CAGAYAN STATE UNIVERSITY CARIG CAMPUS

ON THE JOB TRAINING
METACORE SYSTEMS INCORPORATED

DANTE LOUISE B. SAPALO

SUBMITTED TO THE FACULTY OF
COMPUTER ENGINEERING
COLLEGE OF ENGINEERING AND ARCHITECTURE
CAGAYAN STATE UNIVERSITY CARIG CAMPUS
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

SEPTEMBER 2024

This field practice manuscript can be accessed:

By the general public	**Yes**
Only after consultation with author/thesis adviser	**No**
Only to those bound by confidentiality agreement	**No**

Signature of Student: _____

Signature of OJT Supervisor: _____

Republic of the Philippines
Cagayan State University
CARIG CAMPUS
G. Melina Road, CSU Carig Compound, Carig Sur,
Tuguegarao City 3500, Cagayan Valley, Philippines

ON-THE-JOB TRAINING
NARRATIVE REPORT

META CORE SYSTEMS INCORPORATED
LOT 16 BLK, RAINBOW VILLAGE SUBD. V, 25 IRON WOOD, BARANGAY 171, CALOOCAN, METRO MANILA

In Partial Fulfillment
Of the Requirements for the Degree of
Bachelor of Science in Computer Engineering

Submitted by:
DANTE LOUISE B. SAPALO
Student Trainee
ID No: 21-01764

Submitted to:
ENGR. JEROME PAUL G. VIADOR
OJT Coordinator

September 2024

ACKNOWLEDGEMENT

I would like to use this opportunity to express my gratitude and appreciation to the people and organizations that helped me in my internship in the field of Computer Engineering.

To my supervisor Mr. Raymond Periabras, for their consistent support and guidance. He has not only taught me technical knowledge in the field during my internship, but he also taught me the office culture that I would inevitably face in the future.

To Meta Core Systems Incorporated where I completed my On-the-Job Training (OJT) program, for their assistance and their unfailing support, where they taught me that office work isn't only about work, but also socialization between colleagues in order to make teamwork effective.

To my fellow On-the-Job Training (OJT) trainees, for their experience and friendship, where they taught me the ins and outs of the workflow we were facing, while also being our peers, making every hour of work worthwhile.

To my family and friends, for their unyielding support and assistance while I was away from our hometown. Their everyday communication has kept me going in the duration of the On-the-Job Training (OJT) program.

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DEDICATION

I would like to dedicate this section to show my unyielded support to those who made my On-the-Job Training (OJT) program not just educational, but also gratifying.

First and foremost, I would like to thank my supervisor and mentor not just for their guidance, but also their assistance in the duration of my On-the-Job Training (OJT) program. Their mentorship broadened my horizons in the field and has improved my technical skills.

My fellow OJT trainees, in which they helped me learn the socialization side of our work culture, and that being my peer and a friend.

My friends and family, for their support, even if I was away from my hometown. Their support helped me stay strong during the OJT program, even if they were not physically by my side.

This OJT has helped me obtain not just technical knowledge, but also experiences and insights as I am about to move on from the academics and go into my professional career. I am thankful to those helped me shape who I am now with their guidance. Your support helped me improve personally and professionally. I dedicate all of this to everyone with deep gratitude.

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I.   INTRODUCTION

During the midyear of my third year in my Bachelors' program, we are to take On-the-Job Training as one of our mandatory subjects in our curriculum. The training is to last for 240 hours as per the agreement as stated, and is conducted at Meta Core Systems Inc., a business that focuses on Information Technology, Software Engineering, and Web Development, fields that I am interested in. The company is located at Caloocan, Metro Manila. With the guidance and supervision of our supervisor Raymond Periabras, a Senior Programmer who has more than a decade of experience, I had learned the ins and out of the industry, as well as learning the culture within the office. During the training, I learned technical information about the industry of web development, as well as practical information in the field of computer engineering.

The purpose of this narrative report is to record and document the important parts of my experience that helped improve my skills in the field, as well as achievements I had in improving my knowledge in the industry while working at Meta Core Systems Inc.

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II.   OBJECTIVES

The On-The-Job Training (OJT) Industry Immersion Program seeks to:

1. Provide the student trainees the opportunity to acquire practical knowledge and skills in actual engineering practice;

2. Develop, apply and enhance the work values, discipline, competencies, and skills of the students as they relate themselves to the actual work environment;

3. Serve as benchmark for possible enhancement of curricula designed to developed trainees responsive to industry needs; and

4. Identify possible future career paths on the part of the trainees.

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III. COMPANY BACKGROUND

Meta Core Systems, Inc. is an Information Technology (IT) and software corporation located in Metro Manila, Philippines that specializes in providing services and solutions related to information technology and software development. We are involved in various aspects of technology, ranging from software development and design to IT consulting, system integration, and technical support.

The Mission

Our mission is to foster a culture of innovation, continuous learning, and collaboration. We aspire to be the catalyst of technological advancement without borders. With a steadfast commitment to integrity and sustainability, we strive to create lasting value for our clients, employees, and the communities we serve.

The Vision

At Meta Core Systems, Inc., we envision a future where Meta Core Systems, Inc. plays a significant role in empowering individuals and businesses, as technology seamlessly enhances lives with innovation, simplicity, and boundless possibilities.

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IV. WEEKLY ACCOMPLISHMENT AND DOCUMENTATION

Week 1 (July 8 – July 13, 2024)

I familiarized myself in the coding environment. We were told to use Django as our Backend and Vue as our Frontend in our web application. I was tasked in adding pages and modals in the HOA project under the Amenities. It has been a while since I have created HTML pages and used CSS as its design. However, the JavaScript-based frontend has been quite a challenge for me.

Week 2 (July 15 – July 20, 2024)

I learned that we are to juggle between two projects at once. I was tasked in adding modals in the PRD Project, as well as connecting the functions in its corresponding endpoints in the backend. Debugging the functions was exhausting as I was still quite unfamiliar with the techniques of our supervisor. The unfamiliar coding environment didn't help, but I can see improvement within my work.

Week 3 (July 22 – July 27, 2024)

I was tasked in adding pages and modals in the HOA project under the Accounting Settings. While the backend was still incomplete, it being a recent project, our supervisor has told me not to worry at connecting the endpoints to the backend, but rather, focus on the creation and formatting of the frontend pages and modals, while making sure that the modules would still be functional.

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Week 4 (July 29 – August 3, 2024)

I was tasked in adding pages and modals in the HOA project under the Financial Reports. With the backend incomplete, I was only tasked to focus on the frontend of the application. I was also tasked in adding a feature where the user can export the data into an Excel file. I was also tasked in the creation of modals in the PRD Project under the Logistics while also connecting the respective endpoints in the backend.

Week 5 (August 5 – August 10, 2024)

Alongside working on the Excel file export feature in the HOA project, I was also tasked to add a feature where the user can export the data into a PDF. The coding can be quite exhausting, as the extensions I used needed several lines of code to work the way I wanted to, and not only that, each table has its own way of sorting data, so every module needs a different code to work the way I wanted to.

Week 6 (August 12 – August 17, 2024)

I was finalizing the features regarding the export of data into Excel file and PDF. I was also tasked in merging the branches with the other interns in the HOA project. While the merging process can be tedious and the debugging scary, the merging came out without problems.

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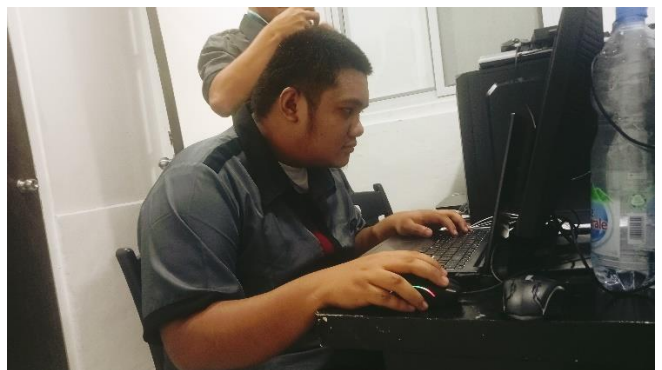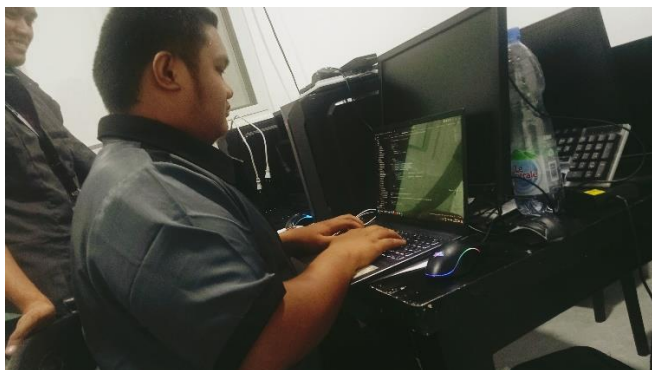Compassion, Accountability,
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DOCUMENTATION

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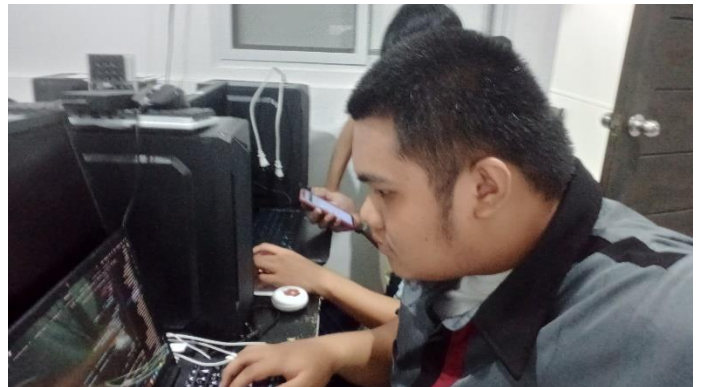Compassion, Accountability,
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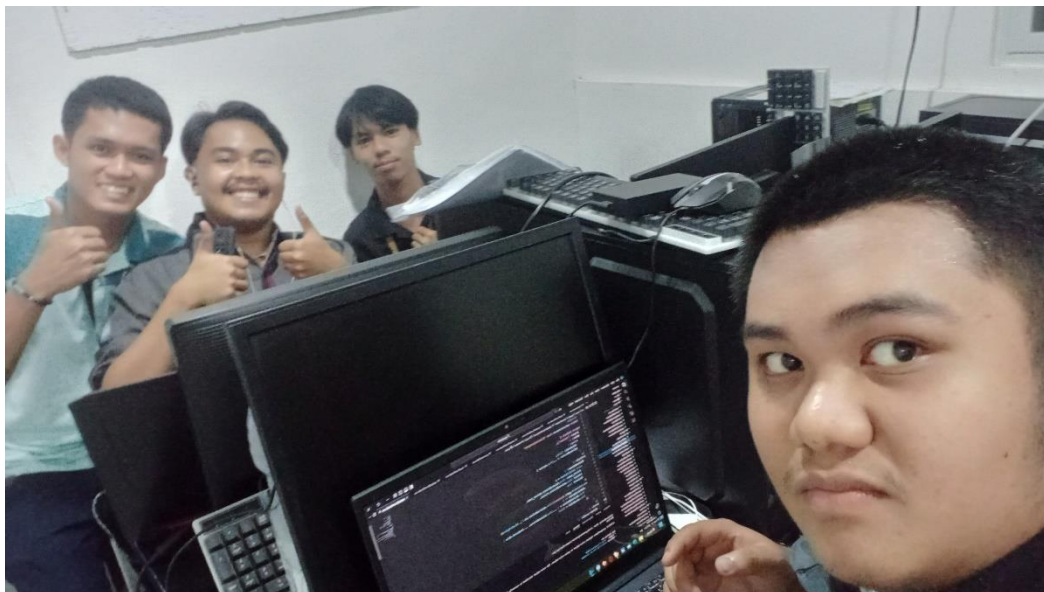production, and extension.

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V.   CONCLUSION

In conclusion, my internship experience at Meta Core Systems Inc alongside with the technical head, Raymond Periabras, and my colleagues has been very important to me as it provided me not just technical skills in the industry, as well as social skills that helped me go through the day. The time I have been there, my horizons have been broadened and my skilled improved in web development, as well as being a full-stack programmer.

Mr. Raymond Periabras' guidance and mentorship has aided my growth in the professional field of web development. His years of experience, as well as his dedication of sharing it, has helped me in improving my skills as a coder, as well as developing other skills outside the field of web development, one of it being immersing myself in the office culture, and socialization.

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VI.   RECOMMENDATION

As one of the full-stack developer inters who worked there, I would like to recommend the following:

- **Practice the Basics**

  - Learn the basics such as the HTML, CSS, and JavaScript as they are one of the building blocks of the internet. Learn other languages too such as Python, C, or Java as they are also important too, not just in web development, but in programming as a whole.

- **Explore Frameworks and Libraries**

  - Exploring libraries such as React and Vue in frontend and Django or Node.js in backend can improve one's speed and efficiency in coding. It can also improve the development of the application you are working on.

- **Practice**

  - Code, always, but not to the point of exhaustion. Practice can not just improve your coding skills, but also other skills such as problem solving, time management, and typing speed.

- **Version Control**

  - Familiarizing with Git and GitHub can be helpful in coding, especially in collaborative environments as it can track changes in the code and reverse the damage when a change is done with devastating effects.

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- **Keep Up with the Trends**

    ♦ The web development is ever-changing, so keeping up with the trends is extremely useful as one can discover libraries or frameworks that works better than the old one.

- **Problem Solving**

    ♦ Problem skills are extremely vital of coding, so one must develop problem solving skills in various sources, not just in coding, but also in several fields such as science, math and others.

- **Collaborate**

    ♦ Teamwork is vital in coding spaces, so one must learn to collaborate and socialize with the team in order to develop more efficiently.

- **Keep being Curious**

    ♦ Curiosity can develop one's knowledge on the subject. Keep asking questions you don't know the answer of to develop your knowledge.

- **Keep Learning**

    ♦ As knowledge flows and develops, the room for learning also keeps growing. Don't be shy of learning new things not just in programming, but also in life. They could also be important in the field of web development.

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VII. ANNEXES

A. Resume

Dante Louise Sapalo
Student

About Me

A passionate computer engineer that is eager to better himself in the terms of software development by collaborating with peers in creating and developing innovative projects.

Objectives

To gain experience not only in the field of software development, but to also know what the work environment in general is.

Language

English

Filipino

Contact

- 09173446571
- sampalok65535@gmail.com
- Brgy. Libag Sur, Tuguegarao City, Cagayan

Education

Cagayan State University - Carig Campus
Bachelor of Science in Computer Engineering
2021 - Current

Tuguegarao City Science High School
Junior and Senior High School
2015 - 2021

Soft Skills

- Creative Problem Solver
- Adapts at sudden changes in the environment
- Team Player
- Willing to develop and learn new skills

Technical Skills

Languages: C, C++, Java, Python, Lua
Tools: Github, Git
Operating System: Windows

Familiar with some applications in the Microsoft Office Suite

Achievements

December 2022
ICPEP Regional Convention | C Programming
Champion

January 2023
ICPEP National Convention | C Programming
Champion

November 2023
ICPEP Regional Convention | C Programming
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B. Letter of Intent

Cagayan State University – Carig Campus
COLLEGE OF ENGINEERING & ARCHITECTURE
Conceive Design Implement Operate
Transforming Lives

Tel. No.(078) 304-1205 loc 035/036 Cp. No. 0917-836-7529

COMPUTER ENGINEERING DEPARTMENT

COEA-25770-EC-2024-07-246

July 3, 2024

MR. RAYMOND PERIABRAS
Head of Technical and Development Team
Meta Core Systems Inc.
Blk 25 Lot 16 Ironwood St. Rainbow Village
Phase 3, Bagumbong, Caloocan City

Sir:

Part of the curriculum of Bachelor of Science in Computer Engineering (BSCpE) is the On-the-Job training (OJT) or Industry Immersion Program (IIP). It is proven to be one of the most important learning experiences for a graduate of the said degree. In partial fulfillment of the requirement to complete the BSCpE as stated in the CHED Memorandum Order No. 87 Series of 2017, all candidates are required to undergo at least two hundred forty (240) hours on OJT/IIP. This aims to give them opportunity to be exposed in actual working environment, to gain experience related to their field (Software Design / Embedded Systems / Networking), and to apply their acquired knowledge and skills.

In this connection, I would like to ask if your office could accommodate the following Computer Engineering students to undergo their OJT/IIP in your agency:

1. Dante Louise B. Sapalo
2. Kzandrei Camilo L. Talattad
3. Ralph Maron A. Eda

Rest assured that these student-trainees shall abide with all your company's rules and regulations and shall comply with all the requirements imposed for the OJT Program. Your favorable response would be highly appreciated and will help us strengthen our provision of quality education by producing competent graduates. The University President and those in the program are expressing their heartfelt thanks and gratitude to your Management and Training Personnel for your valuable support to the Computer Engineering Program.

Should you consider our request, Letter of Endorsement, an Agreement Form and Memorandum of Agreement issued by the legal office of Cagayan State University will be forwarded to you. Also, I am endorsing **Engr. Jerome Paul G. Viador** as the assigned OJT Coordinator for our students. You may contact him at 0926 751 2559 or e-mail at jepoyviador@gmail.com

Thank you very much and more power.

Very truly yours,

Dr. BERNARD D. BISUECOS, PCpE
Chair, Computer Engineering Department

Endorsed by:

Engr. JOHN MICHAEL B. CASIBANG, MST
University Dean, College of Engineering and Architecture (COEA)

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C. Endorsement Letter

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D. OJT Agreement

APPENDIX B

CSU-COE OJT FORM - 002

ON-THE-JOB TRAINING (OJT) AGREEMENT

This AGREEMENT is made and entered into in Tuguegarao City, Cagayan by and between:

Meta Core Systems Inc., a domestic corporation duly organized and existing under the laws of the Philippines, with principal business address at Lot 16, Rainbow Village, Block 25 Iron Wood, Barangay 168, Caloocan, 1421 Metro Manila, Philippines, represented in this act by its Head of Technical and Development Team, Raymond Periabras, hereinafter referred to as the "Host Training Establishments (HTE)";

-and-

CAGAYAN STATE UNIVERSITY, College of Engineering & Architecture, an educational institution duly organized and existing under Philippine Laws, with office address at Tuguegarao, Cagayan represented by Jerome Paul Viador, **OJT Coordinator**, hereinafter referred to as the "School";

-and-

Dante Louise B. Sapalo, 21 years of age, Filipino, and a resident of Libag Sur, Cagayan, represented in this act by his parent/guardian Lourdes B. Sapalo, hereinafter referred to as the "Trainee".

The HTE, the School, and the Trainee shall hereafter be collectively known as the "PARTIES".

WITNESSETH that:

WHEREAS, the HTE has an existing OJT program (hereinafter referred to as the "PROGRAM") for college students as part of their corporate social responsibility;

WHEREAS, the School has an existing curriculum for OJT and internship, and wishes to enroll the Student in the PROGRAM of the HTE;

WHEREAS, the TRAINEE has agreed to be placed under the PROGRAM of the HTE, and has passed the admission process conducted by the Sponsor Company;

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NOW THEREFORE, in view of the foregoing premises, the parties hereby agree and covenant as hereinafter set forth:

1. The HTE shall:

   a. Encourage student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
   b. Orient the student interns on the standard rules and regulations of their establishment before signing of contract;
   c. Ensure that student interns do not perform tasks and duties of regular position in HTEs;
   d. Provide supervised applied learning experience for student interns in accordance with agreed internship Plan and schedule of activities;
   e. Provide monitoring and evaluation reports or other information on the student intern's performance as may be required by the HEI;
   f. Notify and provides at least 30 working days written notice to the HEI of a student intern's breach of contract or misconduct in the internship premises prior to THE's decision to suspend or terminate the contract; and
   g. Issue certificates of completion for the student interns not later than two weeks.

2. The Trainee shall:

   a. Report for internship in the HTE based on the schedule indicated in the OJT contract/agreement;
   b. Perform tasks and activities assigned to him by the HTE in the positions assigned to him;
   c. Maintain confidentially, when and where appropriate during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and indicated or understood to be confidential;
   d. Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment;
   e. Submit a journal of internship as require by HTE reflecting on the approved internship activities, any problem/s encountered, and his or her reflections on the internship experience to the OJT coordinator.

3. The School shall:

   a. Assign OJT coordinator who will do rounds at HTE premises, with whom the HTE can discuss any pertinent issues concerning the Student and the Program;
   b. Ensure that the Student will comply with all the rules and regulations of the HTE and the School;

4. Due to the nature of the project which the Trainee may be assigned to, the Trainee may be posted, sent, detailed or assigned to perform job, task, service or work outside the principal office of the Sponsor Company at certain times of the day or for a definite period of time. Likewise, the Trainee may also be required to report beyond the eight (8) working hours.

5. The Trainee is fully aware and hereby confirms that in the event of accident, industrial accident, calamity, or unforeseen tragedy, sickness, illness or death while

on field work, as long as the foregoing did not arise by reason of the fault or gross negligence of the Sponsor Company, the Trainee shall have no claim or demand of whatsoever kind and nature against the Sponsor Company, being not its employee.

6. This agreement takes effect on July 8, 2024, until August 16, 2024 or until the required number of hours is complied with by the Trainee under the School curriculum.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures at Tuguegarao City, Cagayan, on the date above- written.

Meta Core Systems Inc	Cagayan State University COEA – Computer Engineering Department
Host Training Establishments	School

By:

RAYMOND PERIABRAS
Head of Technical and Development Team

Engr. BERNARD D. BISUECOS, DIT
Department Chair

DANTE LOUISE B. SAPALO
Trainee

LOURDES B. SAPALO
Parent / Guardian

E. Memorandum of Agreement

APPENDIX A

CSU-COE- OJT Form – 001

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into in Tuguegarao City, Cagayan, by and between the Cagayan State University (CSU) Carig Campus, represented by its Campus Executive Officer **ENGR. ROGER P. RUMPON, CSU CARIG CEO**, hereinafter referred to as FIRST PARTY, and the Metacore Systems INC. , represented by **RAYMOND PERIABRAS**, hereinafter referred to as SECOND PARTY.

WITNESSETH that:

WHEREAS, the Cagayan State University Carig Campus (FIRST PARTY) is a Higher Educational Institution (HEI) duly organized and existing under the laws of the Republic of the Philippines, with main office address located at Carig Sur, Tuguegarao City, Cagayan offering various engineering courses;

WHEREAS, CSU, has requested for an On-The-Job Training (OJT) of 240 hours for Computer Engineering student/s;

WHEREAS, Metacore Systems INC. , is a Reputable Host Training Establishment (HTE) duly authorized and registered entity in the Philippines by the Security Exchange Commission (SEC) / the Department of Trade and Industry (DTI) and with established system of trainings with office address located in Lot 16, Rainbow Village, Block 25 Iron Wood, Barangay 168, Caloocan, 1421 Metro Manila, Philippines ;

WHEREAS, Metacore Systems INC. , (SECOND PARTY) has granted the request for the On-The-Job Training (OJT) of the students;

WHEREAS, the FIRST PARTY and the SECOND PARTY recognize the need to:

1. Provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized host training Establishment;

2. Strengthen the implementation of the local internship through collaborative effort of the academe-industry linkage among the participating HEIs and Partner Institution /establishment;

3. Establish the harmonious collaboration/ linkages between higher education institutions(HEIs) and the Host Training Establishments (HTEs) for the effective implementation of the program to support the educational environment of the student interns;

4. Provide students enrolled in HEIs in the Philippines with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable HTEs in our country;

5. Enhance the knowledge and skill acquired in formal education of student interns through employer -based training , in order for them to become more responsive to the future demands of the labor market;

6. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the labor market;

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6. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and

7. Acquire a professional work ethic in the course of internship.

NOW THEREFORE, for and in consideration of these above premises and other mutual covenant hereinafter set forth, the parties do hereby stipulate the following:

That CSU SHALL:

1. Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;
2. Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;
3. Develop in collaboration with the duly selected HTE an internship contract signed by the student intern specifying goals and objective;
4. Ensure that intern will acquire actual and relevant competencies in each learning area, assignment, and schedule of activities. The internship plan shall part of the internship contract signed by the student intern, HTE and HEI;
5. Assign a coordinator for the student internship programs; and
6. Conduct pre- internship orientation/training to student interns, as a prerequisite to their development to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

That __Metacore Systems INC.__ , SHALL:

1. Design and implement the internship plan in partnership with the HEI;
2. Encourage student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
3. Assign a point/focal person responsible for the implementation of all phases of the internship;
4. Orient the student interns on the standard rules and regulations of their establishment before signing of contract;
5. Enter into an internship contract/agreement with the student intern;
6. Provide practical training or work experience in accordance with agreed internship plan and schedule of activities;
7. May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance and uniform, if applicable;
8. Ensure that student interns do not perform tasks and duties of regular position in HTEs;
9. Provide supervised applied learning experience for student interns in accordance with agreed internship Plan and schedule of activities;
10. Develop feedback mechanism to student and HEI of the overall implementation of the internship and the student performance;
11. Provide monitoring and evaluation reports or other information on the student intern's performance as may be required by the HEI;
12. Make available, accurate and current records of INTERNS and provide access to HEI of such records while on internship;
13. Notify and provides at least 30 working days written notice to the HEI of a student intern's breach of contract or misconduct in the internship premises prior to THE's decision to suspend or terminate the contract; and
14. Issue certificates of completion for the student interns not later than two

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weeks after the completion of internship.
BOTH parties further agree that,

1. Any part hereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or not enforceable only to that extent and no further;
2. The terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other that the signatories herein or their authorized representative;
3. The agreement shall be governed by and construed according to the laws of the Republic of the Philippines.

IN WITNESS WHEREOF, the parties have set their hands and cause the signature of their respective representatives to be affixed on this SEP 1 3 2024 of _____, 2024 at Tuguegarao City, Cagayan, Philippines.

Cagayan State University – Carig Campus
FIRST PARTY
By:

Engr. **ROGER P. RUMPON, MST**
Government Issued ID & No: _____
Issued on: _____
Issued at: _____

METACORE SYSTEMS INC.
SECOND PARTY
By:

MR. RAYMOND PERIABRAS
Government Issued ID & No: _____
Issued On: _____
Issued at: _____

Signed in the presence of:

Engr. **JOHN MICHAEL B. CASIBANG**
Dean, College of Engineering and
Architecture

BEFORE ME, parties personally appeared, known to me to be the same persons who executed the foregoing instrument, and who acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this SEP 1 3 2024 at Tuguegarao City, Cagayan, Philippines.

Doc No. 5U
Page No. 105
Book No. 10
Series of 2024

ATTY. ERNESTO E. GUZMAN, JR., CPA
Notary Public for the Province of Cagayan
Commission No. RTC-TUG-2023-42
Until December 31, 2024
Roll of Attorneys No. 73571
PTR OR No. 13531350/01-02-24, Cagayan
IBP OR No. IBA 06/01-01-2024 (CY 2024), Cagayan Chapter
MCLE Compliance No. VII-0016899

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F. Medical Certificate

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G. Daily Time Record

July DTR

August DTR

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H. Certificate of Completion

METACORE SYSTEMS INC.

INTERNSHIP CERTIFICATE

This certificate is proudly presented to

DANTE LOUISE B. SAPALO

in recorgintion of his hard work and dedication in completing his
two hundred forty (240) hours Internship Training in Information Technology
and other related works.

From July 08, 2024 to August 17, 2024 under the supervision and of the
Production Supervisor

Awarded this 17th Day of August 2024

Jerald A. Fortich
Corporate President

Raymond J. Periabras
Production Supervisor

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I. Evaluation Form

APPENDIX F

CSU-COE OJT FORM - 006

OJT GRADE SHEET

Name of Student- trainee: Dante Louise B. Sapalo   Year: 2023-2024

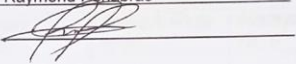Agency/Company: Meta Core Systems Inc.

Company Address: Block 25 Lot 16, Iron Wood St., Rainbow Village Phase 3,

Bagumbong, Caloocan City

Name of Supervisor: Mr. Raymond Periabras   Date: August 17, 2024

Signature of Supervisor: _____

Direction: Please put a check mark (/) in the description of the performance that applies to the traits of the student- trainee:

Parameter	PERFORMANCE				GRADE
	100-90	89-80	79-70	69-60	
Quality of Work	Superior	Very Good	Average	Poor	89
Knowledge of Work	Excellent	Good	Adequate	Insufficient	91.
Work Attitude	Very Enthusiastic	Shows great interest	Shows normal interest	Indifferent; uninterested	91
Attendance/ Punctuality	Attend daily; always on time	Occasionally Absent or late	Warned for tardiness/ truancy	Frequently absent /late	87
Decision-Making Ability	Makes accurate, well-informed decisions	Needs occasional guidance from supervisors/ others	Often needs help with decisions	Cannot make own decisions	89
Industry (Diligence)	Industrious; work area	Works steadily; good effort	Persistent in efforts	Avoids work; not persistent	88
Work Initiative	Seeks additional tasks, highly motivated	Alert to opportunities; makes good suggestions	Regular work performed promptly	Needs explanation of routine works	90
Organization Ability	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized Often	89

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Attitude Toward Others	Positive; takes active friendly interest in others	Pleasant; polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative	90
Acceptance Responsibility	Welcomes responsibility	Accepts willingly without protest	Accepts under protest	Avoids responsibility whenever possible	90

Directions: Please put a check mark (/) in the column that describes the specific job skill corresponding to the scale.

Specific Job-Related Skills	Excellent 100-90	Above Average 89-80	Average 79-70	Poor 69-60
Follows specific safety rules		/		
Wear necessary safety equipment (PPE)	—	—	—	—
Follows policies for well-being of all employees	/			
Applies knowledge of environmental, health, and safety issues	/			

In terms of a Numerical Grade, I would give a _____ 90 _____ .

100-90 = 1.0

89-20 = 1.5

79-70 = 2.0

69-60 = 3.0

59-0 = 5.0

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APPENDIX H
CSU-COE OJT FORM – 008

EXIT EVALUATION FORM
(This form is to be filled out by the Supervisor of the Student -Trainee)

Name of Company/Agency & Address <u>Meta Core Systems Inc., Block 25 Lot 16, Iron</u>
<u>Wood St., Rainbow Village Phase 3, Bagumbong, Caloocan City</u>
Name of Supervisor & Position <u>Mr. Raymond Periabras, Head of Technical and</u>
<u>Development Team</u>

P
I

Name of Student Intern: <u>Dante Louise B. Sapalo</u>

ease rate the student- trainee using the following scale: *5-Excellent; 4-Good; 3-Average; 2-Fair; 1-Poor; N/A-Does Not Apply*

Internship Period: Start: _____ End: _____

Department/ Tasks	Period	Student Outcomes	Ratings	Signature of Supervisor/ Mentor
Create pages and modals under Amenities in the HOA project	July 10, 2024 - July 15, 2024	Successfully added pages and modals under Amenities in the HOA project and also connected its functions to the endpoints in the backend.	4	
Added features under the Products page in the PRD Project	July 13, 2024 - July 19, 2024	Successfully added modals under the Products page and also connected its functions to the endpoints in the backend.	4	
Created pages and modals under Accounting Settings in the HOA project	July 20, 2024 - July 26, 2024	Successfully added pages and modals under Accounting Settings in the HOA project.	4	
Created pages under Financial Reports in the HOA project	July 26, 2024 – August 15, 2024	Successfully under Financial Reports in the HOA project.	4	
Created pages under Other Requests in the PRD Project	July 27, 2024 - July 31, 2024	Successfully added modals and also connected its functions to the endpoints in the backend.	5	
Added export to Excel functionality under Financial Reports in the HOA project	July 29, 2024 – August 14, 2024	The exported test files seem to exhibit no problems showing up during testing.	4	

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Added modals under Logistics in the PRD Project	August 1, 2024	Successfully added modals and also connected its functions to the endpoints in the backend.	5	
Added export to PDF functionality under Financial Reports in the HOA project	August 9, 2024 – August 15, 2024	The exported test files seem to exhibit no problems showing up during testing.	5	
Merged branches with other interns in the HOA project	August 13, 2024	All merged modules have no issues when tested.	4	
Added backend endpoints under Logistics in the PRD Project	August 16, 2024	All important backend endpoints can now be used in the Logistics frontend.	4	

AVERAGE RATING   4.3

ADJECTIVAL RATING

Please give your comments/ suggestion about the student-trainee and his/ her performance.

Comments:

Suggestions:

Signature of Supervisor: _____   Date: 08 / 17 / 2024

Signature of Student: _____   Date:

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