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**NARRATIVE REPORT
STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES**

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In partial fulfilment
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ACKNOWLEDGMENT

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DINOTHEO P. QUIROGA

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INTRODUCTION

INTRODUCTION

Internships in the Philippines offer students a valuable opportunity to acquire practical knowledge, skills, and attitudes related to their field of study. These programs are designed to enhance students' theoretical education by providing hands-on experience in recognized training establishments. Covering a wide range of fields, including higher education, occupational therapy, medical training, hospitality management, and community pharmacy, internships in the Philippines aim to prepare students for their future careers by giving them real-world experience. These programs are regularly reviewed and updated to ensure they meet the evolving needs of students and the demands of their respective professions (Typeset.io, 2024).

According to the guidelines set by the Commission on Higher Education, the Student Internship Program (SIP) is intended to offer students at host training establishments (HTEs) the chance to apply the knowledge and skills they have gained from formal education in a real work environment. These HTEs include private companies with established training systems, as well as recognized government and non-government institutions, such as civil society organizations, that equip students with the competitive skills and attitudes necessary for employment (Palabrica, 2024).

The City of GenTri Doctors Medical Center is a leading healthcare facility in General Trias, Cavite, dedicated to providing high-quality medical services to the community. Equipped with state-of-the-art technology and staffed by a team of highly skilled professionals, the center offers a wide range of healthcare services, including specialized medical treatments, emergency care, and preventive health programs. The institution is committed to delivering compassionate and patient-centered care, ensuring the well-being of its patients while also serving as a training ground for future healthcare professionals.

Objectives of the Student Internship Program

A primary goal of an internship is to provide exposure to a specific job role and industry. Although you may have an initial understanding of a job's nature, an internship offers a firsthand experience that reveals whether the role matches expectations, if you possess the necessary skills, and whether it aligns with interests. For instance, if you believe that advertising primarily involves creative tasks like developing catchy slogans, an internship at an advertising agency can show you that the field also entails consumer research, focus groups, and knowledge of client strategies in pricing, distribution, and media planning (Milano, n.d.).

Specifically, this aims to:

1. Build a good resume, gaining experience and achieving accomplishments during an internship enhances attractiveness to potential employers.
2. Have a network contacts, internships are valuable for building professional connections. These contacts can assist in finding future job opportunities, serve as references, or provide support for future projects.
3. Have a potential job, a successful internship can potentially lead to a job offer from the hosting company. To improve chances of securing a position, exceed expectations, understand the workplace dynamics, and build relationships with key individuals within the organization.

Significance of the Student Internship Program

Engaging in an internship offers invaluable real-world exposure and the opportunity to deepen one's knowledge while assessing the suitability of a chosen career path. These experiences provide not only firsthand insight into professional environments but also a clearer understanding of the career trajectory associated with specific job titles. Internships serve as a bridge between academic learning and

practical application, allowing individuals to see how theoretical knowledge is utilized in real work scenarios. This hands-on experience is crucial for developing the skills and competencies required in the professional world. Furthermore, the lessons and expertise gained during an internship can significantly enhance one's ability to perform effectively in future roles, making it a critical step in career development (Capital Placement, n.d.).

Time and Place of the Student Internship Program

The Student Internship Program was conducted from July 22, 2024, to August 28, 2024, spanning a period of 240 hours, 1 month, and 2 weeks. The internship took place at City of General Trias Doctors Medical Center, located in General Trias City, Cavite, Philippines. The program was structured with daily working hours from 8:00 AM to 5:00 PM. Assigned in the IT Department, which provided a dynamic environment for engaging in various professional activities and projects relevant to their field of study. The specific duration, location, and departmental assignment were selected to align with the academic calendar and industry requirements, ensuring a comprehensive and impactful internship experience.

THE HOST TRAINING ESTABLISHMENT

THE HOST TRAINING ESTABLISHMENT

Location of the Host Training Establishment

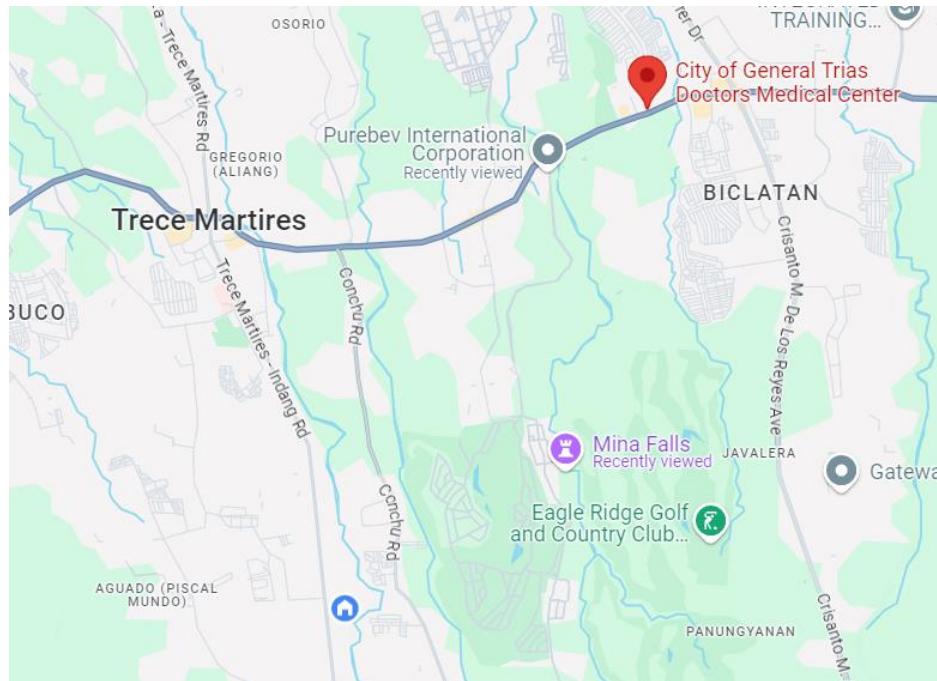


Figure 1. Google Maps location of CGTDMC

The City of GenTri Doctors Medical Center is strategically located in General Trias, Cavite, a rapidly developing city in the Calabarzon region of the Philippines.

Profile of the Host Training Establishment



Figure 2,3. Building and Logo of CGTDMC

Dr. Ricardo M. Beroncal, MBA, MHA, holds the position of President & CEO at the City of General Trias Doctors Medical Center Inc. (CGTDMC), an esteemed healthcare institution in Cavite that was established on August 11, 2013. Over the years, CGTDMC has grown into a seven-story facility, encompassing 9,000 square meters of floor space and offering up to 100 beds to accommodate patients. The center is equipped with state-of-the-art diagnostic and emergency facilities, showcasing its dedication to providing advanced medical care. CGTDMC's commitment to excellence is further evidenced by its numerous certifications and accreditations, which underscore its compliance with rigorous medical and safety standards. Additionally, the center integrates eco-friendly design and waste management practices into its operations and actively engages in community outreach programs to promote regional health and support underserved populations.

Vision and Mission Statements of the Host Training Establishment

MISSION

To provide a safe and integrated medical care attuned to the highest clinical and ethical standards by a team of dedicated and dynamic healthcare specialists.

VISION

By 2030, the City of General Trias Doctors Medical Center envisions itself as a level-3 medical center providing innovative and highly specialized diagnostic and therapeutic services in Cavite.

Goals and Objectives of the Host Training Establishment

Goal. Our goal is to create a healthier and more resilient society by ensuring that every individual has access to high-quality healthcare. We aim to break down barriers to healthcare, making it accessible and equitable for all members of the community. Through a commitment to continuous improvement, we strive to promote wellness and enhance the overall quality of life for everyone we serve.

Objectives. We are dedicated to providing our patients with excellent, affordable, and compassionate medical services delivered by highly competent healthcare specialists and staff. We focus on personalized care that respects the unique needs of each patient, ensuring they receive the best possible outcomes. Our team is committed to ongoing professional development and innovation, enhancing our ability to serve our community effectively.

Organizational Structure of the Host Training Establishment



Figure 4. Organizational Structure of CGTDMC

THE TRAINING AREA

THE TRAINING AREA

Department Function

The IT department serves as a crucial hub within any organization, ensuring the smooth operation of technology systems and supporting various technological needs. It is responsible for managing and maintaining hardware, software, and network infrastructure, as well as providing technical support and troubleshooting services. This department plays a vital role in implementing technological solutions, safeguarding data, and enhancing overall efficiency. Engaging in training within the IT department provides valuable experience in handling diverse technical challenges and contributes to the development of essential skills in the ever-evolving field of information technology.

Organizational Structure of the Department, Functions, and Responsibilities

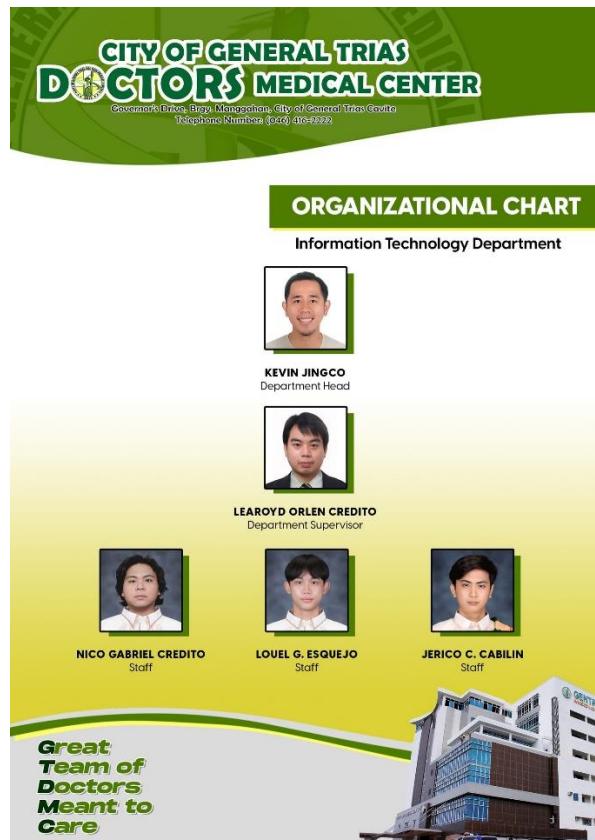


Figure 5. Organizational Structure of IT Department

The Department Head, Sir Kevin Jinco, holds the highest leadership position in the IT department. His primary responsibilities include overseeing all IT operations, ensuring that the department meets its objectives, and aligning IT initiatives with the hospital's strategic goals. He is responsible for decision-making at the highest level, including budgeting, planning, and resource allocation. Sir Kevin also plays a critical role in developing and implementing IT policies and procedures, ensuring that the hospital's systems are secure, efficient, and compliant with regulatory standards. Additionally, he is involved in managing relationships with vendors, negotiating contracts, and ensuring that the IT department is equipped with the necessary tools and technologies to support the hospital's needs.

The IT Supervisor, Sir Learoyd Credito, works closely with the Department Head and is responsible for the day-to-day management of the IT team. His role involves supervising the IT staff, coordinating tasks, and ensuring that all technical issues are resolved promptly. Sir Learoyd also oversees the implementation and maintenance of IT systems, ensuring that they function smoothly and efficiently. He plays a key role in troubleshooting more complex technical problems and provides guidance and support to the IT staff. In addition to his supervisory duties, Sir Learoyd is also responsible for training and mentoring new staff members, helping them to develop the skills they need to succeed in their roles. He ensures that the IT department operates within its budget and meets its deadlines, making him a crucial link between the Department Head and the IT staff.

The IT Staff members, including Sir Louel Esquejo, Sir Nico Credito, and Sir Jerico Cabilin, are the backbone of the IT department, handling the technical and operational tasks that keep the hospital's IT infrastructure running smoothly. Their responsibilities include troubleshooting hardware and software issues, maintaining network and server systems, and providing technical support to hospital staff. Each

staff member may specialize in different areas, such as network management, software support, or hardware maintenance, but they all work together to ensure that the hospital's IT systems are reliable and efficient. The IT Staff also play a critical role in implementing new technologies, conducting regular system updates, and ensuring that all IT equipment is functioning correctly. Their work is essential for maintaining the day-to-day operations of the hospital, making them an integral part of the IT department's success.

Facilities



Figure 6. IT Department Office

The IT office is a compact yet highly functional workspace, characterized by its array of essential IT equipment. The room is equipped with multiple monitors, which may be used for tasks such as surveillance, data monitoring, or managing multiple-screen setups. In the background, a large tower likely houses one or more servers,

crucial for network and data storage. Networking equipment, including routers and switches, is visible, reflecting the complexity of the network infrastructure. The office features several workstations, each with computers and keyboards, indicating that multiple individuals are engaged in various tasks. Additionally, miscellaneous equipment such as cables, power supplies, and storage boxes contribute to the space's cluttered yet operational environment.



Figure 7. IT Department Stockroom

The stockroom, directly adjacent to the IT office, serves as a repository for spare parts, equipment, and supplies. On the right side, the shelves contain spare printers, monitors, service report papers, and boxes full of Bizbox service report papers from 2023 to the present. The left side houses workstations where interns can fix printers. The door leads to the office, allowing for easy access to necessary equipment and supplies. This close proximity ensures efficient operations and minimizes downtime.

Equipment



Figure 8. Computer work station

The IT department relies on a diverse array of equipment to carry out its responsibilities efficiently and effectively. Central to its operations are computers, telephones, and workstations, which are indispensable for daily tasks such as troubleshooting, data encoding, receive calls, and routine administrative work. Monitors play a crucial role in this environment, enabling staff to manage multiple applications simultaneously, monitor network performance, and conduct detailed data analysis.



Figure 9,10. LAN Crimping Tool and LAN Tester with Wire Checker

For specific tasks, such as crimping LAN cables, specialized tools are employed to attach connectors securely and ensure robust network connections. Cable testing tools are also essential, used to verify the integrity and functionality of network cables, thereby preventing connectivity issues.



Figure 11,12. EPSON Printer, SMART 31s ID printer

Printers and scanners are integral for generating and managing physical documents and IDs, supporting both IT functions and other departmental needs.



Figure 13. IT Servers and Routers

Networking equipment, including routers and switches, forms the backbone of the organization's network infrastructure, facilitating smooth and reliable connectivity across the entire system. Servers, often large tower units, are pivotal for network and data storage, handling critical operations and ensuring data integrity.



Figure 14, 15, 16, 17. Sound System with Laptop, Audio Mixer, Microphones with Receivers, and Speakers with stand

Sound systems, including microphones, speakers, and audio mixers, are utilized for setting up audio during events and meetings, ensuring clear and effective communication.



Figure 18, 19. Televisions used for advertisement and Projector

Additionally, televisions and projectors are set up for presentations and displaying information, contributing to successful events and meetings.

The IT department also uses various miscellaneous items, such as cables, power supplies, and storage boxes, to organize and maintain its operations. Collectively, this equipment supports the department's efforts to ensure smooth operations, address technical challenges, and facilitate effective communication within the organization.



Figure 20. BizBox Hospital Information System

To manage hospital-specific tasks, the department relies heavily on the BizBox Hospital Information System, a comprehensive software platform designed to

streamline hospital operations. This system is essential for managing patient records, billing, inventory, and other critical administrative functions, ensuring that the hospital's operations run smoothly and efficiently.

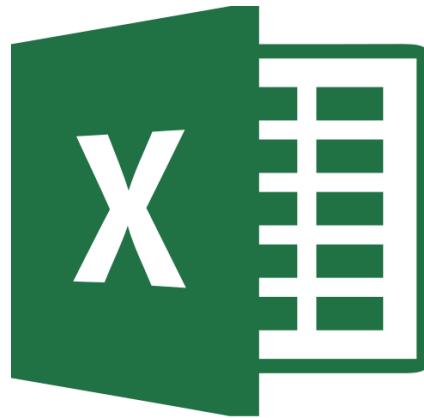


Figure 21. MS Excel

The IT department at CGTDMC uses MS Excel for tasks such as tracking inventory and generating detailed reports, ensuring that data is accurately managed and easily accessible.

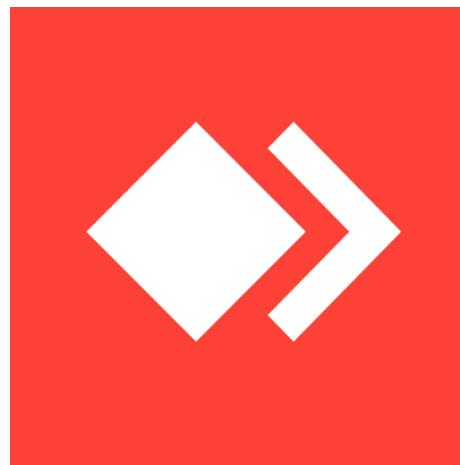


Figure 22. Anydesk

Anydesk is utilized by the IT department to provide remote support, allowing them to quickly resolve technical issues across various hospital departments.



Figure 23. Adobe Photoshop

Adobe Photoshop is essential for the IT department's creation and editing of visual content, including the design of employee IDs and other promotional materials.

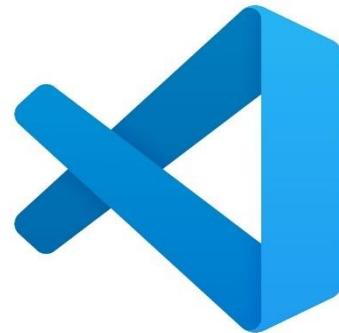


Figure 24. Visual Studio Code

VS Code is used by the IT team to support their coding needs, enabling them to customize software and automate processes within the hospital's IT infrastructure.

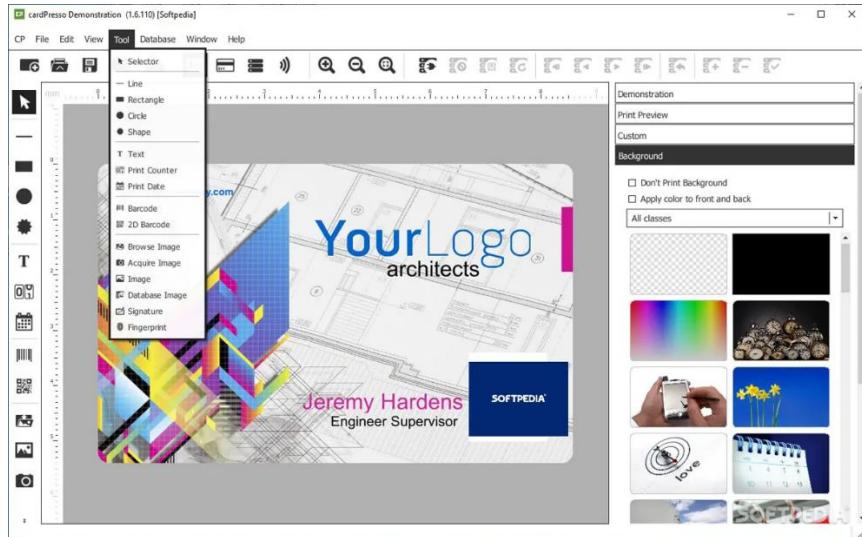


Figure 25. ID card maker

The ID card maker plays a crucial role in the IT department's operations, allowing them to produce secure and high-quality identification cards for hospital staff, which are essential for safety and access control.

Standard Operating Procedures

In the IT department, several key tasks are performed to ensure smooth operations and effective communication. Crimping LAN cables involves attaching connectors to cables to establish reliable network connections, a fundamental task for maintaining network infrastructure. Troubleshooting network connections and printers is crucial for resolving connectivity issues and ensuring that all devices function properly. Data encoding into systems such as the BizBox Hospital Information System, Philhealth Information System, and Equipment Information System involves accurate data entry and management, which is essential for maintaining up-to-date and reliable records.

Additionally, setting up sound systems and TVs for events or meetings is a vital part of the department's role, ensuring that audio-visual equipment is correctly installed and functioning for various organizational events. Communication with other

departments primarily occurs through phone calls and the direct delivery of BizBox service report papers, facilitating clear and efficient exchanges of information. These tasks collectively contribute to the effective operation of the IT department, supporting the broader goals of the organization.

THE TRAINING EXPERIENCE

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Task Performed

During the on-the-job training (OJT) at City of GenTri Doctors Medical Center (CGTDMC), the student was assigned to a variety of tasks that involved technical, administrative, and event coordination responsibilities.

These tasks included:

1. Troubleshooting network issues. The student resolved connectivity problems within the hospital's network, ensuring smooth and uninterrupted communication between systems. (SO.a, SO.f, SO.c)



Figure 26. Troubleshooting BizBox HIS

2. Repairing printers. They fixed malfunctioning printers, which were critical for the daily operations of multiple departments. (SO.b, SO.f)



Figure 27. Help fix a faulty printer



Figure 28. An opened printer to see if there are any debris caused to paper jam

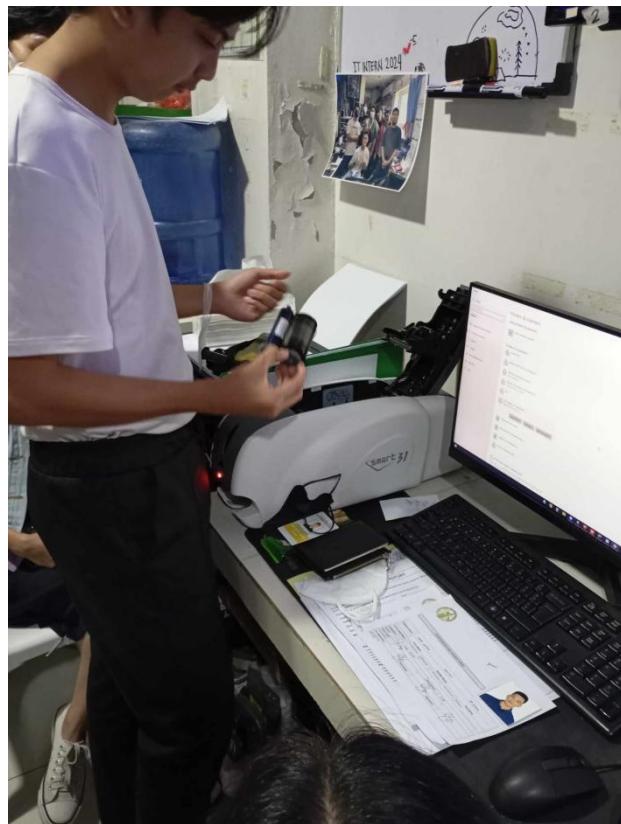


Figure 29. Reloading Ink for the ID printer

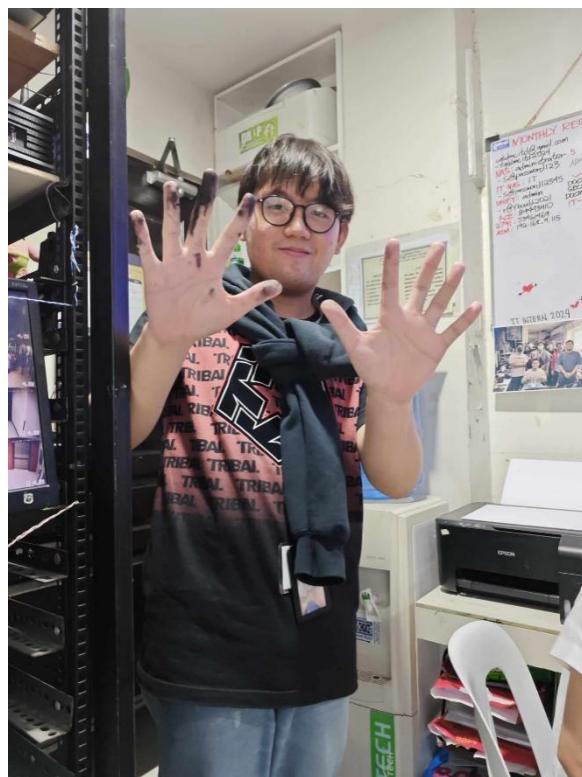


Figure 30. Aftermath of fixing a printer

3. Managing and monitoring CCTV systems. The student ensured that the hospital's surveillance systems were functioning properly, contributing to the overall security of the facility. (SO.d, SO.c)



Figure 31. Crimping LAN Cables



Figure 32. Fixing CCTV camera



Figure 33. Back-up CCTV footages

4. Setting up sound systems for events. They were responsible for setting up and testing audio equipment during hospital events, ensuring clear communication and a successful event experience. (SO.e, SO.g)



Figure 34. Help manage the event

5. Tallying BizBox service reports. The student tracked and recorded service reports related to the BizBox Hospital Information System, which is essential for hospital management. (SO.a, SO.j). Data encoding to BizBox Hospital Information System. The student entered and managed data within the hospital's information system, ensuring accurate and up-to-date records. (SO.a, SO.i)

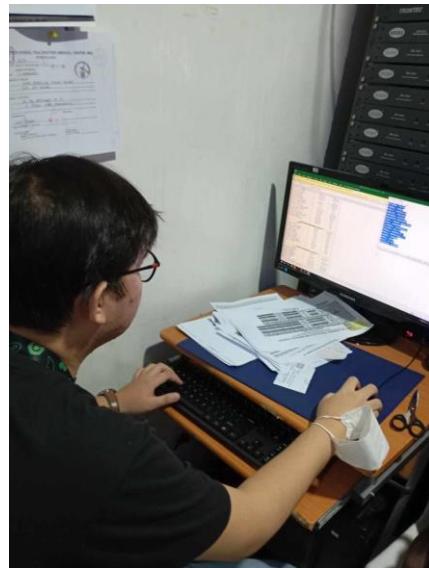


Figure 35. Tallying Reports and Encoding names

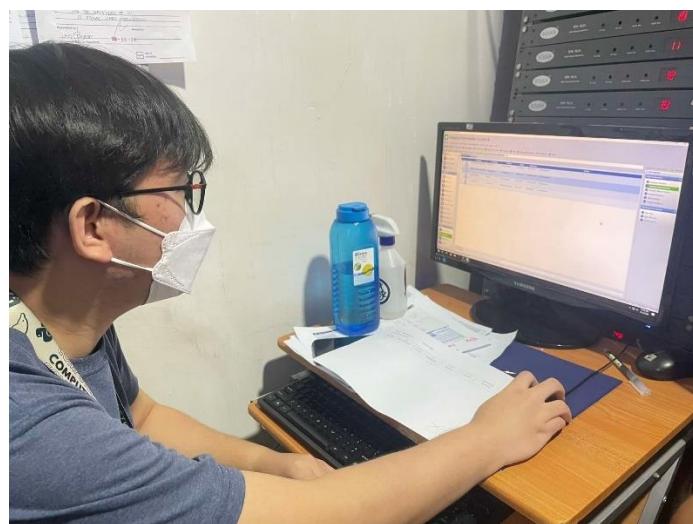


Figure 36. Encoding in BizBox HIS

6. Creating IDs. The student utilized Photoshop to design and edit visual content, including creating IDs for employees. They also encoded various data sets into systems to ensure accurate record-keeping and efficient information management (SO.f).



Figure 37. Photoshopping, making IDs for employees



Figure 38. Creating and Encoding the IDs for employees

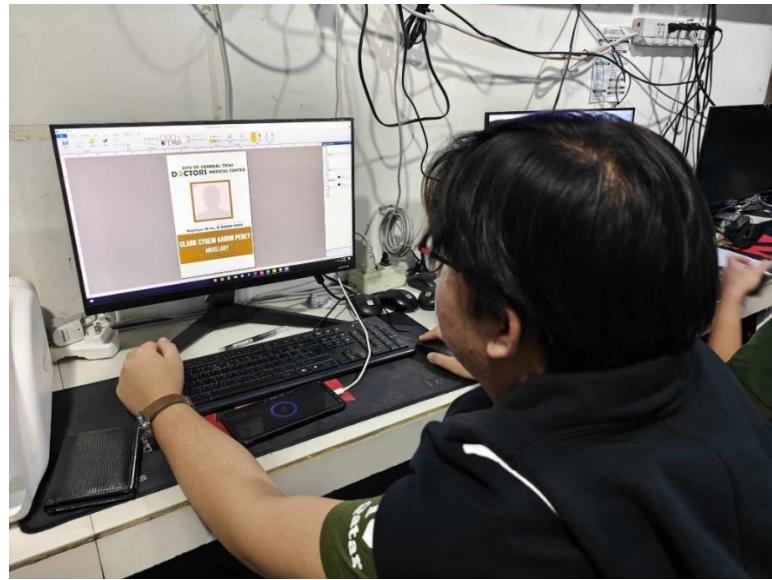


Figure 39. Making an Ancillary ID for employees

7. Repairing PCs. The student effectively diagnosed and repaired hardware and software issues on PCs, ensuring that all systems were fully operational and met the needs of various hospital departments. This involved troubleshooting problems, replacing faulty components, and performing routine maintenance to optimize computer performance (SO.a, SO.c, SO.f).



Figure 40, 41. Troubleshooting a PC

8. Setting up TVs. The student was responsible for setting up and configuring TVs in different areas of the hospital, ensuring they were properly connected and displayed the necessary content. This task required attention to detail and a solid understanding of AV equipment to guarantee seamless operation and user satisfaction (SO.e, SO.f, SO.g).



Figure 42, 43. Setup TVs in the Lobby



Figure 44. Setup TVs in the Rooftop for orientation

Strengths of the Area Leading to the Attainment of the Student Outcomes

SO.a. Apply knowledge of computing fundamentals, knowledge of a computing specialization, and mathematics, science and domain knowledge appropriate for the computing specialization to the abstraction and conceptualization of computing models from defined problems and

requirements. The student applied knowledge of computing fundamentals, specialized computing knowledge, and mathematics in solving technical issues. For instance, in troubleshooting network problems, they utilized their understanding of network protocols and configurations to diagnose and resolve connectivity issues. This required the abstraction of complex networking models to identify the root cause, demonstrating the practical application of computing principles to real-world problems.

SO.b. Identify, analyze, formulate, research literature, and solve complex computing problems fundamentals principles of mathematics, computing sciences, and relevant domain disciplines. The student encountered challenges such as resolving printer malfunctions affecting multiple departments. By researching the issue, analyzing error logs, and consulting relevant literature, they formulated a solution that restored the printers to full functionality. This process emphasized the importance of a methodical approach to problem-solving, incorporating computing science principles and domain-specific knowledge to address complex issues.

SO.c. An ability to apply mathematical foundations, algorithmic principles and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices. In setting up and configuring CCTV systems, the student applied mathematical foundations, algorithmic principles, and computer science theory to optimize system performance and security. This involved balancing high-quality video streams with network infrastructure limitations, demonstrating an understanding of the tradeoffs involved in system design.

SO.d. Knowledge and understanding of information security issues in relation to the design, development and use of information systems. The student demonstrated knowledge and understanding of information security issues, particularly in managing the hospital's CCTV system and handling sensitive data. They applied security protocols and best practices to ensure system security and protect patient

information, reinforcing the importance of incorporating security considerations into information system management.

SO.e. Design and evaluate solutions for complex computing problems and design and evaluate systems, components, or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations. The student was involved in designing and evaluating solutions for complex computing problems, considering public health, safety, and societal implications. For example, when setting up sound systems for events, they ensured safe installation and operation, and maintained patient data confidentiality during technical operations, highlighting the importance of these considerations in system design and evaluation.

SO.f. Create, select, adapt and apply appropriate techniques, resources and modern computing tools to complex computing activities, with an understanding of the limitations to accomplish a common goal. The student effectively used modern computing tools, such as network diagnostic software and CCTV management systems, to accomplish complex tasks. They understood the limitations of these tools, including network bandwidth constraints and hardware compatibility issues, and adapted their approach to find suitable solutions.

SO.g. Functions effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings. Working with the IT team, the student developed the ability to function both independently and as part of a team. Collaboration was crucial in assisting with event setups and resolving technical issues, requiring clear communication and effective teamwork with diverse groups.

SO.h. Communicate effectively with the computing community and with society at large about complex computing activities by being able to comprehend and write effective reports, design documentation, make effective representations, and give and understand clear instructions. Effective communication was a key aspect of the student's role. They wrote clear reports on

network issues, created documentation for system setups, and provided instructions to colleagues. Their ability to convey complex information understandably was essential to the success of their tasks.

SO.i. An ability to recognize the legal, social, ethical and professional issues involved in the utilization of computer technology and be guided by the adoption of appropriate professional, ethical, and legal practices. The student recognized and adhered to legal, social, ethical, and professional issues in their work. For instance, when handling sensitive patient data or configuring surveillance systems, they followed legal and ethical guidelines to protect privacy and confidentiality, ensuring professionalism and responsibility.

SO.j. Recognize the need, and have the ability, to engage in independent learning for continual development as a computing professional. The dynamic nature of the tasks during the OJT underscored the importance of continual learning. The student engaged in independent learning to stay updated on new software tools and security practices, reinforcing their commitment to lifelong learning as a crucial aspect of professional development.

Daily Journal

Day 1: 22 July 2024; 8 hours. My on-the-job training started at the function hall on the rooftop section of the Gen-Tri Docs building. We began at 10-11 AM and were greeted by two HR department employees. We watched a video orientation about the hospital, covering its vision and mission, sections of the building, and other principles. There are 14 interns in total, seven from section 3-2 and the other seven from section 3-4. After watching the video orientation, we ate at the canteen until 1 PM because we could not leave the building. Then we went to the HR department room on the 4th floor to receive our time cards. We were interviewed to determine where the HR would assign us according to our resumes or curriculum vitae. After the interviews,

we were assigned to different departments. Four of us were assigned to the IT department, two to the HR department, and others to the marketing department, property and printing department, medical records section, accounting department, and PhilHealth section. Once assigned, we proceeded to our respective departments and started our duties. In the IT department, where I was placed, there are three employees: Sir Louel, Sir Nico, and Sir Jericho (SO.g). The room is not very big and is filled with computer equipment, including the main CCTV and servers. We observed their work, which mostly involved troubleshooting and encoding lists like medicines, patients, and even food prices from the canteen. We did not do much initially; we mainly observed and asked questions about our future tasks (SO.i). After 5 PM, we timed out with the guard at the back of the basement building. Tomorrow, our regular working hours will be from 8 AM to 5 PM.

Day 2: 23 July 2024; 16 hours. We started our day at 8:05 AM by observing the workflow and handling our first call pickup. One of our initial tasks was to update the prices on the canteen menu. We then moved on to using Photoshop to edit some signatures, ensuring they were clear and properly formatted. Afterward, we created new IDs by inputting the picture, signature, ID number, and name into the database (SO.a, SO.f, SO.i). Once the IDs were ready, we printed them and delivered them to the HR department, where they signed the ID distribution book to confirm the handover (SO.g). Later in the day, we encountered an issue with a dripping ceiling in the 4th-floor office, prompting us to relocate a PC to prevent water damage. We also attempted to connect a sub-PC printer to the main PC printer, but unfortunately, this effort was unsuccessful. Despite these challenges, we managed to complete our tasks and timed out exactly at 5 PM, marking the end of a productive day.

Day 3: 24 July 2024; 24 hours. We started our day at 8:00 AM and went to the OPD outside to sort some wirings. We provided the requirements needed for our

intern IDs, including two 2x2 pictures, a photocopy of our vaccine card, and a long brown folder. Similar to the previous day, we used Photoshop to edit the pictures and signatures for employee IDs (SO.a). Once the IDs were ready, we printed them and delivered them to the HR department for signing (SO.g). We observed how the staff credited notes for medicines in the hospital information system, gaining insight into their data management processes (SO.j). Our day concluded at 5 PM, at which time we timed out, marking the end of another productive day.

Day 4: 25 July 2024; 32 hours. We clocked in at 8 AM and began our day by turning on the three TVs in the OPD, lobby, and basement. We assembled a computer by plugging in the necessary wires and tested the printer in the HMO office. Shortly after, I received a call from the Radiology department regarding blacked-out x-ray images of a patient. Since the IT staff was unavailable, we informed Radiology that we would call back once the IT staff was present. Throughout the day, we also received calls from HMO, CSR, and Billings, as well as urgent calls from the ER, and nurse stations on the 7th and 3rd floors (SO.g, SO.i). In addition to handling calls, we observed the process of posting and unposting billings in the health information system. We then went to the ER to fix an internet connection issue, which was necessary for using the BizBox system (SO.b). During our tasks, we encountered a PC problem where the computer would not start due to a stuck fan (SO.f). It was also my first time receiving a BizBox service report from a nurse, which I then handed over to the IT staff (SO.i). To cap off the day, I received my intern ID. We clocked out at 5 PM, concluding another busy and informative day.

Day 5: 26 July 2024; 40 hours. We started our day at 8 AM as usual and began by teaching the two intern girls how to turn on the three TVs located on the ground floor, in the OPD, and in the basement. Afterward, we carried a box containing a TV from the main entrance to a car. Our next task took us to the 3rd floor nurse station, where we fixed a printer connection issue (SO.c). During this time, we

observed Sir Nico using Anydesk to connect his home PC to the office PC to address concerns from the hemodialysis department (SO.f). Throughout the day, we received and handled several calls. We addressed issues from the OPD OB, the 3rd floor nurse station, the hemodialysis department, and the 6th floor nurse station (SO.g, SO.h). We also encountered a problem with a PC in Radiology that would not boot up and was stuck on the HP loading screen. Additionally, we reviewed CCTV footage to investigate a missing wallet incident. Our day concluded at 5 PM, marking the end of another productive day.

Day 6: 27 July 2024; 48 hours. I timed in at 8 AM, and today I was alone since it was a Saturday and not very busy. I started the day by opening the IT room and turning on all the TVs in the OPD, ground floor, and basement. Afterward, I proceeded to open the PCs and CCTVs. I spent some time observing the process of credit noting and tallying up papers in an Excel sheet, which was a valuable learning experience (SO.a). During the day, a former intern visited the IT room and showed us an Excel project he had been working on for his company. Additionally, my co-intern visited to discuss ID work, which they will start on Monday for the narrative report. Throughout the day, my duties primarily involved picking up phones and taking BizBox service reports. The HR department called and requested a review of the CCTV footage from the basement, so we backed up the footage to a USB and will give it to HR on Monday (SO.d). I also learned how to perform a basic internet restart by turning the routers off and on (SO.f). In terms of calls, I noted several issues. The canteen called about a BizBox connection issue (SO.b). The billing department followed up on a credit note. The OB department had a network connection problem (SO.b). Overall, it was a productive day, even if it was less hectic than usual. I ensured all tasks were completed and assisted with any issues that arose, making sure everything ran smoothly despite being the only one on duty.

Day 7: 29 July 2024; 56 hours. I timed in at 8 AM and began the day by turning on the TVs. My first task involved crimping LAN cables at the IPCC and ER, ensuring the network connections were properly set up (SO.b, SO.c, SO.f). We then addressed a BizBox login problem in the HMO department, troubleshooting the issue until it was resolved. Additionally, we fixed a printer issue in the products and printing department, ensuring their equipment was functioning smoothly (SO.f, SO.g). The day concluded with me timing out at 5 PM, marking the end of a productive and technically engaging day.

Day 8: 30 July 2024; 64 hours. We started the day by turning on the TVs. Our first task was fixing the wireless connection of the printer in the HR department, ensuring it was properly connected and functioning (SO.a). We then attempted to fix a CCTV camera at the back door outside, addressing the technical issues it was experiencing. Throughout the day, I answered calls and observed the workflow, gaining a better understanding of the daily operations and common issues (SO.j). Additionally, I spent time reviewing CCTV footage as part of our ongoing security monitoring tasks (SO.f). The combination of technical troubleshooting and observational learning made for a well-rounded and productive day.

Day 9: 31 July 2024; 72 hours. I started the day by answering calls and addressing various technical issues. One of my first tasks was fixing a biometric scanner, ensuring it was functioning correctly (SO.a). Following this, I reset the printer in the Benefits department, resolving the printing issue there. Next, I fixed the printers in multiple locations: the OPD OB, the canteen, and Radiology, making sure they were all operational (SO.f). We also backed up the biometrics data and converted the biometrics history to an Excel sheet using the attendance management program (SO.b, SO.f). In addition to these tasks, I made IDs for the staff and delivered them to

the HR department (SO.g). The day was filled with troubleshooting and administrative tasks, which helped maintain smooth operations across various departments.

Day 10: 1 August 2024; 80 hours. I started the day by addressing printer issues in the Benefits and Accounting departments (SO.a). In Accounting, the printer was not printing black ink, so we cleaned the printer head to resolve the issue (SO.a). Afterward, we went to the rooftop function hall to fix a microphone problem and set up the TVs for an upcoming event (SO.b, SO.e). Additionally, we created BizBox accounts, ensuring that new users had access to the necessary systems (SO.f). The day involved a variety of technical tasks, contributing to the smooth operation of different departments and upcoming events.

Day 11: 2 August 2024; 88 hours. I started the day by observing the workflow and providing BizBox service reports to the IT staff. After turning on the TVs, I proceeded to fix the printer in Radiology and addressed a network connection issue in the HMO department (SO.a, SO.b). Throughout the day, I tallied BizBox service reports to keep track of the tasks completed and pending (SO.f). Additionally, I observed Sir Nico as he performed credit noting by remotely accessing the office PC from his home PC, gaining insights into remote troubleshooting techniques (SO.c). The day was a mix of hands-on technical work and observational learning, contributing to my understanding of various IT processes.

Day 12: 3 August 2024; 96 hours. I began the day by turning on the TVs and then focused on preparing for the interhospital event. This involved gathering necessary equipment such as laptops, microphones, extensions, and receivers and setting them up in the court (SO.a, SO.e). Next, We posted posters around the basement to inform attendees about the event. I also helped prepare and organize the court to ensure everything was set up correctly (SO.f). Throughout the day, I observed

the workflow to understand the event management process better. Finally, I watched the interhospital event, observing how it was conducted and managed. The day was a blend of logistical preparation and observational learning, providing valuable insights into event coordination.

Day 13: 5 August 2024; 104 hours. I started the day by turning on the TVs and then proceeded to fix printers in the Dietary department and other departments, ensuring they were all operational. Next, I replaced the power supply in the system unit of the OPD, which restored its functionality (SO.a). I spent some time tallying the BizBox service reports to keep track of ongoing tasks and their statuses. Additionally, I fixed internet connection issues in the President's Office, the annex, and other departments, ensuring everyone had stable network access (SO.b). I observed Sir Louel Photoshopping the game schedules and teams for the upcoming interhospital event, learning some design techniques in the process (SO.f). Later, I used pushcarts to transport trophies from the court to the President's Office (SO.f). Throughout the day, I answered calls and provided BizBox service reports to the supervisors, maintaining clear communication and workflow (SO.g).

Day 14: 6 August 2024; 112 hours. I began the day by turning on the TVs and then focused on tallying credit notes to ensure accurate financial records. I spent some time using Photoshop to edit 2x2 pictures, which was a useful skill for various tasks (SO.a). Throughout the day, I answered calls and provided BizBox service reports to the IT staff, keeping them informed of any issues and updates. Interestingly, there was not much troubleshooting needed today, as all printers and network connections were functioning properly (SO.g). The day was relatively calm, allowing me to focus on administrative tasks and support roles, contributing to the smooth operation of the IT department.

Day 15: 7 August 2024; 120 hours. I started the day by turning on the TVs, ensuring all displays were operational. My first technical task involved fixing printers in the Marketing and Accounting departments, resolving any issues they had. Additionally, I replaced a faulty power supply in a CPU in the HR department, restoring its functionality (SO.a). Next, I addressed a network connection problem in Medical Records by resetting the routers, which successfully restored their connectivity (SO.b). Throughout the day, I answered calls and provided BizBox service reports to the supervisors, maintaining clear communication and efficient workflow (SO.g). I also tallied the BizBox service reports to keep track of completed and pending tasks. Later, we went to the court to check the volleyballs and basketballs in preparation for the upcoming games (SO.e). The day was a mix of troubleshooting and administrative duties, ensuring all systems and equipment were ready for use.

Day 16: 8 August 2024; 128 hours. I started the day by turning on the TVs, ensuring everything was up and running smoothly. My ongoing tasks included answering calls, providing BizBox service reports to seniors, and tallying those reports to keep track of the IT department's activities (SO.g). In terms of technical work, I fixed a CCTV issue and addressed a printer problem in the accounting department (SO.a). Additionally, I helped set up for the orientation of new interns, making sure everything was ready for their arrival (SO.b, SO.e). Later, I assisted in setting up equipment for the interhospital volleyball games, including sound systems, to ensure the event would go off without a hitch (SO.e). The day was a mix of technical troubleshooting and event preparation, contributing to both the smooth operation of daily tasks and the successful setup of important events.

Day 17: 10 August 2024; 136 hours. I began the day by turning on the TVs, followed by answering calls and providing BizBox service reports to seniors. As usual, I tallied the BizBox service reports to maintain an organized record of ongoing tasks

(SO.g). In terms of technical work, I fixed a printer issue in the Dietary department, where the printer could not connect (SO.a). Additionally, I handled a printer in the Engineering department, which required a printer head cleaning and power cleaning to remove empty lines of ink. I also resolved a BIOS reset problem in the accounting department (SO.a). Later, I helped set up equipment like sound systems in the court for tomorrow's event, which includes a fun run as well as volleyball and basketball games (SO.b, SO.e). Additionally, I printed some basketball icons for Sir Eloi, which will be used in the event at the court (SO.e). The day was a mix of troubleshooting, event preparation, and administrative tasks, ensuring everything was set up and ready for the upcoming activities.

Day 18: 12 August 2024; 144 hours. I started the day by turning on the TVs and then focused on answering calls, providing BizBox service reports to seniors, and tallying those reports to maintain a clear overview of ongoing tasks. In the Accounting department, I fixed a BIOS reset issue, ensuring their systems were running smoothly (SO.a). I also helped set up a TV in the Marketing department and assisted with fixing a KPACS display in the Radiology department. Additionally, I resolved a BizBox login problem in the Billing department and added new BizBox accounts and modules in the Hospital Information System (SO.b). We tackled a broken speaker issue in the Printing and Properties department, ensuring it was addressed. We also set up a printer and scanner in the HMO department, making sure the equipment was ready for use. Later, we tested a speaker and transported necessary equipment from the rooftop to the lobby in preparation for upcoming events (SO.g). To improve efficiency, we created an Excel sheet for callback reports, inputting details like time, date, department, and concerns, replacing the previous method of using notepad (SO.c). We also used Canva to prepare a presentation for an upcoming mass and created a VIP express card (SO.f). Finally, we installed printer drivers in the Benefits department on the

ground floor. The day involved a variety of tasks, from technical troubleshooting to event preparation and administrative improvements.

Day 19: 13 August 2024; 152 hours. The day began as usual with turning on the TVs, followed by answering calls and providing BizBox service reports to seniors. I also continued tallying the BizBox service reports to ensure accurate records (SO.b). In the Billing department, I fixed a printer connection issue, restoring their ability to print documents (SO.a). The day was particularly eventful with a mass held at the lobby, for which I helped transport the necessary equipment from the rooftop to the lobby. Following the mass, there was a buffet on the rooftop, where I also assisted in setting up the sound systems to ensure everything ran smoothly. A significant portion of the day was spent re-tallying all the credit notes from the first day of August (SO.b, SO.f). Unfortunately, one of the interns had tallied them in the wrong Excel sheet, so we had to start from scratch, going through all the BizBox service report papers and slips to correct the records. Additionally, I attended an online meeting with CvSU about the new narrative report format, gaining insights into upcoming changes. I also installed printer drivers, set up drivers, adjusted printing preferences, and configured sharing through network IP addresses, connecting other computers to the main printer (SO.c). Lastly, I fixed a paper jam issue in the Credits and Collection department, ensuring their equipment was fully operational. The day was a mix of troubleshooting, event support, and important administrative tasks.

Day 20: 14 August 2024; 160 hours. On day 20 of my on-the-job training, I managed several tasks, including turning on TVs, answering calls, and ensuring that BizBox service reports were accurately tallied and provided to seniors. I also continued refining the callback form program I created, which inputs department and concern data into an Excel database for efficient record-keeping (SO.a, SO.c). My day involved setting up the rooftop for an upcoming orientation with a fellow intern in HR, preparing

equipment for a training session, and organizing the court for an upcoming game (SO.e, SO.g).

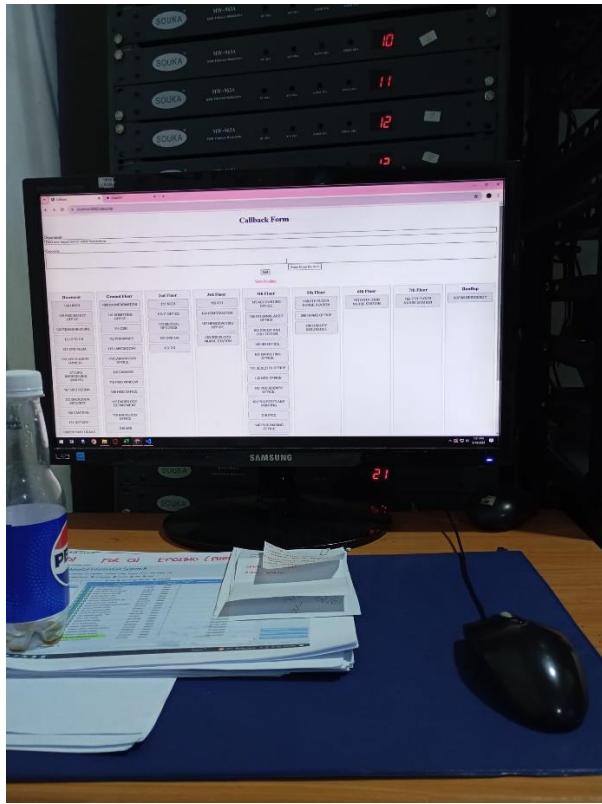


Figure 45. Callback Form, created using VS Code

Day 21: 15 August 2024; 168 hours. I began by turning on TVs and managing calls, ensuring that BizBox service reports were accurately tallied and delivered to seniors. I spent part of the day encoding schedules for every department for August 17 and 18, and I also fixed printers in the dietary department (SO.a). Later, I cleaned the equipment on the rooftop and assisted in setting up the court for an upcoming game, ensuring everything was in place for the event (SO.e, SO.g).

Day 22: 16 August 2024; 176 hours. I handled various tasks, starting with turning on TVs, answering calls, and ensuring BizBox service reports were tallied and delivered to seniors. I cleaned up equipment in the court and visited the accounting department to address issues with a mouse and a printer that had been pulled out (SO.a). During the day, former IT employees visited, adding a nostalgic touch to the

routine. I also restarted routers, fixed a printer connection, and delivered boxes to the IT department using pushcarts (SO.a, SO.f, SO.g). Additionally, I encoded a list of all employees and sorted them into three departments: NSO, Ancillary, and Admin.

Day 23: 17 August 2024; 184 hours. I started by turning on TVs, answering calls, and tallying BizBox service reports for seniors. I tackled several printer issues, including fixing a connection problem in the billing department, resetting the Benefits printer, and cleaning the printer at the 7th floor nurse station (SO.a). My day also involved encoding names into the Wheel of Names for an event, checking and setting up equipment in the court with Sir Eloi, and obtaining tapes from Property and Safety for the court. I edited music for the anniversary event and attempted to fix a printer in the dietary department, which had to be pulled out for further repairs. I assisted with the sound system and presentation during the anniversary event, extending my workday by four hours due to the party's demands (SO.e, SO.g).

Day 24: 19 August 2024; 192 hours. During this day of my on-the-job training, I continued my routine of turning on TVs, answering calls, and providing BizBox service reports to seniors, along with tallying those reports to ensure accurate records. I tackled several technical issues, including attempting to fix a PC in the Accounting department that wouldn't start due to a problem with the AVR (SO.a). Printer repairs were also a focus, as I addressed issues in the Dietary and Billing departments, with one printer needing to be pulled out for further repairs, and fixed connection problems in Accounting and the Property and Printing departments (SO.a, SO.b). I resolved network connection issues in the HMO and Annex departments and attempted to repair a network connection in the Credits and Collection department (SO.b, SO.f). Additionally, I deployed a monitor in the Radiology department and assisted in setting up a laptop and projector on the rooftop for an orientation (SO.g).

Day 25: 20 August 2024; 200 hours. This day of my on-the-job training involved a variety of tasks, starting with my daily routine of turning on TVs, answering calls, providing BizBox service reports to seniors, and tallying those reports. I focused on resolving several technical issues, including fixing internet connections and addressing printer problems across different departments (SO.a). I also handled LAN wiring in the TB DOTS area and assisted with setting up sound systems in both the court and the boardroom for a meeting with the DOH (SO.f). Additionally, I participated in a blood donation event on the rooftop and helped deliver boxes of UPS from the 4th floor President's office to the basement (SO.e, SO.g).

Day 26: 21 August 2024; 208 hours. This day, I maintained my routine of turning on TVs, answering calls, providing BizBox service reports to seniors, and tallying those reports for accuracy. I managed various tasks, including setting up four TVs and a speaker in the lobby and fixing the internet connection in the Benefits department. I backed up a system unit and returned it to the President's office, and I used Photoshop to create an ID, which I then handed over to HR. Additionally, I prepared BizBox service reports for Accounting, Dietary, and Laboratory regarding broken printers and submitted them to the Property and Printing department (SO.a). Lastly, I assisted in setting up the sound system and microphone for a conference (SO.g).

Day 27: 22 August 2024; 216 hours. This day, I continued my daily routine of turning on TVs, answering calls, providing BizBox service reports to seniors, and tallying those reports. I resolved internet connection issues in the HMO triage and NSO departments, and assisted with Photoshopping game schedules. My tasks also included crimping LAN cables and attempting to fix CCTV connections (SO.a, SO.f). I encoded item inventory using Excel and prepared data for posting using BizBox. Additionally, I reset the printer in the Benefits and Billing department and tried to fix a hotspot connection in the property and printing department. I also helped Sir Louel

gather PC peripherals from the property department and assisted in bringing equipment to the court (SO.g).

Day 28: 24 August 2024; 220 hours. On this day, I continued my routine of turning on TVs, answering calls, providing BizBox service reports to seniors, and tallying those reports. I addressed an AVR problem in the Accounting department and updated the advertisements on all TVs, removing the 11th-year anniversary promo content (SO.a). The day also included a visit from a former IT senior, adding a nostalgic touch to the workday (SO.g). I finished the day with a half-day schedule, clocking out at 1:22 PM.

Day 29: 26 August 2024; 228 hours. Continuing my tasks for the day, I turned on the TVs, answered calls, provided BizBox service reports to seniors, and tallied those reports as usual. I fixed a printer issue in the Billing department and edited the prices for discharge records (SO.a). I also spent time crimping LAN cables and encoding names in BizBox for posting (SO.f). The day was relatively quiet, with no significant problems in the network or printers, likely due to the holiday and the lack of regular office work (SO.g).

Day 30: 27 August 2024; 236 hours. During this day, I continued my routine of turning on TVs, answering calls, providing BizBox service reports to seniors, and tallying those reports. I addressed multiple issues, starting with restarting the router due to numerous calls about internet connection problems. I reset the printer in the NSO office and responded to a request from the Benefits department regarding the need for an additional scanner, as they only had one for a large volume of documents (SO.a). I installed the KPACS system on a PC in the Hemodialysis office and backed up CCTV footage (SO.f). Additionally, I spent time encoding menus for the canteen and fixing a problem with the BizBox application.

Day 31: 28 August 2024; 244 hours. On the last day of my on-the-job training, I maintained my usual tasks of turning on TVs, answering calls, providing BizBox service reports to seniors, and tallying those reports. I fixed a printer problem in the Credits and Collection department and assisted Sir Eloi in delivering boxes of electronics from the office to the van at the entrance (SO.a, SO.g). Additionally, I resolved an issue with the biometrics system in the basement, opened the four TVs in the lobby, and attempted to fix a paper jam in the Benefits department's printer (SO.f). I also made calls to various departments to ensure that all BizBox accounts were properly closed (SO.h). This experience has not only deepened my technical skills but also strengthened my ability to work efficiently under pressure and as part of a team. As I conclude this chapter, I feel well-prepared and confident in applying these skills to future professional endeavors (SO.j).

Overall Reflections

My on-the-job training at Gen-Tri Docs offered a profound insight into the daily operations and technical challenges faced by a hospital's IT department. Over the span of several weeks, I engaged in a diverse range of tasks that significantly expanded my technical skills and enhanced my problem-solving abilities and adaptability.

One of the most impactful aspects of this internship was the opportunity to apply technical knowledge in real-world settings. From diagnosing network issues to repairing printers and setting up equipment for various events, I gained practical experience that went far beyond classroom theory. My hands-on work with tools such as Photoshop, BizBox, and Excel deepened my understanding of both software and hardware management. Additionally, managing CCTV systems and navigating the complexities of hospital information systems added significant depth to my technical expertise. A notable part of my training involved playing a key role in the setup for various events, including orientations, sports games, and hospital ceremonies. This responsibility not only required technical proficiency but also demanded strong

organizational skills. Ensuring that all equipment was operational and that setups were completed promptly highlighted the importance of teamwork and effective communication. Coordinating with different departments and understanding their specific needs were crucial for successful event execution. The task of tallying BizBox service reports and managing callback forms helped refine my organizational skills. Maintaining accurate records and ensuring that all tasks were documented meticulously underscored the value of attention to detail. This was particularly evident when re-tallying credit notes, a process that required patience and precision to correct errors. Interacting with various departments, addressing equipment issues, and participating in online meetings provided me with a glimpse into the professional environment and the responsibilities it entails. I learned to manage my time effectively, prioritize tasks, and maintain a professional demeanor in various situations. The feedback and guidance from IT staff, particularly when navigating complex problems or unfamiliar tasks, were instrumental in my professional growth. Throughout the internship, I faced several challenges, such as addressing unexpected technical issues, managing a heavy workload during busy periods, and adapting to the hospital's dynamic needs. These experiences pushed me to think critically, work efficiently under pressure, and develop quick problem-solving skills. Being the sole intern on duty on some days also emphasized the importance of independence and self-reliance.

Reflecting on the impact of this internship program, I realize it provided a comprehensive learning experience that not only bolstered my technical abilities but also prepared me for the realities of a professional IT environment. The combination of technical work, event coordination, and administrative tasks offered a well-rounded foundation that I will carry forward in my career.

The internship taught me how to bridge the gap between theoretical knowledge and practical application. I learned how to troubleshoot and manage technical issues,

work with various software tools, and handle complex systems. Additionally, I gained valuable experience in event coordination, record-keeping, and professional communication, which are crucial in any IT role.

During the internship, I improved in several key areas:

1. Technical Troubleshooting. Enhanced skills in diagnosing and resolving network and printer issues.
2. Software Proficiency. Gained hands-on experience with tools like Photoshop, BizBox, and Excel.
3. Event Coordination. Developed organizational skills for setting up and managing various events.
4. Professional Communication. Improved my ability to communicate effectively with different departments and document tasks clearly.

**IDENTIFICATION, ANALYSIS, AND RESOLUTION OF INTERNSHIP-RELATED
CHALLENGES**

IDENTIFICATION, ANALYSIS, AND RESOLUTION OF INTERNSHIP-RELATED CHALLENGES

Introduction

The IT department at Gen-Tri Docs is pivotal in maintaining the hospital's day-to-day operations, heavily relying on various software platforms such as the BizBox Hospital Information System (HIS). This system is crucial for streamlining administrative functions like billing, inventory, and patient record management, ensuring that the hospital operates smoothly and efficiently. The complexity and interdependence of these systems mean that even minor technical issues can escalate into significant operational disruptions, necessitating prompt and effective resolution to maintain the hospital's functionality.

Problem Statement

During the internship, a significant challenge observed within the IT department was the occasional inefficiency in managing and troubleshooting the hospital's computer systems, particularly those involving the BizBox Hospital Information System (HIS). The department's heavy reliance on BizBox HIS made any downtime or technical issue especially critical, as it could severely disrupt essential hospital operations like patient records management, billing, and inventory control. The complexity of the system, coupled with its central role in daily operations, underscored the urgency of ensuring its consistent functionality and highlighted the need for more effective and responsive IT support processes.

Scope of the Problem

The scope of the problem primarily revolves around the challenges associated with managing the BizBox Hospital Information System (HIS). This issue affects the IT department and has broader implications for the entire hospital. The inefficiencies in

system management can disrupt critical functions such as patient records management, billing, and inventory control, impacting both hospital staff and patients. The problem is confined to the internal processes and technical support related to BizBox HIS, excluding external factors such as third-party software vendors or infrastructure issues outside the IT department's control.

Impact of the Problem

If the inefficiencies related to the BizBox HIS are not addressed, the hospital faces substantial risks, including prolonged system downtimes and operational disruptions. Such issues can lead to delays in patient care, billing inaccuracies, and potential breaches in data security. The urgency of addressing these problems is high, as the hospital's overall efficiency and effectiveness in delivering care depend heavily on the reliable operation of its IT systems. Failure to resolve these issues promptly could result in increased operational costs and negatively impact patient satisfaction and safety.

Review of Related Literature

The BizBox Hospital Information System (HIS), as described by ProSer Health Services, Inc. (2019), represents a significant advancement in health informatics, particularly in enhancing the administrative functions of hospitals. HIS centralizes patient data, providing healthcare professionals with easy access to comprehensive health histories, which is crucial for timely and informed decision-making. The system's automation capabilities reduce manual workloads, leading to cost savings, improved efficiency, and a marked decrease in errors, particularly in tasks like billing and record-keeping. By minimizing human intervention, HIS not only streamlines hospital operations but also ensures accuracy and consistency in patient care processes. The integration of such a system into healthcare facilities underscores the critical role of

technology in modernizing and optimizing hospital management, ultimately contributing to better patient outcomes and more efficient healthcare delivery.

Recommended Solutions

To mitigate the challenges associated with the BizBox HIS, it is recommended that the IT department implement a more robust monitoring and maintenance protocol for the system. This includes conducting regular software updates and hardware checks to ensure optimal performance and prevent potential failures. Additionally, investing in enhanced training for IT staff on the BizBox HIS and establishing a more efficient troubleshooting process could improve responsiveness to technical issues. Automating certain manual processes, such as data entry and system reporting, can also help reduce errors and free up resources for more critical tasks.

Assessment of the Potential Impact of the Solutions

Implementing the recommended solutions is expected to significantly improve the IT department's ability to manage the BizBox HIS effectively. Regular monitoring and maintenance will help minimize system downtimes and maintain operational continuity, while enhanced staff training will improve the team's capability to resolve issues swiftly. Automation of manual tasks will reduce errors and enhance efficiency, allowing IT staff to focus on more complex problems. Overall, these measures will lead to a more resilient IT infrastructure, better supporting hospital operations and improving patient care.

Synthesis

The internship experience at Gen-Tri Docs highlighted the critical role of effective IT management in a hospital setting, particularly concerning the BizBox Hospital Information System. Identifying and addressing the challenges related to BizBox HIS underscored the importance of robust system maintenance and support

processes. The lessons learned emphasize the need for proactive management, continuous staff training, and automation to enhance operational efficiency. These insights provide valuable guidance for improving IT systems in healthcare environments and ensuring their reliability in supporting critical hospital functions.

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APPENDICES

Appendix 1. Certificate of completion



HR-COC-2024-47

CERTIFICATE OF COMPLETION

This is to certify that **Mr. Dinothelo P. Quiroga** has completed the On-the-Job Training (OJT) at the Information Technology Department of **City of General Trias Doctors Medical Center, Inc.** from July 22, 2024 to August 28, 2024 equivalent to 240 hours of training in compliance with the requirements of his course, Bachelor of Science in Computer Science, Cavite State University, Indang, Cavite.

This certification is issued on the 28th day of August 2024, upon the request of above-mentioned trainee for whatever legal purpose this may serve.


RICARDO M. BERONCAL, MD, MBA, MHA
President & CEO/Human Resources Department Head
Not valid without dry seal

Great Team of Doctors Meant to Care
Governors Drive, Brgy. Manggahan, City of General Trias, Cavite
Contact #: (046) 416-2222 loc. 145 / 0927 614 0605
E-mail: gentridoctors@yahoo.com



Appendix 2. Approved recommendation letter

CEIT-OJT-Form 3



Republic of the Philippines
CAVITE STATE UNIVERSITY
 Don Severino de las Alas Campus
 Indang, Cavite

COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

July 22, 2024

DR. RICARDO M. BERONCAL, MBA, MHA
 President and CEO
City of General Trias Doctors Medical Center
 Governor Drive., Brgy. Manggahan,
 General Trias City, Cavite

Dear Dr. Beroncal:

The College of Engineering and Information Technology of this University has included the Practicum Training program as a curricular requirement for **Bachelor of Science in Computer Science**. The program seeks to expose the students to actual fieldwork for them to develop self-confidence once they enter the world of employment.

Believing that your agency can be one of those that can help our college accomplish this humble objective, may I request your office to be one of our host training establishments / industry partners for this purpose. Should this request merit your approval, I am endorsing our students, **Charles Dave B. Arevalo, James De Ausen, Rainejelle Ramos Katigbak, Zildjian Lee G. Loren, John Herson L. Radones, Alian Gem Axel N. Crooc, Julian Kyle E. Peñalba, Kimberly S. Castuera, Mark Reynald D. Mina, Gyanne Gei L. Reyes, Dinothelo P. Quiroga, Harry S. Dela Cruz, and John Archie P. Patawe**, who will be trained in your office for the duration of **240 hours**.

Rest assured that from time to time our coordinator will be communicating with you to facilitate smooth conduct of the program.

I hope that this request merits your kind consideration.

Very truly yours,

WILLIE C. BUCLATIN, PhD, ASEAN Eng
 Dean

Conforme: _____
 Agency Head / Manager / Authorized Representative

Date signed: _____

Appendix 3. Daily Time Record

CITY OF GENERAL TRIAS  DOCTORS MEDICAL CENTER <small>Governor's Drive, Brgy. Monggahan, City of General Trias Cavite Telephone Number: (046) 416-2222</small>						
DAILY TIME RECORD						
QUIROGA, DINOTHELO F.						
BS COMPUTER SCIENCE - CAVITE STATE UNIVERSITY -INDANG CAVITE						
Date	Day	Schedule	Time In	Time Out	Total Time (In hrs & mins)	Total # of Hours
7/22/2024	Monday	8A-5P	8:00 AM	5:09 PM	9.15	8.00
7/23/2024	Tuesday	8A-5P	6:35 AM	5:06 PM	10.52	8.00
7/24/2024	Wednesday	8A-5P	7:47 AM	5:04 PM	9.28	8.00
7/25/2024	Thursday	8A-5P	7:45 AM	5:01PM	9.27	8.00
7/26/2024	Friday	8A-5P	7:52 AM	5:02 PM	9.17	8.00
7/27/2024	Saturday	8A-5P	7:59 AM	5:15 PM	9.27	8.00
7/29/2024	Tuesday	8A-5P	7:31AM	5:00 PM	9.48	8.00
7/30/2024	Wednesday	8A-5P	7:56 AM	5:01PM	9.08	8.00
7/31/2024	Thursday	8A-5P	7:44 AM	5:04 PM	9.33	8.00
8/1/2024	Friday	8A-5P	7:55 AM	5:00 PM	9.08	8.00
8/2/2024	Saturday	8A-5P	8:00 AM	5:02 PM	9.03	8.00
8/5/2024	Monday	8A-5P	7:56 AM	5:00 PM	9.07	8.00
8/6/2024	Tuesday	8A-5P	8:50 AM	5:02 PM	8.20	8.00
8/7/2024	Wednesday	8A-5P	7:55 AM	5:05 PM	9.17	8.00
8/8/2024	Thursday	8A-5P	7:46 AM	5:00 PM	9.23	8.00
8/10/2024	Saturday	8A-5P	7:56 AM	5:07 PM	9.18	8.00
8/12/2024	Monday	8A-5P	7:37 AM	5:03 PM	9.43	8.00
8/13/2024	Tuesday	8A-5P	7:42 AM	5:03 PM	9.35	8.00
8/14/2024	Wednesday	8A-5P	7:50 AM	5:03 PM	9.22	8.00
8/15/2024	Thursday	8A-5P	7:45 AM	5:00 PM	9.25	8.00
8/16/2024	Friday	8A-5P	7:53 AM	5:02 PM	9.15	8.00
8/17/2024	Saturday	8A-5P	7:45 AM	5:10 PM	9.42	8.00
8/19/2024	Monday	8A-5P	8:00 AM	5:03 PM	9.05	8.00
8/20/2024	Tuesday	8A-5P	7:57 AM	5:01PM	9.07	8.00
8/21/2024	Wednesday	8A-5P	8:03 AM	5:02 PM	8.98	8.00
8/22/2024	Thursday	8A-5P	8:04 AM	5:04 PM	9.00	8.00
8/24/2024	Saturday	8A-5P	7:59 AM	12:00 PM	5.02	4.00
8/26/2024	Monday	8A-5P	7:48 AM	5:03 PM	9.25	8.00
8/27/2024	Tuesday	8A-5P	7:57 AM	5:02 PM	9.08	8.00
8/28/2024	Wednesday	8A-5P	7:45 AM	5:00 PM	9.25	8.00
TOTAL					281.23	244.00

Appendix 4. Time Card

No. _____ Pay Ending _____ 20						
Name DINOHELLO P. QUIROGA Position _____						
Dept. IT DEPARTMENT Age _____						
Hours	Rate	Amount	DEDUCTIONS	ABSENCES		
Reg			Fines			
Over			Withholding Tax			
			S.S.S.			
Total Earnings						
Less Deductions						
NET PAY				TOTAL		
MORNING AFTERNOON OVERTIME Daily Total						
Days	IN	OUT	IN	OUT	IN	OUT
1	0735	1700	0745	1700	1700	
2	0730	1700	0745	1700	1700	
3	0740	1700	0745	1700	1700	
4						
5	0730	1700	0745	1700	1700	
6	0730	1700	0745	1700	1700	
7	0755	1700	0745	1700	1700	
8	0740	1700	0745	1700	1700	
9	0740	1700	0745	1700	1700	
10	0730	1700	0745	1700	1700	
11						
12	0730	1700	0745	1700	1700	
13	0740	1700	0745	1700	1700	
14	0740	1700	0745	1700	1700	
15	0740	1700	0745	1700	1700	
I hereby certify that the above records are true and correct.						
EMPLOYEE'S SIGNATURE						BATES
MODEL-9000						BATES

No. _____ Pay Ending _____ 20						
Name _____ Position _____						
Dept. _____ Age _____						
Hours	Rate	Amount	DEDUCTIONS	ABSENCES		
Reg			Fines			
Over			Withholding Tax			
			S.S.S.			
Total Earnings						
Less Deductions						
NET PAY				TOTAL		
MORNING AFTERNOON OVERTIME Daily Total						
Days	IN	OUT	IN	OUT	IN	OUT
16	0730	1700	0745	1700	1700	
17	0740	1700	0745	1700	1700	
18						
19	0740	1700	0745	1700	1700	
20	0740	1700	0745	1700	1700	
21	0740	1700	0745	1700	1700	
22	0740	1700	0745	1700	1700	
23						
24	0740	1700	0745	1700	1700	
25						
26	0740	1700	0745	1700	1700	
27	0740	1700	0745	1700	1700	
28	0740	1700	0745	1700	1700	
29						
30						
31						
I hereby certify that the above records are true and correct.						
EMPLOYEE'S SIGNATURE						BATES
MODEL-9000						BATES

Appendix 5. Original notarized student internship pledge, page 1

CEIT-OJT Form 1



Republic of the Philippines
CAVITE STATE UNIVERSITY
 Don Severino de las Alas Campus
 Indang, Cavite

STUDENT INTERNSHIP PLEDGE

I, Dinethelo P. Quiroga, presently residing at Regina Ville 2000, Intencio, TMCC, a student of the Department of Information Technology, College of Engineering and Information Technology, Cavite State University, Brgy. Bancod, Indang, Cavite, do hereby pledge and promise to abide by the student rules and policies of the University while undergoing the Internship Program of the Bachelor of Science in Information Technology.

That I understand that my internship shall be conducted on a **face-to-face setup**.

That during the course of my training, I commit to exercise my duties with utmost professionalism, apply critical thinking, exhibit initiative, positive attitude, respect, integrity, and effort towards learning.

Confidentiality and Non-Disclosure Agreement

That in the course of the training, I may have access to information that may be of confidential in nature and proprietary to my training host organization, for which I may be required to execute a confidentiality and non-disclosure agreement as a prerequisite to the Internship Program.

That upon company's request, I shall immediately return all equipment, software and original materials provided by my training host organization, and any copies, notes, or other documents in my possession pertaining to proprietary information relating to the company's business.

Data Privacy Policy

That I understand that all information given to the University shall be used by CvSU for legitimate purposes specifically in relation to my participation in the Internship Program and shall be processed only by authorized personnel of CvSU in accordance with the Data Privacy Policy of the University.

Notice of Limited Liability

That I shall be personally responsible for any and all liabilities, including injury to myself or property or persons attributable to my own fault or negligence while in the course of the training. I shall hold the company and/or CvSU free and harmless from any demand, claim or complaint, whatsoever arising from this training agreement, except in cases of gross negligence, malicious acts, and criminal acts by any of the officers, employees, or agents of the company and/or CvSU.

Offenses and Sanctions

That I understand that sanctions may be imposed for the following offenses:

1. Verbal Warning.
2. Rectify the situation through a written apology. Written warning will be issued.
3. Termination from OJT.

Appendix 6. Original notarized student internship pledge, page 2

OFFENSES	SANCTION		
	1	2	3
Transfer to another host establishment without permission or approval from coordinator.			
Absences without prior notice to the immediate supervisor.	1	2	3
Accumulated. Unjustified absences, or habitual tardiness.	1	2	3
Acts of disrespect in words, gestures, signs, or deeds which ridicule any coordinator, company personnel and/or fellow OJT.	1	2	3
Playing computer games or watching movies while on duty.	1	2	3
Provoking violence.		2	3
Making personal arrangements/favors with the company or its representative.		2	3
Refusal to cooperate with persons in authority.		2	3
Posting defamatory comments or statements directed against the University, any of its units, and /or any member of the academic community as well as the host training establishment and its personnel.		2	3
Direct assault or attempt to inflict bodily injury to coordinator and or any personnel of the host training establishment.			3
Romantic or sexual involvement with any office personnel or fellow OJT students.			3
Misuse of evaluation form or tampering official record or documents.			3
Vandalism, destruction, and/or stealing property or equipment.			3
Accessing a record or file without consent of authority.			3
Disclosure of confidential information.			3

That I have been oriented on the internship procedures, policies, and regulations and I accept full responsibility for the knowledge and observance of all procedures, policies, and regulations.

CONFORME:

Dinothelo P. Quiroga
Signature of Student over Printed Name
Student Number: 202102037
Date: 7/19/2024

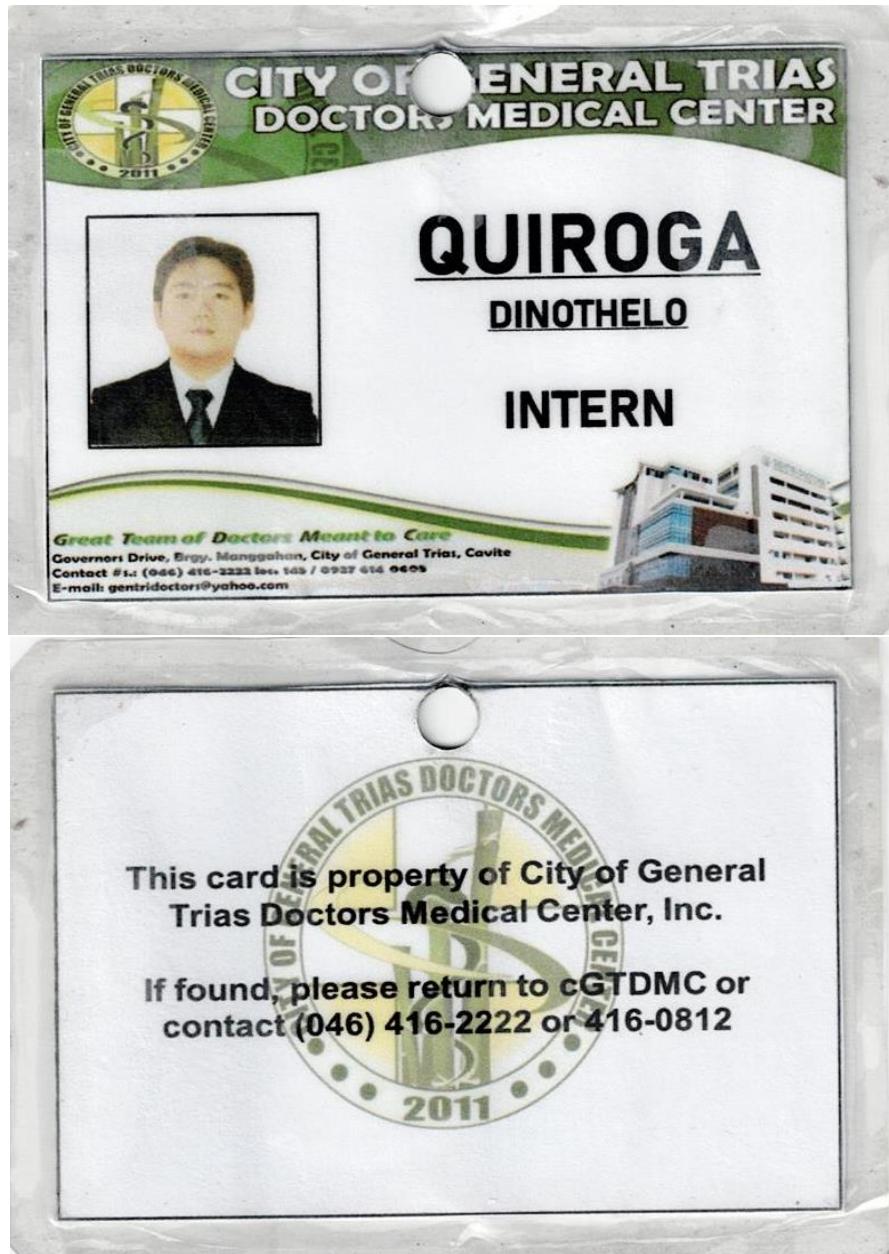
JOSEPHINE J.P. QUIROGA
Signature of Parent's/ Guardian's over Printed Name
Valid ID / number: 5320-3572-3809-3662
Date: 7/19/2024

'JUL 19 2024'
SUBSCRIBED AND SWEORN to me this 11 day of July 2024 in
TRECE MARTIRES CITY, after Dinothelo P. Quiroga and Josephine P. Quiroga exhibited to me
their competent evidence of identity namely CvSU ID and passport (or any valid ID), respectively.

Doc No. 981
Page No. 02
Book No. 39
Series of 7024

ATTY. JASPER S. SALES
Notary Public until 31 December 2025
For the Cities of Trece Martires, General Trias & Mun. Tanza,
Province of Cavite
Commission No. TMNP-D08-23
Roll of Attorney No. 51429
Professional Tax Receipt No. 9251203 1-19-2024 Trece Martires
IBP Lifetime Member No. 08479
MCLE Compliance No. VII-0001206
unit 7 Anna Commercial Center, brgy. Luciano, Trece Martires City, Cavite

Appendix 7. Student intern ID



Appendix 8. Non-disclosure agreement, page 1

**CITY OF GENERAL TRIAS
DOCTORS MEDICAL CENTER**

Governor's Drive, Brgy. Manggahan, City of General Trias Cavite
Telephone Number: (046) 416-2222

CONFIDENTIALITY and NON-DISCLOSURE AGREEMENT

Being affiliated with City of General Trias Doctors Medical Center, Inc. (Hospital), I understand that:

1. I may have access to confidential information including administrative, affiliate, patient, and employee, clinical and financial data which may be in an oral, written or electronic form.
2. I must maintain the confidentiality of all of the information during and after my employment and affiliation. In addition, the confidentiality of the information may be protected by law.
3. The Hospital will investigate instances of unauthorized use of computer resources or unauthorized use or disclosure of confidential information. Unauthorized use or disclosure may result in disciplinary action (including termination of my association with the Hospital, whether that association is employment, educational, contractual, voluntary or participatory) or legal action by the Hospital.

In recognition of the Confidentiality policy, I agree to the following steps and conditions:

1. Non-Disclosure

As a condition of my affiliation with The Hospital, I agree to hold all oral, written and electronic information that I obtain in the course of my affiliation in strict confidence. I understand that if I use or disclose this information without authorization or misuse this information, I may be subject to disciplinary action, (including termination of my association with the Hospital, whether that association is employment, educational, contractual, voluntary or participatory) or legal action by the Hospital.

2. Prevent Disclosure

- 2.1 I will take all reasonable precautions to prevent the disclosure of Confidential Information to unauthorized persons or entities.
- 2.2 In those cases where I am provided information I will ensure that both the data and the physical medium (paper report, USB, disk, tape, laptop, PDA, etc.) is maintained in a secure work location and will not be removed, duplicated or copied without the permission of my supervisor or the appropriate Hospital authority.
- 2.3 When I am assigned a user name and password for applicable systems I will be responsible for preventing unauthorized use or disclosure of information through misuse of my user name or password. I recognize that my user name and password is equivalent to my signature and must remain under my control at all times. Specifically, I agree that:
 - 2.3.1 I will not disclose my user name or password anyone or allow anyone else to use my user name or password.
 - 2.3.2 I will not attempt to learn the user name or password of another user.
 - 2.3.3 I will not attempt to obtain access through the computer system to information that I am not authorized to receive.
 - 2.3.4 I will not attempt to access any computerized system resource by using a user name or password not belonging to me.
 - 2.3.5 I will not use my user name or password to access computer resources available to me for any purpose other than for Hospital related projects.

Human Resources Department

Contact us: 416-2222 loc. 145 / 0927-6140-605

Appendix 9. Non-disclosure agreement, page 2

**CITY OF GENERAL TRIAS
DOCTORS MEDICAL CENTER**

Governor's Drive, Brgy. Manggahan, City of General Trias Cavite

Telephone Number: (046) 416-2222

- 2.3.6 I will not access or attempt to access information after my employment or affiliation with the Hospital.
- 2.3.7 If I know or suspect that the confidentiality of my user name or password or the user name or password of another has been violated, I will immediately notify the Information Technology Department (IT Department).
- 2.3.8 I understand that if I allow any unauthorized person to gain access to computer resources or any confidential information in any form, I may be subject to disciplinary action, (including termination of my association with the Hospital, whether that association is employment, educational, contractual, voluntary or participatory), action by a licensing board or governmental agency, or an action on behalf of the patient and/or legal action by the Hospital.

3 Abide by the Hospital's Restrictions

I will treat as confidential and proprietary any information or materials received from outside the Hospital, which the Hospital is obligated to treat as confidential, in accordance with the Hospital's instructions. I understand that failure to report breaches is an ethical violation and may subject me to disciplinary action, (including termination of my association with the Hospital, whether that association is employment, educational, contractual, voluntary or participatory) or legal action by the Hospital.

4 Return All Materials

Upon the termination of my affiliation with The Hospital, I will deliver to the Hospital all tangible materials embodying Confidential Information, including but not limited to any documentation, records, listings, notes, data, computer databases, memoranda, reference materials, whether in hard copy format or stored electronically, and any machine readable materials which in any way relate to Confidential Information. I also agree not to retain any copies of any of the above materials.

I acknowledge that adherence to the provisions of this Confidentiality and Non-Disclosure Agreement is an essential term of my affiliation with the Hospital. I further acknowledge that if I fail to comply with the Hospital's policies and/or instructions regarding Confidential Information, I may be subject to disciplinary action up to and including termination and legal action. I understand that if I have any questions concerning interpretation of this policy and Agreement, I should refer them to my immediate supervisor.

Signature: J.S Date: 7 / 22 / 2024
 Full Name: Dinethelo Polbas Quiraga
 Course: Bachelor of Science in Computer Science
 School/University: Cavite State University - Main Campus - Indang, Cavite

GTDMC-HRF-021 Rev1
<Rev. 05-2018>

Human Resources Department
 Contact us: 416-2222 loc. 145 / 0927-6140-605

Appendix 10. Resume



Dinothelo P. Quiroga

Bachelor of Science in Computer Science Student

I am a dedicated and motivated individual seeking an internship. As a 3rd-year Bachelor of Science in Computer Science student, I possess basic skills in front-end development, database management, 3D modeling, and game development. I am eager to continue growing and expanding my knowledge by learning from experienced professionals in the field.

Personal Details

- quirogadinothelo@gmail.com
dinothelo.quiroga@cvsu.edu.ph
- 0947-788-1951
- P1 B7 L18, Regina Ville 2000, Brgy. Inocencio, Trece Martires City, Cavite, 4109
- March 13, 2003

Skills

- Front End
- Database Management
- 3D Modelling
- Game Development

Known Programming

- Languages:**
- PHP
 - Python
 - Java
 - JavaScript
 - C++
 - GD Script
- Software:**
- Visual Studio Code
 - Microsoft Office
 - Blender
 - Canva
 - Godot

Languages

- Filipino
- English

Qualities

- Motivated
- Organization Skill
- Honesty
- Willingness to Learn
- Critical Thinking
- Creativity
- Active Listener

Hobbies

- Driving
- Watching Movies/Series
- Gym
- Badminton

Links

- GitHub:
<https://github.com/DinowRowr>
- Linked-In:
<https://www.linkedin.com/in/dinothelo-quiroga-470785279/>

Education

- High School**
- Saint Thomas Becket Academy, Trece Martires City
 - 2015 - 2019
- Senior High School**
- AMA Computer Science, General Trias City
 - Science, Technology, Engineering, and Mathematics
 - 2019 - 2021
 - Graduated with Honors
- College**
- Cavite State University-Main Campus, Indang City
 - 2021 - Present
 - Class Representative
 - Bachelor of Science in Computer Science

Extra Curricular Activities

- Junior Philippine Computer Society - Cavite State University Chapter - Member
 - 2022 - Present
- Filipino Web Development Peers - Member
 - October 2023 - Present
- Class Representative
 - 2023-2024
 - COSC 95A (Programming Languages)

Reference

- **Jake Prince B. Pantoja**
 - Software Developer
 - 0977-247-3313
 - jakepantoja0@gmail.com
- **Marc Elvin D. Cerezo**
 - Instructor
 - 0961-828-7999
 - marc.cerezo@cvsu.edu.ph
- **John Vincent Bonza**
 - Computer Programmer
 - 0995-912-1524
 - johnvincent.bonza@cvsu.edu.ph

Certificates

- **Certificate of Membership** - College of Engineering and Information Technology
 - 2022
- **Certificate of Participation** - "Importance of Gender and Development Programs and Education" Webinar for CEIT Faculty, Staff, and Students.
 - September 2022
- **3rd Gawad Durungawan**
 - 1st Year - 1st Semester A.Y. 2021-2022
 - Rank 11
- **4th Gawad Durungawan**
 - 1st Year - 2nd Semester A.Y. 2021-2022
 - Rank 20
- **Certificate of Recognition** - AMBUSH of Committee on Student Rights and Welfare of CEIT Student Council
 - 2023-2024

Projects

Software Engineering II:

- DnD Libraries - An Open Source Document Management System
 - **Languages used:** PHP, SQL, JavaScript
 - **Software used:** VS Code, XAMPP, phpMyAdmin
 - **Role:** Full-Stack Developer

Advanced Database System:

- Pep-Squad Apparel - An E-Commerce System
 - **Language used:** PHP, SQL, JavaScript
 - **Software used:** VS Code, XAMPP, phpMyAdmin
 - **Role:** Back-End Developer

Introduction to Game Development:

- Museum Of Mystery - A 2D Adventure, Tycoon Game
 - **Language used:** GD Script
 - **Software used:** Godot 4.2, Aseprite
 - **Role:** Full-Stack Game Developer

Computer Graphics and Visual Computing:

- Blender 3D Arts

Appendix 11. Memorandum Of Agreement, page 1

MEMORANDUM OF AGREEMENT

This Agreement made and entered into by and between:

CAVITE STATE UNIVERSITY, a state educational institution chartered under Republic Act. No. 8468; with offices located at Brgy. Bancod, Indang, Cavite, represented herein by its **Dean, DR. WILLIE C. BUCLATIN** and herein referred to as the CvSU;

-and-

CITY OF GENERAL TRIAS DOCTORS MEDICAL CENTER, a company/firm organized and existing under Philippine laws, with office located at 4107 Governor's Dr. General Trias, Cavite, represented herein by its **President & CEO, DR. RICARDO M. BERONCAL, MBA, MHA**, and hereinafter referred to as the **Company/Host Training Establishment**;

WITNESSETH

WHEREAS, the commitment of the CvSU to provide quality education to its students so that they will become highly capable and productive individuals in the fields of architecture, engineering, information technology, and allied technologies;

WHEREAS, one effective way to realize the commitment is to require the students to undertake worthwhile learning to experiences outside of classroom situations which will reinforce the development of their technical and managerial skills;

WHEREAS, in the pursuance of its responsibility, the CvSU through the College of Engineering and Information Technology has included Practicum Training / On-the-Job Training as one of the course requirements which will be conducted at **City of General Trias Doctors Medical Center**.

NOW THEREFORE for and in consideration of the foregoing premises, the parties hereby agree and stipulate the following:

1. The parties shall arrange for the Practicum Training / On-the-Job Training of the following interns for a total of **240 hours**:

- a. Charles Dave B. Arevalo
- b. James De Auseñ
- c. Rainejelle Ramos Katigbak
- d. Zildjian Lee G. Loren
- e. John Herson L. Radones
- f. Alian Gem Axel N. Crooc
- g. Julian Kyle E. Peñalba
- h. Kimberly S. Castuera
- i. Mark Reynald D. Mina
- j. Gyanne Gei L. Reyes
- k. Dinothelo P. Quiroga
- l. Harvey S. Dela Cruz
- m. John Archie P. Patawe

2. The inclusive training period will be from **July 22, 2024 to August 31, 2024** or until the **240 hours** is fulfilled.

Appendix 12. Memorandum Of Agreement, page 2

- [Handwritten signature]*
3. The CvSU, through its designated OJT Coordinator or any authorized representative, shall perform the following functions and/or responsibilities;
 - 3.1 Initiate the negotiation with the Company/Host Training Establishment, undertake the initial selection and endorsement process and request from the latter the practicum activities of the student;
 - 3.2 Coordinate with the Company/Host Training Establishment regarding the student intern's assignments; and
 - 3.3 Monitor the progress of the students by conducting regular visual visits, calls, or emails to the Company/Host Training Establishment.
 4. The Company/Host Training Establishment through its designated supervisor, on the other hand, shall assume the following obligations and/or responsibilities;
 - 4.1 Undertake the final screening and acceptance of the student intern;
 - 4.2 Conduct a comprehensive orientation to the student intern about the Company/Host Training Establishment;
 - 4.3 Help the student interns prepare their plan of activities and closely supervise them in undertaking their activities;
 - 4.4 Provide students concerned access to the student intern's records and document it deemed necessary that are vital to the conduct of their studies; and
 - 4.5 Evaluate the student intern's performance using the following criteria:

Quality of work	20%
Quantity of work	20%
Attitude towards work	20%
Attendance and punctuality	15%
Initiative and innovativeness	15%
Human relations	10%

- [Handwritten signature]*
5. The CvSU shall provide the student intern's accident insurance that will cover the entire internship period.
 6. The Company/Host Training Establishment shall not be liable to the student interns for any fortuitous event that may happen during the course of their training.
 7. Both the CvSU and the Company/Host Training Establishment further agree to the following:
 - 7.1 The CvSU, during its pre-internship orientation, shall give a strict advice and forge an agreement with its student interns on the matter that the student interns is prohibited from using, publishing, or otherwise disclosing to others, or permitting others to use for their benefit or to the detriment of the Company/Host Training Establishment and its clients, any confidential information;

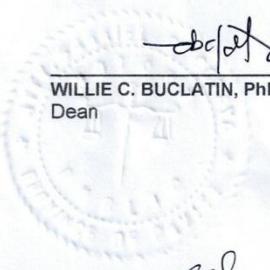
Appendix 13. Memorandum Of Agreement, page 3

- 7.2 The CvSU and its student interns shall not, at any time without the prior consent of the Company/Host Training Establishment, directly or indirectly, disclose or permit the disclosure of confidential information to any person or other party;
- 7.3 In case a student intern is deployed or assigned to any of the Company/Host Training Establishment's clients, such student-intern shall not at any time, disclose or divulge to any person or third party any confidential information, trade secrets, or any proprietary data of the Company/Host Training Establishment and its clients;
- 7.4 At the conclusion of this internship program, or upon demand by the Company/Host Training Establishment, all confidential information, including but not limited to reports, manual, records, documents, proprietary data, software, and all other material and copies relating in any way, to the Company and/or to the Company/Host Training Establishment's clients, and any office equipment received shall be returned by the student intern of the CvSU to the Company/Host Training Establishment; and
- 7.5 This Confidentiality clause shall survive despite the termination of the internship program and shall be governed by Philippine law.

This **Agreement** takes effect immediately upon approval of the parties concerned and should be in effect until amended/repealed by mutual written consent of the parties at least 15 working days prior to termination, provided that such termination is within the training period.

IN WITNESS WHEREOF, the parties here signed the Agreement this JUL 19 2024 day of DASMA MARINAS CITY in Indang, Cavite.

CAVITE STATE UNIVERSITY:


WILLIE C. BUCLATIN, PhD, ASEAN Eng
Dean

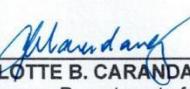
CITY OF GENERAL TRIAS DOCTORS
MEDICAL CENTER:

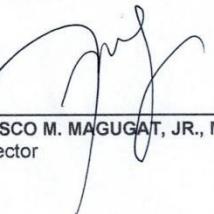

DR. RICARDO M. BERONCAL, MBA, MHA
President & CEO

WITNESSES:


ENGR. EFREN R. ROCILLO
CEIT OJT Coordinator


DR. JUROLY R. RAPACON, MHM
Hospital Administrator


CHARLOTTE B. CARANDANG
Chairperson, Department of Information
Technology


DR. FRANCISCO M. MAGUGAT, JR., MBA, MHA
Medical Director

Appendix 14. Memorandum Of Agreement, page 4

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
City/Municipality of DASMARINAS CITY S.S.

BEFORE ME, A Notary Public in JUL 19 2024, last day of
DASMARINAS CITY, personally appeared:

Name	Proof of ID Number	Date/Place Issued
WILLIE C. BUCLATIN (as Authorized Representative of Cavite State University)	UMID CRN-021-11-28-3425-7 Manila	
RICARDO M. BERONCAL (as Authorized Representative of City of General Trias Doctors Medical Center)	PRC No : 0063840	

known to me to be the same persons who executed the foregoing instrument, consisting of four (4) pages, including the page on which this acknowledgment is written, and they acknowledged before me that the same is their free and voluntary act and deed, as well as that of the corporations herein represented.

WITNESS MY HAND AND NOTARIAL SEAL on the date and at the place written above.

ATTY. GABRIEL B. OCTAVA
Notary Public
Until December 31, 2025
PR No. CAV-ATL7359/0140124
Dasmarinas City & Cavite Province
MCLE VII No. 0016389/4.26.22
Roll No. 40462

Doc. No. 114:
Page no. 2:
Book No. XXVII:
Series of 2024

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Appendix 15. Intern Data Sheet

 <small>Governor's Drive, Brgy. Manggahan, City of General Trias Cavite Telephone Number: (046) 416-2222</small>			
<i>Note: Please accomplish all information below. Kindly write legibly.</i>			
INTERN DATA SHEET			
Surname:	Quiroga	Internship Start Date:	July 22, 2024
First Name:	Dinethlo	End Date:	
Middle Name:	Polbas	Religion:	Iglesia Ni Cristo
Age:	21	Nationality:	Filipino
Gender:	Male	Cellphone Number:	0947 7881951
Birthdate: (m/d/y)	March 13, 2003	Tel. Number:	-
Civil Status:	Single	E-mail Address:	dinethlo.quiroga@cuca.edu.ph
Present Address:	Phase 1 block 7 lot 18, Regina Ville 2000, Brgy. Incencio, Trece Martires City, Cavite		
Permanent Address:	Phase 1 block 7 lot 18, Regina Ville 2000, Brgy. Incencio, Trece Martires City, Cavite		
EDUCATIONAL INFORMATION			
	Degree Earned/Course	Name of School and Address	Year (from-to)
Tertiary:	Bachelor of Science in Computer Science	Cavite State University, Indang, Cav.	2021 - present
Secondary:	Science Technology Engineering Mathematics	AMA Computer College, Manggahan, Gentri, Cav.	2019 - 2021
Primary:	Fabulous Christian Academy	Regina Ville 2000, TMCC	2014 - 2015
Vocational:			
Internship Hours Requirement:	240 hrs.		
CONTACT PERSON IN CASE OF EMERGENCY			
Name:	Josephine P. Quiraga	Relationship:	Mother
Address:	-	Contact Number:	09494020893

Appendix 16. Registration Form



Cavite State University Main Campus Virtual Registration Form						
Student Number	202102037		Semester	SUMMER	School Year	2023-2024
Student Name	DINOTHELO P. QUIROGA		Date	Wednesday, 17 July 2024 11:37:00 am		
Course & Year	BSCS - 3		Encoder	eCopy	Major	N/A
Address	EMERALD INOCENCIO, TRECE MARTIREZ CITY, CAVITE				Section	BSCS3-2
Sched Code	Course Code	Course Description		Units	Time	Day
202331774	COSC 199	PRACTICUM		3.00	07:00-10:00	MTW
Laboratory Fees	Other Fees		Assessment		Total Units	3
	OJT	80.00	Tuition	1,350.00	Total Hours	240
			Med/Dental	50.00	Total Amount	2,285.00
			Registration	55.00	Scholarship	RA 10831
			SFDF	750.00	Tuition	less 0%
			Total Other	80.00	SFDF	less 0%
					SRF	less 0%
REGISTERED						
Note: Unofficial Copy						

Appendix 17. OJT Fee Receipt

ACCOUNTABLE FORM NO. 51-C Revised January, 1992		(ORIGINAL)
	Official Receipt of the Republic of the Philippines	
	No. 3386633 R	
Date		
Agency	Fund	
Payor	Monday, July 29, 2024	
Nature of Main Campus Collection	Account Code	Amount
DINOTHELO P.	QUIROGA	101 PESOS P
OJT		80.00
TOTAL		P
Amount in Words		
80.00		
<input type="checkbox"/> Cash	Drawee Bank	Number
<input checked="" type="checkbox"/> Check	ESOS & ZERO CENT	Date
<input type="checkbox"/> Money Order		
Received the amount stated above.		
 Collecting Officer		
NOTE: Write the number and date of this receipt on the back of check or money order received.		
3386633		

CvSU VISION

The premier university in historic Cavite globally recognized for excellence in character development, academics, research, innovation and sustainable community engagement.

CvSU MISSION

Cavite State University shall provide excellent, equitable, and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and development activities.

It shall produce professional, skilled and morally upright individuals for global competitiveness.

CvSU QUALITY POLICY

We **C**ommit to the highest standards of education, **V**alue our stakeholders, **S**trive for continual improvement of our products and services, and **U**phold the University's tenets of Truth, Excellence, and Service to produce globally competitive and morally upright individuals.

COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY GOALS

The College shall endeavor to achieve the following goals:

1. produce globally competent graduates imbued with technical expertise in engineering, information technology, and allied fields with strong support for environmental preservation and guided by high ethical standards;
2. conduct relevant research and development activities along engineering, information technology and allied fields that would contribute to sustainable development in its service areas;
3. implement effective training and outreach programs that emphasize self-help, critical thinking and life-long learning;
4. manage projects and enterprises along engineering, information technology and allied fields to promote economically viable and environment-friendly approaches and techniques; and
5. establish strong linkages with industries, non-governmental organizations, and other government entities in the local and international arena for the realization of common goals.

PROGRAM OBJECTIVES

After graduation and onwards, the Information Technology and Computer Science graduates can:

1. engage in teaching information technology education (ITE) courses in HEIs and other learning institutions;
2. provide consultancy services, inspection, testing and investigation, and management services on computer technologies, facilities, and equipment;
3. hold managerial or supervisory position in their own business in public and private institutions, working specifically on data and systems analysis management, and selection, development, application, integration and management of computing techniques; and
4. conduct research and development, training and extension work on information technology services.