



# University of Southeastern Philippines

## *College of Information and Computing*

### **WEEKLY PROGRESS REPORT** **Venus S. Baguio- BSIT(BTM)**

**Week #: 1**  
July 1, 2024 to July 5, 2024

#### **July 1, 2024:**

- A week before the deployment at DSWD Field Office XI. We were given an orientation about policies, house rules, and the competences that are expected for us to comply at the end of the OJT.
- My team comprises BSIT-BTM, BSIT-IS, and BSCS. Sir Teddygardo B. Adlawan Jr. Introduce us to our respective DSWD department. We introduced ourselves and interview them to gain information on their problems.
- During the interview session problems were discussed with our clients, as well as possible solutions we can provide within the given time-frame of our OJT.
- Other than that, we had lunch and time in for afternoon and were given a task to worked on our User Stories (a narrative report of the problems our clients had with their system and processes) and a GANTT chart for easy tracking of the documentation and other steps/processes we will be undergoing through our OJT.

#### **July 2, 2024:**

- Today, Tuesday some of the groups were told to work remotely but will be working at the university (USEP). Our shift started at the same time, from 8am to 5pm. Our attendance was tracked through the use of a discord server where we messaged to indicate our time in and time out times.
- Our tasked today was to write an introduction of the department/program we were assigned to specifically Assistance to Individuals in Crisis Situations or commonly known as (AICS).
- We then had lunch and continued to worked on our User Stories (a narrative report of the problems our clients had with their system and processes) and a GANTT chart for tracking the documentation and other steps/processes we will be undergoing through our OJT.

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#### **WE BUILD DREAMS WITHOUT LIMITS**

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**BAGONG PILIPINAS**

### July 3, 2024:

- On this day we created an ERD and database design document for our initial plan of developing an appointment system for our assigned DSWD department/program to help them regulate the large volume of data/ clients they handle on a day-to-day basis.
- After further inquiries, our group visited our assigned department they then informed that they actually had developed an appointment system but not deployed yet, but due to a bug it was pulled out temporarily.
- With this, we were put on standby until we could once again interview another key person from the department
- After interviewing, the Social Worker II Sir Eleazaer Mancha and assigned us to creating the monthly and semestral reports of the program, the new system we are tasked with developing was a data visualization tool that will help him generate reports easier and faster. He will just upload the csv or xls file and then he can choose what report he wants to generate and download could be monthly or annually.

### July 4, 2024:

- We were in in work from home setup and then finished the ERD and Database design for the data visualization system.
- We collaborate with each team member of the group and reorganize the structure of the system's flowchart.

### July 5, 2024:

- We gathered at 4<sup>th</sup> floor at ICTMS office and had an orientation in the morning on the programming languages, framework that we will be using to develop our system later on.
- We were also taught how to use git, and GitLab for the purpose of collaboration.
- Our HTE supervisor checked our flowchart design, suggested changes, and we worked on applying those changes.

Noted by:

**TEDDYGARDO B. ADLAWAN JR.**  
HTE Supervisor

**Documentation and Outputs:**

**July 1, 2024:**



Figure 1: Picture after interview

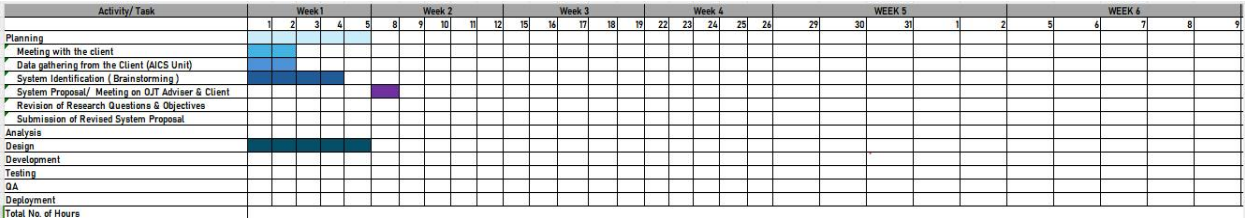


Figure 2: GANTT Chart for OJT

## USER'S STORIES

TEAMAICS/ CIU

ESPIÑO, FERDAUZ · BS/CS
BAGUIO, VENUS S. BS/IT BTM
LAPINIG, JUDE P. BS/IT IS
PUNZALAN, JEREMIAH DAVID · BS/IT IS

We as a Group Of Student's (Trainee) Of The University Of Southeastern Philippines Under The Program Of Bachelor Of Science In Information Technology and Bachelor Of Science In Computer Science were able to meet our Client from The Division Unit of AICS/CIOL. With this they shared some important insights as well as their business process. They also shared the problems that they have identified.

1. As an encoder, I have trouble accessing and verifying data from other offices' databases
2. As an encoder, my work is slowed down by the inability to access data from other branches/offices located in other regions
3. As a social worker, I have difficulty verifying the status of client's that have been availed assistance from other DSWD Livelihood and Emergency Assistance Programs
4. As an employee, the Disproportionate Staff to Client Ratio (1:50 Estimation)/ High Client Volume has me struggling to provide my services to all other clients
5. As a social worker, I want to shorten the long queuing process clients have to go through to avail their AICS assistance
6. As an encoder, as a social worker, I want to have faster data retrieval and verification times of clients between DSWD offices
7. As an encoder and social worker, I want to lessen the volume of clients handled
8. As encoders and social workers, I want to have an appointment system where clients can reserve appointment slots before they come to the office
9. As encoders and social workers, I also want the appointment system to be able to verify the eligibility of clients that are availing assistance
10. As a social worker, I want to be able to present data in a way that is easier to understand, and gather more information from it
11. As an admin, I want to give new employee's user access to the appointment system
12. As an admin, I want the appointment system to include different levels of authority that will limit levels of access ranging from user, encoder, and social worker
13. As an admin, I want to have a separate website for the appointment system that is separate from the DSWD Portal.

Figure 3: User Stories of our Client

**July 2, 2024:**



### Figure 3: Discussion of User Stories and GANTT Chart



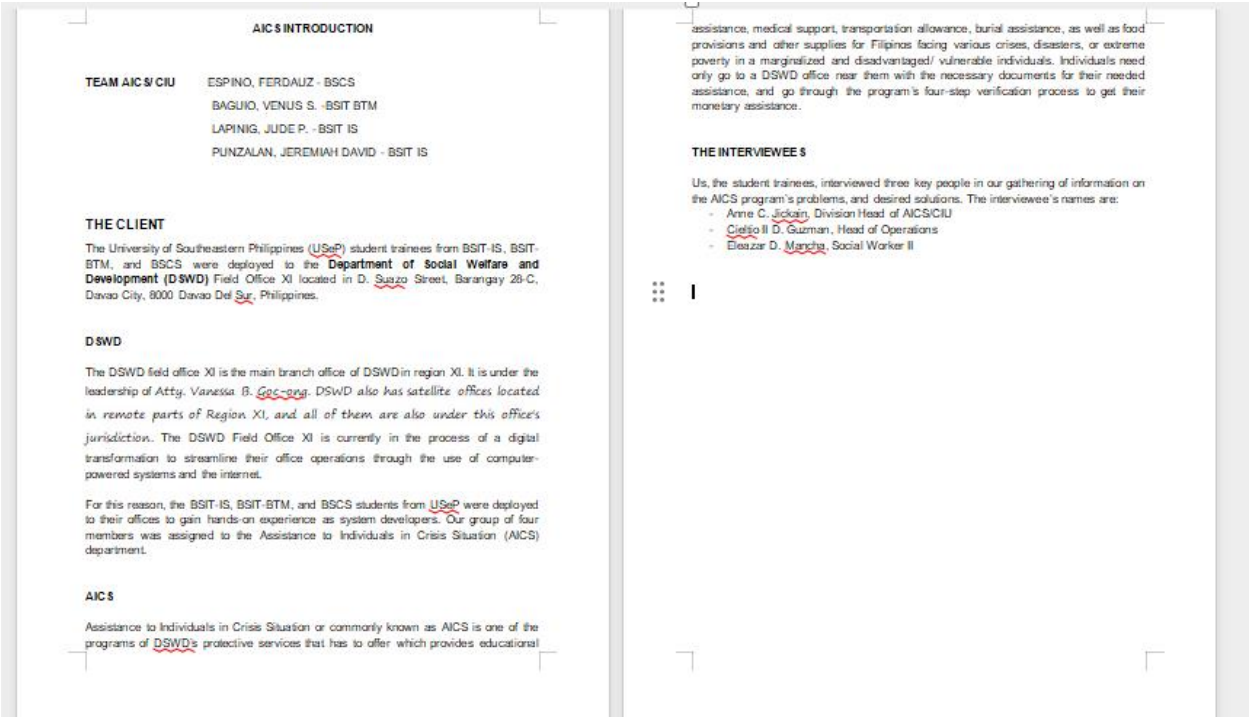


Figure 4: AICS INTRODUCTION

July 3, 2024:



Figure 5: Designing Database and editing ERD

July 4, 2024:

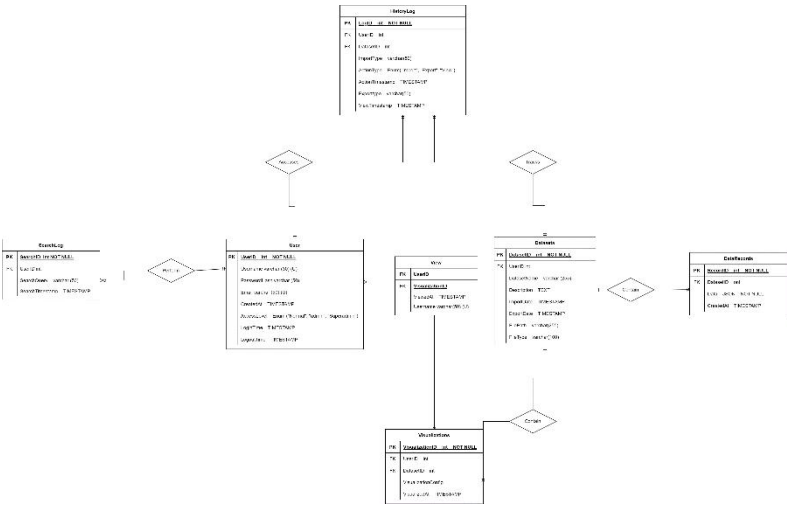


Figure 6: Final Database design

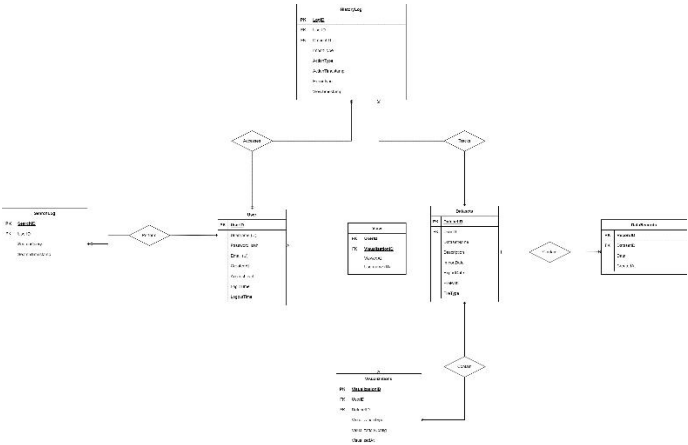


Figure 7: Final ERD Design



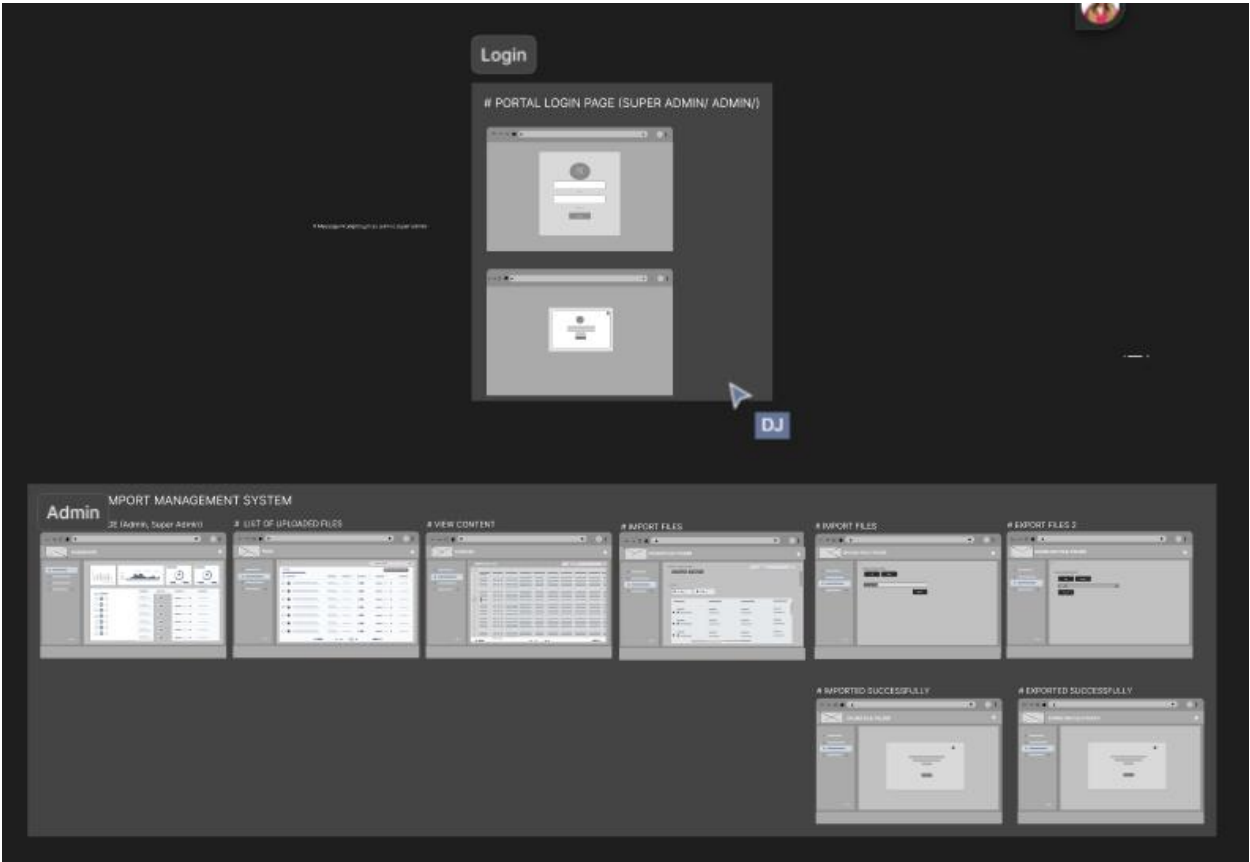


Figure 8: Creation of LoW-Fi and Hi-Fi

July 5, 2024:



Figure 9: Orientation about Laravel, Gitlab



Figure 10: Checked System Flowchart by Sir Teddygardo Adlawan Jr.



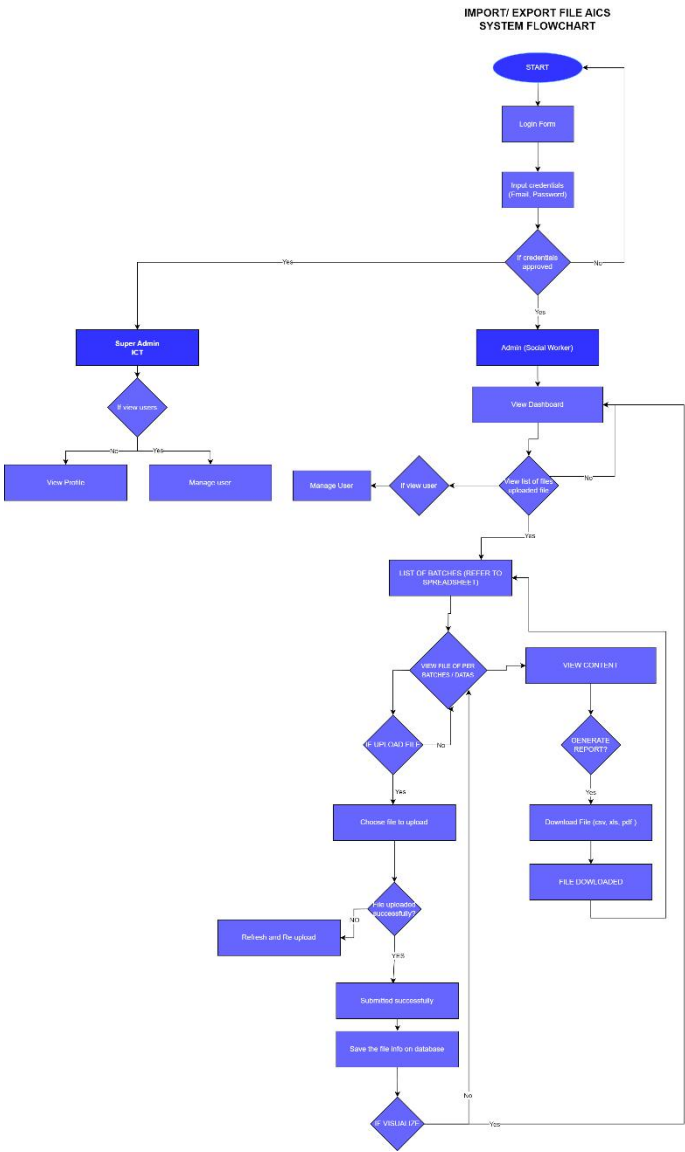


Figure 11: V3 Draft Flowchart Design

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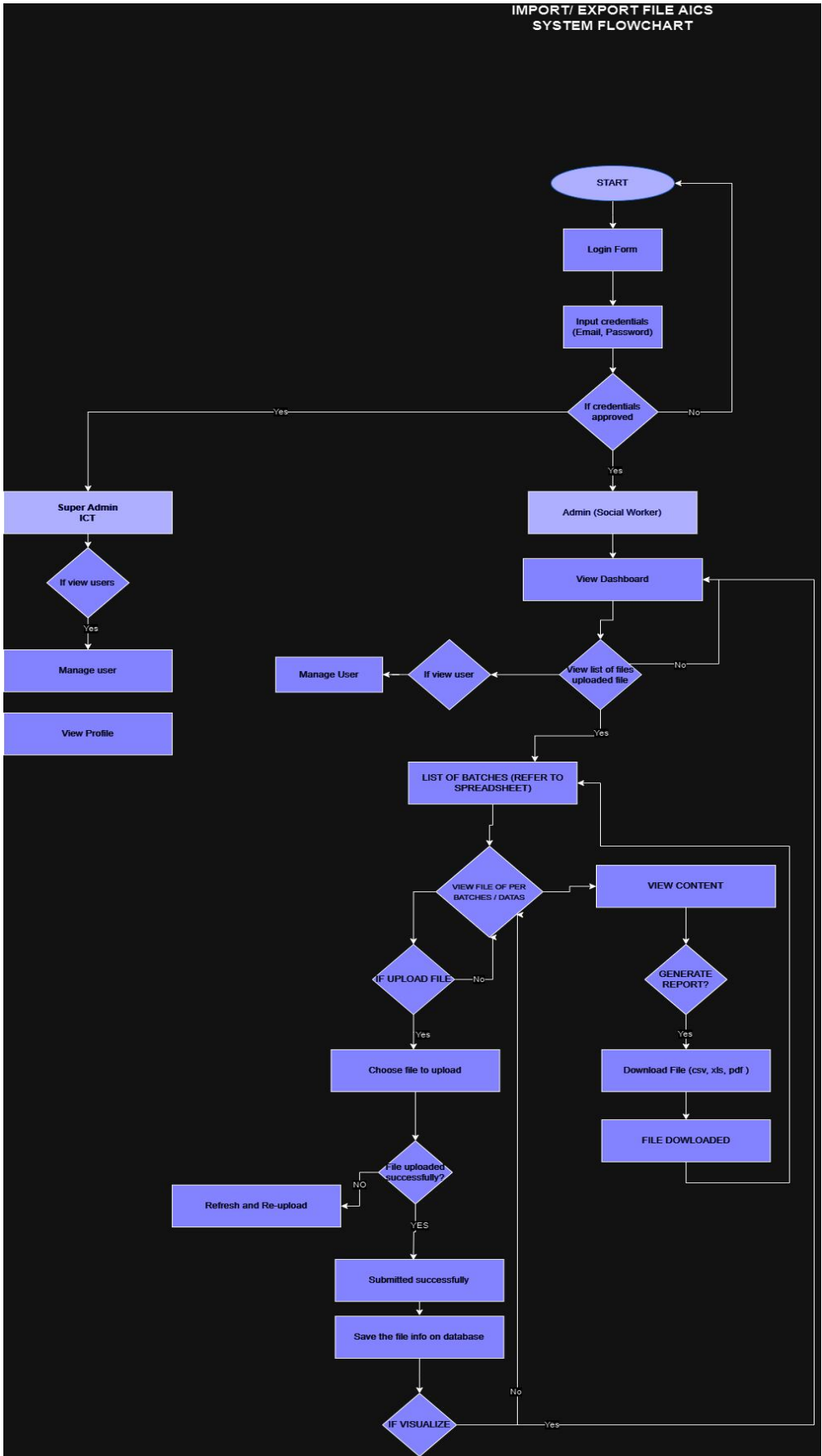


Figure 12: Modified and Final Flowchart Design

**Document Links:**

- 1. [https://drive.google.com/drive/folders/11OR4ps-KRse-rTJzF8Z3xuGH\\_xee05TT?fbclid=IwZXh0bgNhZW0CMTAAAR0ccQeJvHWR7YKv4EJna\\_vTBHQdwsQJT\\_TZaloK61ashzYsmj7qV07ySjQ\\_aem\\_ToWUxbok8cDEuEhBxSQ13Q](https://drive.google.com/drive/folders/11OR4ps-KRse-rTJzF8Z3xuGH_xee05TT?fbclid=IwZXh0bgNhZW0CMTAAAR0ccQeJvHWR7YKv4EJna_vTBHQdwsQJT_TZaloK61ashzYsmj7qV07ySjQ_aem_ToWUxbok8cDEuEhBxSQ13Q)

