



COLLEGE OF COMPUTER AND INFORMATION SCIENCE

Academic Year 2022 – 2023

PRACTICUM REPORT DOCUMENT

Cyrruz John N. Varquez

Submitted to the faculty of Malayan Colleges Laguna
In Partial Fulfillment of the Requirements for the Degree of
Bachelor of Science in Information Technology

JUNE 2023

OVERVIEW

My name is Cyrruz John N. Varquez, and I am currently undertaking my practicum at the City Government of Biñan. This practicum is an essential part of my academic journey, allowing me to apply the knowledge and skills I have acquired throughout my studies. Over the course of my practicum, I am required to complete 486 hours of practical work, which presents an exciting opportunity for me to gain hands-on experience in a professional setting.

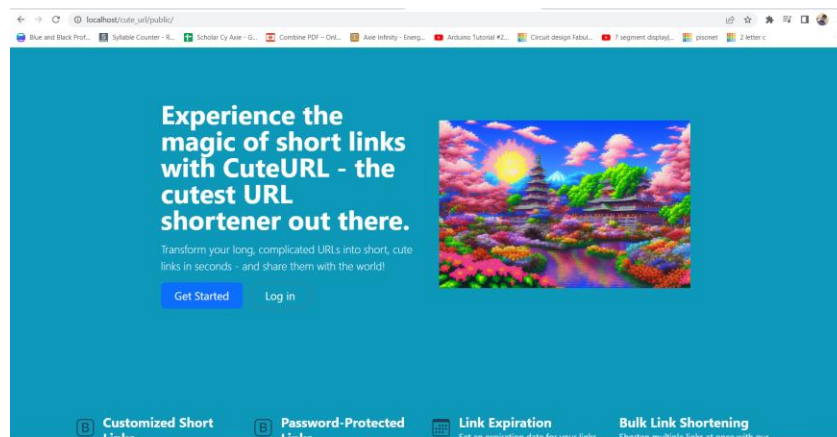
The internship experience at the City Government of Biñan has played a crucial role in developing the skills of the interns for their future careers. By actively participating in real-world projects and tasks, they have gained practical knowledge in project management, teamwork, and professional communication. Overall, the internship has enhanced their skill set and prepared them for success in their future professional endeavors.

The City Government of Biñan serves as the local governing body responsible for managing public services and implementing policies in the urbanized city of Biñan, Laguna. Their main goal is to provide efficient and responsive public service while striving to improve the well-being and prosperity of the residents. As part of their internship, individuals were assigned to different project teams: the Geographical Information System (GIS) team, the Biñan Website team, and the Youth Affairs and Sports Development Office (YASDO) team. Each team had specific roles for its members, including Quality Assurance, Documentation, UI Designer, and Developer.

THE OUTPUT

URL Shortening System

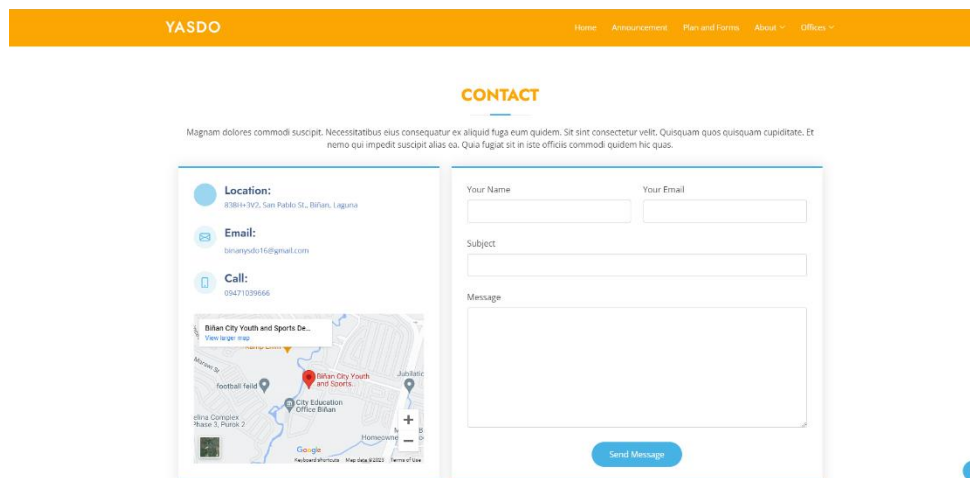
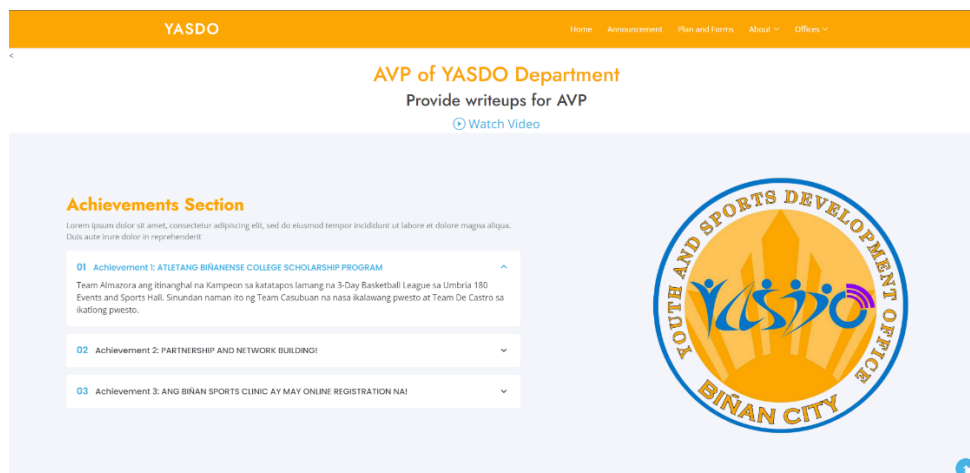
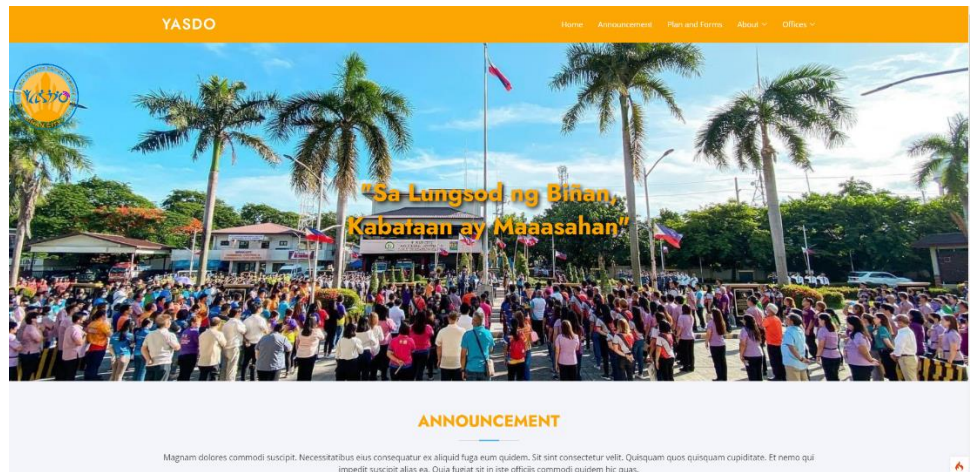
During the training, the students successfully built a short URL system that allows URLs to be converted into shorter versions. This system accepts long web addresses and returns a shortened URL as an output. The implementation of this method improves user experience by making it easier to share and distribute web links. With the short URL system in place, users may interact and navigate online resources more effectively and efficiently.



Yasdo Portal

Roy, Jc, and I have been given the responsibility to construct the incredible Yasdo portal. This comprehensive project involves the creation of numerous webpages, including the SK portal and Lyorp portal, each tailored to cater to specific functionalities. Our primary objective is to simplify the access to Yasdo, ensuring a seamless and user-friendly experience for everyone. Below, you'll find a glimpse of our front-end designs, showcasing the thoughtfully crafted visuals that

harmoniously blend aesthetics and functionality. These designs embody our unwavering dedication to making Yasdo accessible and visually appealing to users.



SYNTHESIS

As an information technology graduate from MCL, I have had the opportunity to apply the knowledge and skills I acquired during my college years. Among the concepts that I have extensively utilized is the Model-View-Controller (MVC) architecture. Implementing MVC has allowed me to develop efficient and modular applications, streamlining the development process and improving code maintainability.

However, I must admit that adapting to new languages, particularly PHP, has been quite challenging for me as I did not have a prior background in it. During my internship, our mentors, Sir Pat and Sir Regie, introduced us to PHP (CodeIgniter) and Heidi SQL. This exposure proved to be a valuable learning experience as I was assigned to work as a backend developer.

Throughout the internship, I gained valuable insights not only in technical aspects but also in work ethics. The professional environment taught me the importance of punctuality, communication, and collaboration. These experiences have significantly enhanced my professionalism and have prepared me to excel in future professional endeavors.

Overall, my college education and internship have equipped me with the necessary skills to contribute effectively as an IT professional. I am confident in my ability to continue learning and adapting to new technologies and challenges that come my way.

APPENDICES

CYRRUZ JOHN N. VARQUEZ



Cyrruz.varquez05@gmail.com

09471039981

<https://www.linkedin.com/in/cyrruz-john-varquez-b63367248>

Cabuyao city, Laguna, Philippines

CAREER OBJECTIVE

To secure a challenging IT role that utilizes my technical expertise, problem-solving skills, and passion for innovation to contribute to the growth and success of the organization, while also allowing me to continue developing my skills and knowledge in a dynamic and collaborative environment.

SKILLS

- Proficient in Python, with experience in data analysis, tkinter framework and consuming CSV and Json file.
- Skilled in SQL, with expertise in database design, querying, and optimization.
- Experienced in C#, with a focus on desktop and web application development using .NET Framework and MVC architecture.
- Proficient in HTML and CSS, with a strong understanding of web design principles and responsive layout.
- Proficient in Microsoft Office, including Excel, Word, and PowerPoint, with expertise in data analysis and visualization.
- Experienced in JavaScript, with knowledge of front-end frameworks
- Familiar with Internet of Things (IoT) technologies, with experience in building IoT systems and analyzing IoT data.
- Familiar with REST and SOAP API design and implementation, with experience in building and consuming APIs.
- Familiar with Java, with knowledge of object-oriented programming principles and experience in building mobile application.

PROJECTS

CODECAT: A CODING ASSESSMENT TOOL FOR PYTHON PROGRAMMING LANGUAGE

Assessment Tool & Web application

- C# | HTML | CSS | JavaScript | MSQL
- web-based application
- Student can do collaborate coding.
- <https://bsite.net/alpha123/>

ALPHA INC.

Employee Database Management System

- Used ASP.NET and Java
- Implemented Bootstrap, HTML, CSS, JavaScript and MSQL

ONESTOPMART

Information System & Transaction Process System

- Used ASP.NET through Visual Studio and implemented HTML, CSS, and Javascript
- Implemented MySQL for the Database

SHOP EASE

Transaction Processing System

- ASP.NET
- MSQL

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Mapua Malayan Colleges Laguna (August 2019 ~ Present)

- Dean's Lister

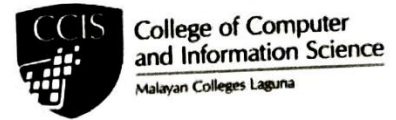
SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS STRAND

Lyceum of the Philippines

Laguna June 2017~March2019

2.0

Endorsement Letter



09 March 2023

MS. JENNY ANNE B. SARMIENTO
Department Head,
City Human Resources Development Office
City Government of Biñan

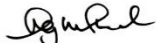
Dear Ms. Sarmiento,

The B.S. in Information Technology program of Mapúa Malayan Colleges Laguna requires their students to undergo Practicum program for a minimum of **486** hours in an academic calendar that will prepare our students to be job-ready after completing their curriculum. This program intends to enable our students to acquire and practice the knowledge and skills expected of a graduate of a B.S. IT program which, in turn, would guarantee continuous supply of IT professionals needed by your company.

We believe that your company can provide the relevant exposure necessary for our students to achieve the intended learning outcomes for the B.S. in Information Technology program. In this regard, I would like to endorse **Mr. Cyrruz John N. Varquez** to have his practicum activities in your company as requested.

We thank you for your confidence and trust with us and we look forward to a more meaningful linkage that is mutually beneficial to our students and your company.

With warm regards,


KHRISTIAN G. KIKUCHI
COLLEGE DEAN
College of Computer and Information Science
Mapúa Malayan Colleges Laguna

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

Mapúa Institute of Technology at Laguna · College of Computer and Information Science · E.T. Yuchengco College of Business · Mapúa-PTC College of Maritime Education and Training
College of Arts and Science · Institute for Excellence in Continuing Education and Lifelong Learning · MCL Senior High School

Address : Cabuyao, Laguna 4025
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Fax : +63 (49) 832-0017, +63 (2) 520-8975
Email : mclinfo@mcl.edu.ph

 [MalayanColleges](https://www.facebook.com/MalayanColleges)  [MalayanLaguna](https://twitter.com/MalayanLaguna)

3.0

Practicum Acceptance



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

PRACTICUM CONFIRMATION AND ACCEPTANCE FORM

IMPORTANT INFORMATION

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

NAME OF STUDENT	<u>Cyrus John N. Varquez</u>	STUDENT NUMBER	<u>2016151706</u>
COURSE CODE	<u>IT 199F</u>	SY/TERM ENROLLED	<u>2022-2023 / 3rd term</u>

This is to certify that Cyrus John N. Varquez (name of student-trainee) has been accepted for practicum at City Government of Binan at Binan City, Laguna (name and address of establishment) and will be attached to the ICTO department/s for a minimum of, but not limited to 496 hours. Training will commence on March 16 and is expected to end on . Attached is the list of requirements.

COMPANY REPRESENTATIVE	
<u>Ramon M. Amazan</u> Signature over Printed Name <u>ICTO</u> Department	<u>Head, ICT office</u> Official Designation <u>icto@binan.gov.ph 09aagss18450</u> Email and Contact Number/s

NOTED BY <u>Adrian Ilo</u> Signature over printed name of Practicum Coordinator	<u>March 30 2022</u> Date
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COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM COORDINATOR

FORM OVPA 030B

THIS FORM IS AVAILABLE AT THE OVPA.

Liability Waiver



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

STUDENT TRAINING AGREEMENT AND LIABILITY WAIVER

IMPORTANT INFORMATION

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

I, Cruz John N. Varquez, and a student of MALAYAN COLLEGES LAGUNA (hereinafter referred to as "MCL"), do hereby voluntarily undergo on-the-job training at City Government of Binan, hereinafter referred to as the "Host Company", located at Binan City, Laguna, under the following terms and conditions:

- That the practicum training will commence on March 16 and ends on June 9 and will have to complete a minimum of 496 hours required for the on-the-job training;
- That I shall observe proper decorum and act professionally at all times and abide by the Company's rules and regulations and comply with those imposed for the training program, otherwise, I shall be excluded from further participation;
- That in the course of my training program, I may have access to information which may be of confidential in nature and proprietary to the Company, for which I may be required to execute a confidentiality and non-disclosure agreement as a prerequisite to my participation in the training program;
- That the time I will spend on the training program in the completion of my on-the-job training requirements will not and should not be interpreted or construed as working hours and should be regarded as non-compensable. Provided that, the Company may, as a unilateral act of liberality or generosity on their part, provide me with meal, travel, transportation allowances, accommodations, etc.;
- That I fully understand that notwithstanding the allowances enumerated in the preceding section which I may receive, there exists no labor-management and/or employer/employee relationship between me and the Company where I will undergo my training;
- That I shall exercise due care and diligence in the tasks assigned to me and personally be made answerable for any and all liabilities for damage to property or injury to third person, which may be occasioned by my intentional or negligent acts during the course of my on-the-job training;
- That I shall likewise hold the Host Company and MCL free and harmless from any and all liability and responsibility for any sickness or injury to myself and third parties and damage to property which I may sustain and/or may occur at any time during the training program, including time spent in traveling to and from any and all premises and locations where I may be required to go to as part of my training program;
- That the Company reserves the right to discontinue my training on reasonable grounds upon written notice to MCL and myself. Additionally, in the event my training program is discontinued for reasons attributable only to myself, I may be made to reimburse the Host Company for any/all the allowances, stipends, etc., which I may have received from them during and prior to the termination of my training program;
- That in addition to my liability under section *g* and for the pre-termination of my training program provided for under section *h* hereof, I may be subjected further to disciplinary action in accordance with the school's student manual and/or be a ground for disqualification from graduation;

Signed on this 27th day of March.

Cruz John N. Varquez
Signature over printed name of Student Trainee

WITH OUR CONSENT:

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

NOTED BY:

Adomar Ileo
Printed Name and Signature of Practicum Adviser/ Coordinator

Ramon M. Almazan
Printed Name and Signature of Host Company Representative

Training Plan



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

TRAINING PLAN

NAME	Cruz John N. Varguez	COURSE CODE	IT149P
PROGRAM & STUDENT NO.	BSIT / 2014151706	COURSE TITLE	It practicum

STUDENT OUTCOMES

- CO1. Identify, analyze, and design business process solution to the problem faced by the organization
- CO2. Apply the different concepts of system analysis and design, Software Engineering, database management and programming course in the problem-solving process in the organization
- CO3. Acquire new knowledge and experience while in the organization

AREAS / PHASES OF TRAINING AND TIME ALLOTMENT

- | | |
|--------------------------------|-------------|
| A. Company Orientation | - 80 Hours |
| B. Software Development | - 324 Hours |
| C. Technical Documentation | - 40 Hours |
| D. Other IT-related Activities | - 40 Hours |

EVALUATION GUIDELINES & COURSE OUTCOMES

DEMONSTRATION OF SOFT SKILLS (40%)	DEMONSTRATION OF TECHNICAL SKILLS (60%)
KEY AREAS COMMUNICATION SKILLS (20%) Relate to co-trainees/supervisors terminologies and rules Recite procedures and instructions needed for the tasks Identify and describe safety signs and symbols Ask critical questions related to the tasks Produce well-written regular and incident reports Prepares and presents reports using Information and Communication Technology (ICT) PROFESSIONAL DEPORTMENT (20%) Observes proper grooming and attire Reports to work regularly on time and as necessary, even beyond prescribed working hour Acts according to the job description given by the company Willing to accept new tasks apart from the usual routine and responsibilities Delivers quality output on time Demonstrates respect for different individuals INITIATIVE (+5%) Volunteers to perform tasks beyond routine tasks	KEY AREAS Software Development skills (40%) • Able to produce error-free modules (20%) • able to integrate and implement the new Module (10%) • Implement good UI/UX and responsive website (10%) Technical Documentation Skills (20%) • Able to prepare project scheduling documentation (5%) • Able of drafting testing activities document (10%) • Able to prepare user documentation (5%) INITIATIVE (+5%) Volunteers to perform tasks beyond routine tasks

CONFORME	CONSENT (FOR MINORS ONLY)	NOTED BY	ENDORSED BY	APPROVED BY
 SIGNATURE OVER PRINTED NAME OF STUDENT / DATE	 SIGNATURE OVER PRINTED NAME OF PARENT / GUARDIAN / DATE	 SIGNATURE OVER PRINTED NAME OF PRACTICUM SUPERVISOR / DATE	 SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE	 SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE

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

FORM OVPA-0300

THIS FORM IS AVAILABLE AT THE OVPA.

6.0

Complete Weekly Journal



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

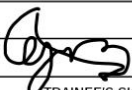
DAILY JOURNAL

IMPORTANT INFORMATION

- INCLUDE TASK ASSIGNMENTS OR MOVEMENTS, REFLECTION ON THE DAY'S NEW LEARNING, ACCOMPLISHMENT, CHALLENGES FACED AND HOW YOU RESPONDED, OBSERVATIONS AND RECOMMENDATIONS ON THE IMPROVEMENT OF SYSTEMS / OPERATION / MANAGEMENT, ETC.
- SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.
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DATE	March 16 - March 17	AREA ASSIGNMENT	City Government of Biñan
TASK	Orientation	SHIFT/TIME	8:00 am - 5:00 pm

Today, sir Ramon Almazan orient us about what we gonna do in our internship journey here at the City Government of Biñan, he introduced us to the offices here. Also, he tackled the backlogs they've encountered this year. Sir Mon has two developers in the ICTO office which is sir Patrick Villar and Sir Regie Panelo. Sir Patrick was a backend developer here in the city government of Binan. on the other hand, Sir Regie Panelo was a front-end developer. Sir mon let sir patrick and sir regie handle us in our whole internship program. Sir Patrick introduce to us the php codeigniter framework and some other tools that they used in their workplace. After the orientation, they give us a task regarding how to implement the php Codeigniter in a real-life situation. It is quite exciting but at the same time, it is challenging. But, the task was a take-home task so we have time to do it in our home.


 TRAINEE'S SIGNATURE

DAILY JOURNAL

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DATE	March 20 - March 24	AREA ASSIGNMENT	City Government of Biñan
TASK	Training	SHIFT/TIME	8am - 5pm

This week was officially the first start of our training.

This week, sir Pat handle us and teach us the fundamentals needed in our training

I also forgot to mention that Sir Patrick give us the fundamentals needed in our training

I also forgot to mention that Sir Patrick give us a list of tools that are needed in our training program.

The training was hard for me because the framework they used is something new from me

He said that we need to download and install those things before we start our training, to avoid technical difficulties

The training was hard for me because the framework they used is something new for me.

especially, when they introduce to us the PHP Codeigniter framework.

It is really hard to cope with the lesson because I don't have a background in PHP

I've never used it even in my previous machine problem, so I need to allocate time for me to cope with the topic.

But later on, i'm getting used to it.


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DATE	March 27 - March 31	AREA ASSIGNMENT	City Government of Biñan
TASK	Web Development	SHIFT/TIME	8am-5pm

Today, our team was deployed to the YASDO office by ICTO. We met Sir Robert, our supervisor, who emphasized the importance of developing a user-friendly web portal

The portal should showcase YASDO's programs, enable interaction with the youth through forums and surveys, and be accessible across different devices.

Sir Robert encouraged close collaboration with the YASDO team and engagement with the youth community to gather valuable insights.

We are excited to begin our work and make a meaningful impact on YASDO's ability to serve the youth effectively.

Overall, our meeting with Sir Robert provided a clear understanding of YASDO's needs he focus is on developing a web portal that will serve as a platform for showcasing programs facilitating interaction, and ensuring accessibility.

We are eager to collaborate and engage with the YASDO team and the youth community to create an impactful solution that advances YASDO's mission.



TRAINEE'S SIGNATURE

DAILY JOURNAL

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DATE	April 11 - April 14	AREA ASSIGNMENT	City Government of Biñan
TASK	Web Portal	SHIFT/TIME	8am - 5pm

Today, we talked about the strategy we'll use to deliver the project's intended results
 We examined ideas and developed a greater knowledge of the project goals through
 group brainstorming.
 As we determined potential answers and coordinated our efforts for success, the team's
 enthusiasm was clear.

We also considered potential issues that might develop throughout
 the project and created backup strategies.
 Despite problems with internet connectivity, we were able to adapt by using
 offline tools and different collaborative strategies
 This event demonstrated the value of adaptability and our perseverance in overcoming
 challenges and maintaining our focus on our objectives.


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DATE	April 24 - April 28	AREA ASSIGNMENT	City Government of Biñan
TASK	Web portal	SHIFT/TIME	8am - 5pm

Today, I worked primarily on the YASDO ISO files and forms as well as the notification of events and activities. I was able to thoroughly research and effectively document the organization's initiatives. Working on these documents made me aware of YASDO's absence of a suitable database management solution. This insight piqued my interest and I started looking into various tactics and solutions to improve their data management procedures and general effectiveness.

Today was enjoyable despite the difficulties brought on by the lack of a reliable database management system. I thoroughly loved learning about the YASDO programs and activities, gaining insightful knowledge, and figuring out how to make their documentation better. It was intellectually fascinating to analyze their current procedures and generate database management suggestions. In order to improve YASDO's data management capabilities and ensure that they can efficiently organize and utilize their valuable information, I intend to conduct additional study and present workable ideas tomorrow.


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DAILY JOURNAL

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DATE	May 1 - May 5	AREA ASSIGNMENT	City Government of Biñan
TASK	Web devolpment	SHIFT/TIME	8am - 5pm

Today, we finished our tasks on the Yasdo website and moved on to the LYORP website. LYORP has five content pages: procedure, downloadable forms, announcements, an updated list of youth, and achievements. My role involves handling the downloadable forms and procedures. It's an exciting yet challenging opportunity. Creating user-friendly forms and defining clear procedures requires attention to detail and understanding the organization's needs. I expect to encounter various form formats, testing my problem-solving skills. Working on procedures allows me to enhance the user experience. Today's progress on the LYORP website has been exhilarating. I look forward to overcoming upcoming challenges and successfully completing the project.



TRAINEE'S SIGNATURE

DAILY JOURNAL

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DATE	May 8 - May 12	AREA ASSIGNMENT	City Government of Biñan
TASK	Lyorp Portal	SHIFT/TIME	8am - 5pm

Today, Sir Mon assigned us the challenging BVAS side quest, focusing on correcting 600 vaccine certificates for the Biñanes region. With meticulous attention to detail, we carefully reviewed each certificate, ensuring accuracy by cross-referencing vital information such as vaccination dates and names. Rectifying issues like typographical errors and missing details demanded precision and dedication. Despite the daunting task, we approached it systematically, organizing the documents and utilizing tools to streamline the process. Our efforts aimed to contribute to the community's health and safety by maintaining accurate records. As the day came to an end, we felt a sense of accomplishment knowing that our work played a crucial role in supporting vaccination efforts. We eagerly anticipate continuing the BVAS side quest, striving to ensure error-free and reliable vaccine certificates.


 TRAINEE'S SIGNATURE

DAILY JOURNAL

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DATE	May 15 - May 19	AREA ASSIGNMENT	City Government of Biñan
TASK	Sk Website	SHIFT/TIME	8am - 5pm

Today, we had a visit from Mr. Alfred, the department head of Yasdo. It was a pleasant surprise to see him in the office. He showed his appreciation for our hard work by treating us to pizza and soft drinks, creating a cheerful and enjoyable atmosphere. As we sat together, we had the opportunity to interact with him on a more personal level, discussing our progress and the challenges we faced. It was evident that Mr. Alfred was genuinely interested in our work, as he attentively listened to our updates and provided valuable feedback. To our delight, he expressed his satisfaction with our efforts and rewarded the team member with 1000 pesos as a token of his appreciation.



TRAINEE'S SIGNATURE