and tracking management.
- Gained experience in combining marketing principles with system design to support business growth.

XI. NARRATIVE EXPERIENCE

During the duration of my On-the-Job Training at 8Con Academy, I encountered the diverse atmosphere of the business industry. There are a lot of differences from perspectives down to different values of each person. It's a beautiful scene to experience and be expose to. I gain a lot of new knowledge and perspective by just simply be around them, socializing and exchanging knowledge with them. Those knowledge I have gained, I will use it to further improve my personal and professional growth.

On week first of my tranining, I was a bit culture shock since I only experience the academic setting and atmosphere. It was very different in the business setting, you need to look and act like a professional. This experience thought me to act and look professionally and I am glad that I have the opportunity to experience this because it is a life long asset that can help me grow in both personal and professional aspect.

During the second week, I am getting a grasp to the operation of the company. I adapt myself to the work environment to ensure that I can contribute to the team that I was assigned in. The given tasks on this week are building the sales funnel for the company. Building a sales funnel site is easy because it's concept comes from website builders. This builders allow the developer to drag and drop certain elements into the page and edit it, no need to code the elements one by one. In addition to that, the funnel sites can track where the user frequently stays, how much time they spent on the page and if they are engagig to the funnel sites. All thos functionalities are available in the platform named GoHighLevel (GHL). Also, based on our training, GHL developers are in-demand on foreign market with low competitions I am greatful that the company give me the opportunity to experience and handle such in-demand platform.

The third week is the start of the primary project, the 8Con Easts. It is an enrollment system that can manage forex student's data. During this week my team is focused on creating a mock-up design for the enrollment system. They used Figma as their platform for creating the initial mock-up for the system. In addition to that, I assign the back-end team to create basic functionalities for the system such as create, read, update, and delete (CRUD) operations for the system. The initial timeline for the system was six months. This also includes the deployment of the system to the internet but since it is out of reach of the training, I suggest that the team will make it

on-site and we will make the core functionalities for the system. This system was so overwhelming to me given the fact that I am the team leader / project mnager. Assigning tasks for each team member equally overwhelms me but I did my best to assign the tasks to ensure the system's functionality will be done on a timely manner.

The fourth week was the hardest week in my training. Since the first batch of OJTs part their ways with the company, their pending tasks were assigned to us, the second batch, and it was very overwhelming. We were currently developing a system and we also need to do the pending tasks of the first batch but everything goes as smoothly by using time management and prioritizing urgent tasks to encure the output will be delivered on a timely manner.

Fifth week, the third batch of OJTs arrived, they are from Pambayang Dalubhasaan ng Marilao (PDM). They are also computer science students. During this week, orientation about operations of the company was conducted such as funnel building, task organization, task assignments, weekly reports and system development. In addition to that, their energy makes the work place even more lively. They are full of energy and ready to contribute to the whole team. Also, during this week, the team conducted various test on the enrollment system to ensure the quality of the system are met based on the requirements.

Sixth week, the final week. During this week, the team conducted various turnover to tasks whether it is a part of marketing department or IT department. The team also presents the working prototype of the enrollment system to the president of the company, Sir Jim Francisco. During this demonstration, revisions and improvements was noted based on preferance of our president. Those improvements and revisions, the PDM OJTs were assigned to implement those improvements and revisions.

XII. CONCLUSION

To conclude and summarize my intership experience at 8Con Academy, I can describe it in one word, wonderful. This experience thought me the importance of work and life balance, time management, communication, and leadership. I also gained a lot of knowledge from the people that I interact with. Their perspective on work and life helped me grow in both professional and personal. Although, I didn't expect the work environment to be like this. I thought, I will work eight hours straight not questions asked, but 8Con Academy was different. The atmosphere is very friendly and lively. As long as you were done with your tasks, you can take a break at the pantry or grab some snacks in the nearby stores. In addition to that, you can freely engage in communication with other OJTs. You can socialize, communicate and brainstorm with them. Lastly, leadership. 8Con thought me be a good leader. It thought me to take accountability for every action and decision that I make.

I am very thankful to 8Con Academy to have this kind of experience. This exeperience will be embedded to my personality and looking back in the future, I achieved this because 8Con Academy was there, helping me grow and teaching me valuable lessons that will contribute to who I am today.

XII. PHOTO COLLAGE