

**A NARRATIVE REPORT OF ON-THE-JOB TRAINING AT
ADVANCE ABILITY ASSISTANCE HUMAN RESOURCES INC.**

Submitted to the Faculty of the
Department of Industrial and Information Technology
Cavite State University-Carmona Campus
Carmona, Cavite

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He obtained his primary education at Mary's Child Learning Center, Biñan City, Laguna in 2012, and his secondary education: Junior High School at Lake Shore Educational Institution, Biñan City, Laguna in 2016. In Senior High School, he took up Science, Technology, Engineering, and Mathematics Strand at Saint Michael's College of Laguna, Biñan City, Laguna in 2018 which he received an award for Best in Research in 2017.

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The trainee would like to express his deepest appreciation and gratitude to the following for guiding and supporting him throughout the training:

To the family, for their support, love, trust, and encouragement always to finish the training;

To Advance Ability Assistance Human Resource Inc., for the support and permission to render my on-the-job training at their company;

To the employees of Advance Ability Assistance Human Resource Inc. who played a major part in my training, creating memories with them, sharing their knowledge and skills;

Mr. Jhumel Ignas. OJT Coordinator who signs our documents for the requirements before starting the on-the-job training;

Mr. Alonel Hugo. OJT Adviser who guides the trainee to finish the requirements and narrative report;

Dr. Regene G. Hernandez, department chairperson, who signs our documents for the requirements before starting the on-the-job training;

Dr. Cristina M. Signo, campus administrator, who signs our documents for the requirements before starting the on-the-job training;

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THE TRAINEE

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INTRODUCTION

On-the-Job Training is a method that enhances the knowledge, skills, and proficiency to experience a real-life working environment. Also, it performs real job tasks in the work area using machines, tools, equipment, and processes. On-the-job training aims to allow practicing the inexperienced learner which can develop their competencies, skills, and knowledge to perform the required tasks in his/her specific role.

According to Bouchrika (2023), it stated that on-the-job training strengthens your skills in preparation for the job role. Also, it claims that the on-the-job program is a ticket to gaining work experience in a real-life working environment. The goal of on-the-job training for students is to gain work experience that will allow the students to learn knowledge, productivity, and respect in the workplace. This allows students to apply the principles, ideas, and theories learned in the classroom which gives them a chance to develop their technical skills, knowledge, and attitudes towards work.

In addition, on-the-job training is hands-on teaching and coaching which can learn practical skills and knowledge to perform their role. The person takes place in a normal working environment rather than outside the workplace in a classroom or virtual setting. Moreover, it learns the ins and outs of the company with unique practices and processes. (Waters, 2022).

According to On-The-Job Training (2021), on-the-job training acquires new skills and competencies needed for the working environment. On-the-job training allows one person to gain experience working in situations very similar to that may encounter daily. There are benefits of on-the-job training which are faster training with real experience, faster adaptation to a new job, ease to set up, and trainee can perform simple job tasks from the beginning, retain good employees, attract the right people, team building, elementary knowledge management, financial benefits.

Objectives of the OJT

The trainee aimed to undergo a total 486 hours of OJT. Specifically, he aimed to:

1. know the company profile of the institution;
2. gain knowledge of the actual operating procedures of their department he was assigned to;
3. be exposed to the actual working environment in computerized services;
4. apply the relevant theories and principles learned from the studies;
5. apply the relevant theories of information technology professions and code of ethics into practice;
6. develop the value of professionalism and commitment; and
7. get a satisfactory grade of 70 or higher for the student evaluation.

Time and Place of the OJT

The trainee had his On-the-Job Training at Advance Ability Assistance Human Resource Inc. located at 2nd Floor Crosstown Mall National Road Pulong Sta. Cruz, Sta. Rosa, Laguna (Appendix Fig.1) from March 28, 2023 to June 22, 2023. He had a working schedule of day of the week and daily time.

THE LINKAGE ESTABLISHMENT

Company Profile

The Advance Ability Assistance Human Resources Inc. (Fig. 1) was established May 6, 2019. The main office was located at 2nd Floor 8005 National Road Pulong Sta. Cruz Sta. Rosa, Laguna.



Figure 1. Advance Ability Assistance Human Resource Inc.

Significant changes and achievements were highlights of its operation for the succeeding period. First, aware of the need for quality instruction, the requirement agency hired additional competent employees to process the documents aligned to its existing requirements.

The administration section is an employee support service group. It administers and manages employee affairs relative to employment, benefits and compensation, services, training and development and employee relations. The administration section also serves as the conduit of information between the employees and management

and vice-versa. The administration is manned by people-oriented personnel who are always ready and willing to serve and help the employees with their needs.

The administration section also maintains all employee records and files which are important sources of information.

Thus, employees are reminded of the importance of updating employee records and information like change of address, status, number of children or dependents, training, etc. Administration can only help employees if they help it become the service center of the company.

Mission

Consistent and agile in delivering quality, engagement, timely care, and value to the stakeholders.

To provide opportunities, to Filipino workers to develop their full potential as highly skilled workers possessing technological expertise in various industry sectors and deeply ingrained work values and discipline through exposure to actual work sites in developed countries, such as Japan.

Vision

To be the global leader in supplying Filipino workforce to Japan.

A committed partner of government, industries, private businesses and enterprises, cooperatives, NGOs, and religious groups in the development of technologically skilled Filipino workers to help address the need for greater productivity of both individual and corporate levels for country's economic program.

Management

The organizational chart (Fig. 2) of Advanced Ability Assistance Human Resource Inc. is composed of the following:

President. The responsibility of the said person is to facilitate and guide the company operations to ensure company goals are met.

Director. The responsibility of the said person monitors the performance of the management in terms of running the company in the interest of the shareholders, community, and government by the law.

Treasurer. The responsibility of the said person ensures the financial success of the company by managing their money and financial risks.

Corporate Secretary. The responsibility of the said person is to schedule board meetings, comply with meeting notice requirements and document the minutes of the meeting to maintain integrity and validity.

HR Assistant. The responsibility of said person responsible for the daily administrative and daily HR duties. Also, it is responsible for recruitment and payrolls of the company.

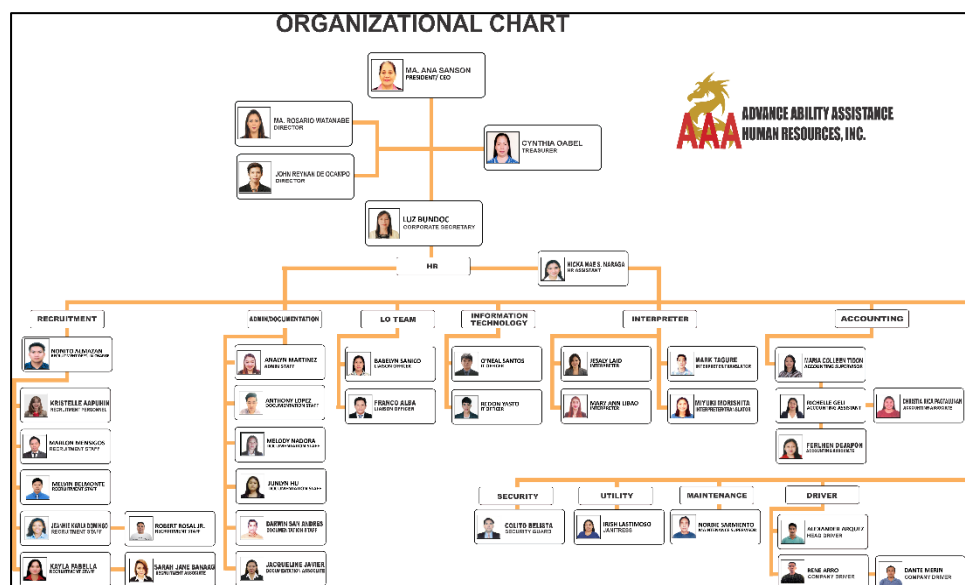


Figure 2. The organizational chart of Advance Ability Assistance Human Resource Inc.

Recruitment Dept. In Charge. The responsibility of said person oversees the sourcing, reviewing, and hiring of qualified candidates for job openings.

Recruitment Personnel/Staff. The responsibility of the said person finding potential employees for the company they are employed by.

Recruitment Associate. The responsibility of the said person is screening applications and candidates' selection through conducting interviews, sharing feedback about candidates and tracking their profiles in the recruitment system, preparing, and conducting job offers

Admin Staff. The responsibility of the said person provides support to either an individual or team and is vital for the smooth running of a business.

Documentation Staff. The responsibility of the said person manages the office documents and organizes archived documents for co-workers.

Liaison Officer. The responsibility of the said person builds and maintain mutually beneficial relationships, facilitate communication, and coordinate activities among two or more people, agencies, and organizations.

IT Officer. The responsibility of the said person is to maintain the computers, laptops, and networks in the company which are used by the employees. Also, they are the ones who configure the devices that will be used by the employees at work. And they are the ones who technical support when the devices are not responding.

Interpreter. The responsibility of the said person converts information from one spoken language into another language.

Accounting Supervisor. The responsibility of the said person oversees accounting operations which include financial accounting, accounts payable, and payroll.

Accounting Assistant. The responsibility of the said person prepares budget and records and sends invoices for services or products rendered by company employees that have been approved by management.

Accounting Associate. The responsibility of the said person assists accountants and auditors with administrative, accounting, and bookkeeping functions.

Security Guard. The responsibility of the said person securing premises and personnel by patrolling property, monitoring surveillance equipment, and inspecting buildings and equipment.

Janitress. The responsibility of the said person for maintaining a clean and healthy facility by completing various tasks.

Maintenance Supervisor. The responsibility of the said person coordinates all the installation, maintenance, and repair work at buildings or large complexes.

Head Driver. The responsibility of the said person safely transports company staff as well as various products and materials to and from specified locations on time.

Company Driver. The responsibility of the said person transport and deliver goods, equipment, products, and staff members to locations required by the organizations. Also, they maintain the cleanliness of their vehicles and are responsible for informing the organization about repairs and maintenance.

THE TRAINING AREA

Department

The **Information Technology Department** is responsible for the architecture, and maintaining the hardware, software, and networking of computers and other peripherals in the company. Also, it is responsible for troubleshooting networking, printers, and formatting computers and laptops.

Structure of the Department

The organizational chart of the Name of your Department (Fig. 3) is composed of the following:

IT Officer. The responsibility of the said person is to maintain the computers, laptops, and networks in the company which are used by the employees. Also, they are the ones who configure the devices that will be used by the employees at work. And they are the ones who technical support when the devices are not responding.



Figure 3. The organizational chart of the IT Department

Facilities

Facilities are typically where the employees are located, having a workplace is crucial because it boosts productivity, communication, and employee happiness. An excellent working environment will enable students to participate in OJT, to receive thorough training for the future.

Workspace. The workspace of the trainee is illustrated below and this is where the trainee waits and makes the task that was given by their supervisor for the entire shift of the trainee. (Fig. 4)



Figure 4. The working area of the trainee

Tools and Equipment

Scanner Machine. The trainee uses the equipment to scan all the documents, and files of the clients, employees, and company files. (Fig. 5)

Photocopy Machine. The trainee uses the equipment to photocopy all the documents, contracts, files of the clients, employee files, and company files. (Fig. 6)



Figure 5. Scanner Machine

Shredder. The trainee uses the equipment to shred all the wronged documents, files, and other papers that contain data. (Fig. 7)



Figure 6. Photocopy Machine



Figure 7. Shredder

Flash Drive. The trainee uses the tool to boot installation of the operating system for computers, format computers, and copy the files. (Fig. 8)

External Hard Drive. The trainee uses the tool to back up all the files, documents, pictures, videos, and many more for future reference in case the company needed the data or information. (Fig. 9)

Flat Screw and Screw Driver. The trainee uses the tool to open a system unit for changing the hard disk drive or solid-state drive. (Fig. 10)

DSLR Camera. The trainee uses the equipment to record a video of the clients that will be edited and sent to the employee and posted to the YouTube page of the company. (Fig. 11)

Crimping Tool. The trainee uses the tool to create a LAN cable for networking that is needed by the computers, laptops, printers, and telephones of employees for faster communications. (Fig. 12)

Microsoft PowerPoint. The trainee uses the tool for creating a PowerPoint presentation in creating the company profile, evacuation plan of the company, and language certificate of the trainees. (Fig. 13)

Visual Studio Code. The trainee uses the tool for creating a login page and registration page which uses HTML CSS and PHP. (Fig. 14)

XAMPP. The trainee uses the tool for creating databases for the login page and registration page. (Fig. 15)



Figure 8. Flash Drive



Figure 9. External Hard Drive



Figure 10. Flat Screw and Screw Driver



Figure 11. DSLR Camera



Figure 12. Crimping Tool

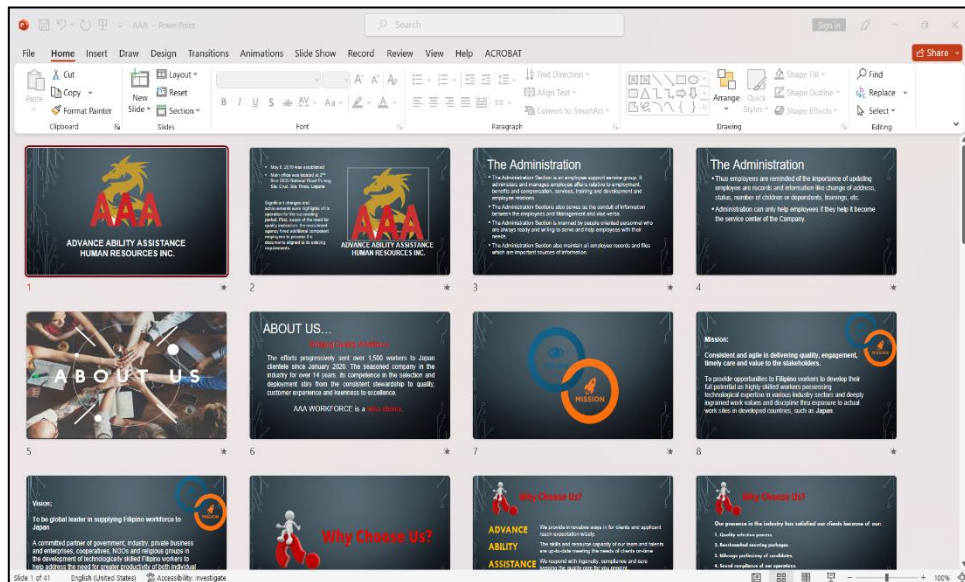


Figure 13. Microsoft PowerPoint

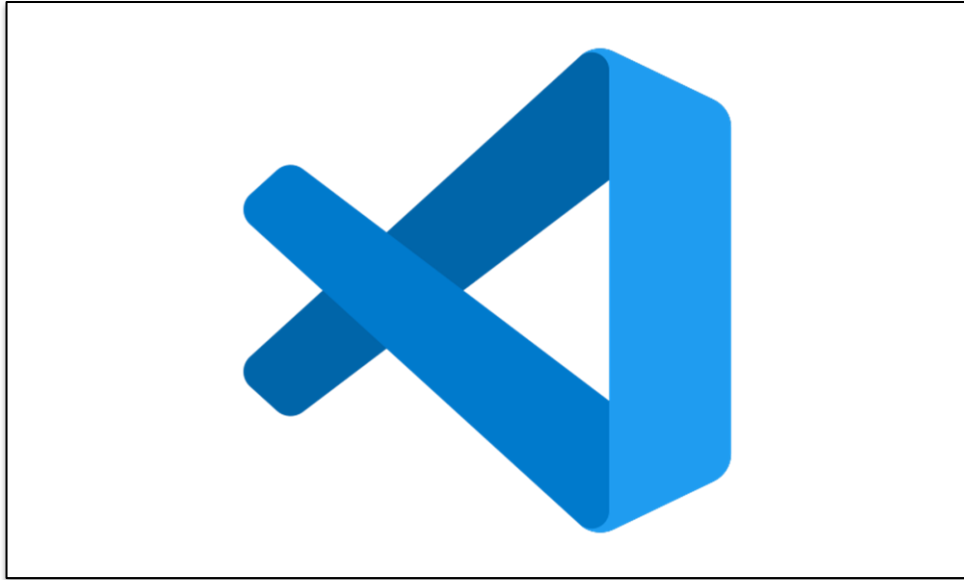


Figure 14. Visual Studio Code



Figure 15. XAMPP

THE TRAINING EXPERIENCE

Daily Journal

March 28, 2023

Day 01

Today, I arrived at the company at 6:20 am to start my on-the-job training. After a few minutes, the HR manager gave us a quick orientation about the work time and asks us if we were fine with assisting employees going outside which is still related to work. We are also introduced to the persons who we will work with. Then, my supervisor instructed me to check the documents of the clients if there are any missing documents or if it is already completed. After checking the documents, my supervisor told me to scan the documents and check the computer if the scanned documents were there. When the files are filed. I put it in the storage cabinet and sort the files according to the departure of the clients. And that concludes my first day of on-the-job training at the company.

March 29, 2023

Day 02

Today, I arrived at the company at 6:20 am and waited a few minutes before starting OJT. My other supervisor instructed me to file all the different client documents into separate plastic envelopes. After filing all the documents, I was instructed to photocopy all the contracts of the clients and sort it after according to their last names, then insert them into their envelopes. Also, I encoded some information about the clients in Excel. Afterward, my supervisor instructed me to file all the envelopes in the storage cabinet and arrange them alphabetically according to their last name. Then, IT came to fix the printer and demonstrate to me how to clean a printer since it is getting dried. And my other supervisor asks for the help of how to resize the scanned pictures. Lastly, I was instructed to check all the documents if there are any missing documents or if it is already completed, then scan all documents after that, check all the scanned documents in the computer. And that concludes my second day of OJT.

March 30, 2023
Day 03

Today, I arrived at the company at 6:20 am and waited until 7 am to start my OJT. My supervisor instructed me to pull out all the client's envelopes from the storage cabinet and instructed me to check all documents if there are missing documents or if it is already completed, then scan all the documents after that, check all the scanned documents to the computer. My other supervisor also instructed me to photocopy all the visa of the clients and pass it on to my other supervisor. Then, my other supervisor instructed me to scan all the photocopies of the visa and encode all the names of the clients in an email and attached the scanned visas. Then, my other supervisor instructed me to file all the contracts in each envelope of the client that will be found in the storage cabinet in the IT room. Around 2:45 pm, my supervisor seeks for me to help him find the documents of the two clients in the stockroom which were later found, and hand them over to the client. And that concludes my third day of OJT.

March 31, 2023
Day 04

Today, I arrived at the company at 6:15 am and waited for my classmate in the lobby of the company. Starting at 7 am, my supervisor instructed me to sort all the documents while doing it I was instructed to photocopy all the contracts after sorting the files. After photocopying, I was instructed to sort the photocopy according to the list that was given to me. Then, my other supervisor come to me and ask me to help to find the envelopes of the clients in the stockroom and attic because it was urgent and found some envelopes and two more envelopes that weren't found due to graduation being ongoing at the lobby. When I go back to the office, I straight go to my other supervisor to continue filing the documents. After filing the documents, my other supervisor asked me to help her release all the documents to the clients since they will be departing on April 2, I asked all the clients for their student clearance which I will find their envelope, and instructed them to wait for a while since only one client only can go inside in the conference room. I realized that releasing the documents to the

clients was very difficult because it needs to be checked all the documents if it is completed and needed to be scanned before giving them completely to the client. And that concludes my fourth day of OJT.

April 3, 2023
Day 05

Today is my second week at the company as an intern. So, I was only the intern today since my co-intern go to the school to do her errands as a student. To start my day, I arrived at 6:25 am at the company and waited for my supervisors to give me some tasks for me. So, my supervisor gave me a task in which I will check and scan all the documents of the clients which date is April 5. While checking the documents, my supervisor is releasing some documents to the clients and I assist her when they needed to be scanned the documents. Also, my supervisor gave me a task looking at Excel for the clients who have a visa and printing it when the client's visa is already in the LO folder, after printing, scanning, and attaching the document to the email. Later that day, my co-intern supervisor celebrated her birthday which has a mini celebration at the company, after the celebration, everybody goes back to work until 4 pm.

April 4, 2023
Day 06

Today is a very tiring day because not only checking and scanning documents. Also, we release the documents to the clients who have a flight during the Lenten season. So, we have to double-check all the documents because we experienced that one document was left but the good thing is tomorrow is the flight for the client so his colleague can fetch for him the document and give it later to the airport. After that incident, I and my supervisor were lessons learned so that the future won't happen again. Since some clients had a flight in Lenten season, I am surprised because many documents are not yet scanned so urgently, I need to scan those documents that will be released today. While assisting my supervisor in releasing documents, I continue my task so the later-date documents were already scanned and we are prepared for the release of the documents to the clients.

April 5, 2023
Day 07

Today is the last day of my second week of OJT because the following days are holidays. So, I arrived at the company at 6:30 am and waited until 7 am. My supervisor and I were preparing for the release of the documents to the clients who will be departing for Japan this coming holiday. I assist my supervisor when it comes to documents that were needed to be scanned and highlight the checklist according to the documents that have been released to the clients. During the lunch break, we were advised that we should not buy our lunch because we will be given food that we would eat. After the lunch break, we are back at our workstations to assist each other supervisor in releasing documents until the day ends.

April 11, 2023
Day 08

Today is my third week at the company as an intern. And it is a rough day which so many things have to do since getting back to work coming from a long weekend. My supervisor instructed me on the tasks since she will be out for a few days and I listen because I am avoiding making mistakes. Also, it realizes me that when you have many tasks, you will not realize that time flies so fast. During break time, I take a little bit of rest so I can have more energy for the entire day. When we were about to end our day, some clients were about to get their documents so I talk to my supervisor that I will leave on time.

April 12, 2023
Day 09

Today, I arrived at the company at 6:30 am and waited for 7 am to start. My first task of the day is to scan all the documents that have been released yesterday since it is a photocopied documents. Next, my other supervisor instructed me to file all the documents into plastic envelopes and photocopy all the contracts that have been signed and passports and file them after then put them in the storage cabinet where the envelopes are stored. The following hours were no task and I waited to instruct;

my supervisor explained my task for the remaining days of work since she will be out until the next week.

April 13, 2023
Day 10

Today is a rainy day since there was a tropical depression. So, I arrived at the company at 6:30 am and waited until 7 am to start my day. First, today I do my yesterday's instruction of requesting OWWA cert of the clients with the advice of my other supervisors. After that, I help my other supervisor in finding the client's brown envelopes in the storage cabinet in which located at the entrance of the main office and sorted all the documents according to the instruction of my supervisor. Next, I encode all the information of the client's e-reg in Excel which took me a while to finish it. Later in the afternoon, I was instructed to put all the certificates of employment (COE) in the designated passport holder and assist my supervisor in releasing documents of the clients that will depart tomorrow to Japan. And in break time, we sing a happy birthday to the Japanese employee since his birthday, then, I file all the passports into the plastic envelopes and cleared all the things that I had used into the proper places, and waited until the shift ends.

April 14, 2023
Day 11

Today is the last day of the week and I arrived at the company at 6:35 am. My first task of the day is to make a template in the email for who will be requested for an OWWA cert, my supervisor gave me a checklist which I will search in the Google sheet named 000 if the client has already had a visa, then, to put all the names in the email, I will go to the Google sheet named OEC processing for copying the batch and the name of the client. After that, I printed all the visas of the clients who had already, and scan after which later attached them to the email and send them later. Next, my other supervisor gave me the task of photocopying all the contracts and sorting them according to the list that she gave to me, then I will file them in the plastic envelopes of the clients. After that, she gave me another list for finding all the brown envelopes

in the storage cabinet located at the entrance of the main office. Later on, my other supervisor instructed me to file all the passports in their plastic envelopes according to the clients' names and that ends my shift for today.

April 17, 2023
Day 12

Today is my fourth week at the company as an intern. When my shift starts, I was waiting for my supervisor to give me a task, later on, I was given a checklist to find the brown envelopes of the clients in the storage cabinet and take three copies of the client's passports from the envelope. After taking three copies of the client's passport, I ask my supervisor what is the next task and she instructed me to create a Japanese certificate and print it and attach it to the documents. Then, separate all the documents into four files. Afterward, all the e-reg information will be encoded in Excel. Also, I was taught how she works. And I realized that almost the same as registration but needed to edit the information then I passed it to my supervisor to double-check if my work is done.

April 18, 2023
Day 13

Today, I arrived at the company early and waited until my shift starts. My first task is to encode all the e-reg into Excel. Then, I waited for my supervisor to instruct me to do some tasks which give me to photocopy 100 copies of student clearance and cut them into half. After the lunch break, my other supervisor instructed me to file all the OWWA certificates in the client's envelope in the storage cabinet located in the IT room. Also, I scanned all the insurance and put it with OEC into clients' envelopes. Then, the company has visitors and we greeted them with Good afternoon but in the Japanese language. Afterward, my other supervisor instructed me to take a picture of the client's passports and visas photo and then send them on Facebook.

April 20, 2023
Day 14

Today, I arrived early at the company at exactly 6:20 am. Today, we expect that we will be transferred to the IT department yet, the hr manager talked to us that May 2 will be the date that we will be transferred because the department that we were assigned needs our help. So, to start my day, my supervisor instructed me to scan all the documents of the clients who departed from April 25 to May 2. After that, my other supervisor instructed me to check the email of the requested OWWA cert by my other supervisor if there are missing clients in the request. After checking it, there were no missing clients. Then, my other supervisor come closer to me and asked me to help her sort the documents according to the checklist that she gave. After sorting the documents, I was instructed to find the brown envelopes in the storage cabinet of the new batch and take three copies of the passports of the clients and make a name tag in the plastic envelope. And finished the tasks at exactly four in the afternoon.

April 24, 2023
Day 15

Today, I arrived early at the company at exactly 6:20 am. To start my shift, my supervisor instructed me to check all the names of the clients who are not yet requested OWWA cert. Then, I create a draft of an email that is to be requested according to the batch of the names of the clients. Later on, my other supervisor instructed me to take a picture of the 1x1 photo and scanned passport and send it through messenger. In the afternoon, I was instructed to staple the Certificate of Eligibility inside the passport which should be the same name as the owner. After my task is done, I scanned all the insurance of the clients and check on the computer if the scanned documents were there. And to end my day, I was instructed to find the brown envelope of the client, yet, I did not see the brown envelope.

April 25, 2023
Day 16

Today, I was almost late but the good thing is I have 20 minutes more time to spare and waited until 7 am to start my shift. So, my first task is to file all the passports into the designated plastic envelopes of the clients. It took me a while to fill out all the

passports in the right owner since finding their plastic envelopes is hard due to the number of plastic envelopes. After that, I was instructed to print all the pre-employment orientation seminar (PEOS) and sort and file it with the other documents. Then, my other supervisor instructed me to find the brown envelopes of the clients according to the checklist that she gave to me. Yet, one envelope still I did not see since yesterday finding it, and even my co-intern supervisor wondered where the brown envelope is. And that concludes my day.

April 26, 2023
Day 17

Today, I arrived at exactly 6:15 am and I waited until 7 am to start my day at the company. So, my first task for today is to create a drafted email requesting OWWA cert according to the transmittal visa that was handed over to me. Upon checking the transmittal visa in the OEC processing monitoring in Excel I was able to create a drafted email composed of by batch of the clients in the list of transmittals. The second task is a photocopy of contracts into two copies since PDOS was going on in the conference room and file it into the plastic envelopes of the client's contracts. Then, my supervisor taught me how to transfer documents from a brown envelope into a plastic envelope and what documents should be left in the brown envelope. After explaining, I was able to do it and have done it before noon. In the afternoon, since PDOS was almost finished, I was instructed to file all the plastic envelopes into a storage cabinet located in the IT room. Afterward, the missing brown envelope was not yet seen since Monday and we are still looking for it in the storage drawer but we didn't find it even though we double-check it and look inside the IT room until my shift ends at four in the afternoon.

April 27, 2023
Day 18

Today, I was almost late yet I have 15 minutes more to spare and gave a little rest until 7 am. To start my day, my supervisor instructed me to sort all the documents into three categories which are PEOS, resumes of clients with Japanese language

certificates, and resumes of clients with passports. After that, she gives me the task of editing the information of the other clients on the e-reg website and printing three copies of PEOS on the PEOS website by using the registration number on the e-reg website until lunch break. And in the afternoon, my other supervisor instructed me to staple all the COE in the designated passport of the clients, then file it in their plastic envelopes in the storage cabinet in the IT room but I was stopped by my instructor, and talk me to put the insurance and OEC instead until my shift ends at 4 pm.

April 28, 2023
Day 19

Today, I arrived at the company at 6:25 and waited until 7 am. So, today is my last day in the admin/documentation department. My first task is to continue filing all the passports of the clients into plastic envelopes. Then, my other supervisor seeks for help to photocopy all the contracts of the PDOS clients with two copies which happened today. After photocopying all the contracts, I was instructed to file one copy of the contracts of the clients in their envelopes and sort all other documents like PEOS and enrollment forms according to the list that she gave to me. Later in the afternoon, my other supervisor included us to find all the priority old documents of the clients according to the list that he gave to us, at least we find some documents which are ready to be released when the clients come to the office. Since today is my last day at the admin/documentation department, he taught me how to release the old documents of the clients and it was also the same as releasing the departure documents which needed to be scanned before handing them over completely to the client. And that concludes my admin/documentation department experience.

May 2, 2023
Day 20

Today, I arrived at the company at 7:05 am because of heavy traffic at every stoplight. So, I started today at the IT department and help my supervisor in the admin/documentation department because the company is holding a meeting which I waited for them to finish. After the meeting, my first task is to transfer the computers

where I disassemble them and assemble them to the designated place. After transferring the computers, my supervisor taught me how to share the printer with the other computers through networking and I was amazed at how the networking works. Then, my next task is formatting the computer however I didn't format the computer because the flash drive was not read by the computer. In the afternoon, me and my supervisor and trying to clone the operating system of the computer at the same time the cloning process was not successful because it shows that the solid-state drive (SSD) has been corrupted in the process, we try and try until the day end.

May 3, 2023
Day 21

Today, I arrived at the company at 6:15 am and waited until 7 am to start my day as an intern. My first task is to search for software for cloning of operating system that will be used in one computer because it is getting slow and laggy. When the pc is downloading the software, I came to my other supervisor if he will give me a task and he does which is restricting the cells in the Google sheet which should be accessed by two persons only. Later on, I stopped because he was going to use the laptop and I go back to the pc to check if the downloaded software is finished. After that process, my supervisor instructed me to install it and clone the operating system to the solid-state drive (SSD). However, after booting the system we found out there was a corrupted file from the cloned operating system, and we immediately inserted back the hard disk drive (HDD) and that ends our day fixing the computer to be continued tomorrow.

May 4, 2023
Day 22

Today, I arrived at the company at 6:15 am and waited until 7 am to start my shift. So, my first task for today is to continue fixing the corrupted file in the computer, and after that start cloning the operating system into the SSD yet still there is a problem which is the blue screen of death, and continue booting non-stop. My other supervisor came to me and said we will go to the campus to get the computer that need to be formatted. After getting the computer, we immediately open the computer and back up

all the files. After backing up, my supervisor let me watch him how to format a computer. After formatting, the computer doesn't turn on which my supervisor is disappointed and the computer was broken. Then, we check the other computer with a corrupted file which is still fixing by my other supervisor. After checking, we are assigned to format the computer in the faculty, we do format the computer but it is so slow to boot up and we advised our supervisor that the computer in the faculty is still an ongoing process and we ended our day at 4:10 pm waiting for the computer to boot up.

May 5, 2023
Day 23

Today, I arrived at the company at 6:18 am and waited until 7 am to start my shift. My first task for today is to format the computer in the faculty which has been not good in setting up the windows and needed to be reformatted. After formatting the computer, my supervisor guided me on how to install Windows and applications to the computer. Upon checking the performance, my supervisor and I go back to the other office and communicate with my other supervisor regarding the flat 100% in the HDD. My other supervisor handed us an SSD which I put it on the computer and we didn't format it since it has already an operating system. My supervisor check the computer if there are files, and needed to back to the external drive and delete them after copying. And we go back to the main office to fix the computer since it was hard cloning it because it shows a blue screen of death. Later in the afternoon, my supervisor talks to me about the project that we will create using Excel as a database and format using the VLOOKUP function and that ends my shift at the company.

May 8, 2023
Day 24

Today is my second week in the IT department and I arrived at the company at 6:25 am and waited until 7 am to start my shift. My first task of the day is still fixing the computer since last week's task. It needed to be cloned because of the application used for the biometrics attendance of the employees. While waiting for the operating system to be cloned, my supervisor asks me to video the client showing the assembling

and disassembly of the screw, and the person in charge showed and checked if their work is correct. After filming the clients, the next task is to transfer the computer to the recruitment area which disassemble first and assemble at the place in the recruitment. After the recruitment, we bring the monitor from the recruitment to the IT room. Then, I go back to the computer which is cloning and still hasn't finished cloning. After cloning, my supervisor and I restart the computer and run the computer with the cloned operating system however it did not read. So, I suggest to my supervisor, I will optimize the hard disk drive where the operating system is located so that can run a little faster. I waited to finish optimizing until my shift ends.

May 9, 2023
Day 25

Today, I arrived at the company at 6:20 am and waited until 7 am to start my shift. So, my first task of the day is to switch the computers that we were fixing but we have no choice return the computer because it is needed already. When I was nothing to do, I am trying to study the VLOOKUP function in Google Sheets because my supervisor said to me to study it however it bring a better idea which creating an online system for the company. So, before I code, I download all the apps that I will be using and install them. After installing it, my supervisor said to me to code a login and registration form with a database using the language of PHP. I recall all the lessons I learned in school which I will now apply in creating forms. After recalling, I started to code the login and registration form with CSS. And later on, I was still trying to figure out how I will connect the database to the forms I created. And we end our day at 5 pm.

May 10, 2023
Day 26

Today, I arrived at the company at 6:19 am and waited until 7 am to start my shift. So, my today's task is to continue the programming of registration and a login form with the database, it took me two hours to figure out. After coding, the hr seek help for scanning the documents of the Japanese employee and photocopying them.

I waited a few minutes until my supervisor instructed me to set up the laptop that will be using for the selection of the clients at 1 in the afternoon. In the afternoon, fewer tasks I've done and waited for some instructions to do until the end of my shift at 5 pm.

May 11, 2023

Day 27

Today, I arrived at the company at 6:25 am and waited until 7 am to start my shift. So, my first task for today is to fix the computer of the hr assistant because the printer doesn't detect the computer of the hr assistant. First, I troubleshoot if it will print the document and try again to print. After that, the document was not printed by the printer. The second I remove the connection of the printer in the computer and my supervisor gave me a flash drive that contain an installer of the driver of the printer, then I install it on the computer of the hr assistant, after installing it, I try again to print and the document was printed. The second task is my supervisor gave me two inventory sheets and that is the computer and laptop inventory and instructed me to list all the computer and laptop information of the employees in the inventory sheets. After collecting the information, I encoded them in the Google Sheets which tab is laptop and computer inventory sheets until I ended my shift at 5 pm.

May 12, 2023

Day 28

Today, I arrived at the company at 6:25 am and waited until 7 am to start my shift. My first task is to inventory again but in the other building. My supervisor and I went to the campus and Torres to start an inventory of laptops, projectors, and speakers used. Before I start inventory, my supervisor said to me to refill the blank ink in the printer. After refilling the blank ink in the printer, I start collecting information on the laptops, projectors, and speakers of the users. Afterward collecting the information in the two-building, my supervisor and I go back to the office and take a rest a little bit. My second task is to encode all the collected information in Google Sheets. Later in the afternoon, my supervisor said to me to help the employee in sending a video which later it was sent until my shift ends at 5 pm.

May 15, 2023
Day 29

Today, I arrived at the company at 6:30 am and waited until 7 am to start my shift. My first task of the day is to encode what I encoded last week in different tabs that take me minutes to finish encoding since it was already encoded. After encoding, my supervisor and I went to the recruitment department where we troubleshoot the printer since it is not printing the document because of the default printer. After analyzing, we see that the printer's name is not the same as the connected printer and we set default the printer's name that will print the document. Later in the afternoon, I was in the accounting department to assist the accounting in filing the documents. And I waited if my supervisor will give me tasks until my shift ends at 5 pm.

May 16, 2023
Day 30

Today, I arrived at the company at 6:18 am and waited until 7 am to start my shift. My supervisor in the admin/documentation department seeks help in finding the brown envelope according to the two checklists that he gave to me. After the envelope was found, he gave another task which is getting four copies of the passport of the client's brown envelope which was separated into one photocopy and three photocopies. After getting all the copies of the passports of the clients in the brown, I was instructed to stamp all the one photocopy of passport and put a date today, and give it to him after so he can sign. Afterward, I was instructed to encode all the names of the clients according to the checklist and print it. Later in the afternoon, my supervisor in the IT department gave me the task which is recreating a PowerPoint of the company profile and I ended my shift at 6:30 pm.

May 17, 2023
Day 31

Today, I arrived at the company at 8:10 am because I go to the school to pass some documents to pass the subject. So, my first task of the day is I assist my supervisor in setting up the computer that will be used for selection. After that, my

supervisor instructed me to assist the new employee with how will she scan the documents, after teaching her to scan I assist her in her computer where she will check if the scanned documents are in there. Then, HR seeks help in changing the grammar of the mission and vision of the company. After editing the mission and vision, I print the mission and vision. After that, HR instructed me to edit the timekeeping in Excel which should be bigger and readable. Then, I print a sample timekeeping if it is okay that size and she approved it. After the approval, she instructed me to print many copies and cut them. Later in the afternoon, my supervisor and I went outside to find some business for printing a calling card until I end my shift at 5 pm.

May 18, 2023
Day 32

Today, I arrived at the company at 6:20 am and waited until 7 am to start my shift. My first task for today is I assist HR in photocopying documents of the employee. After that, there were changes in the workplace of the employees and needed to transfer all the pc to their new workplace. I start in the main office where I transferred two pc of the employees to their new workplace then, my supervisor instructed me to start transferring pc from the recruitment office to the main office. I disassemble the devices that they use like telephones, computers, printers, and scanners and put them on the trolley, and started to transfer them to the main office. After transferring the devices of the recruitment employees, I started to transfer the computers that the accounting employees are using like computers, printers, and receipt printers. In the afternoon, my supervisors and I started assembling the pc of the employees and we network all the devices used by the employees like printers, and telephones. After assembling, I started to transfer all the documents of the accounting to their new workplace and vice versa I transfer all the documents of the recruitment to their new workplace until I end my shift at 5 pm.

May 19, 2023
Day 33

Today, I arrived at the company at 6:25 am and waited until 7 am to start my shift. HR seeks help in making an evacuation plan for the company and I finished making the evacuation plan around 1:30 pm. Then, I come to HR to check the evacuation plan that I created and she approved it. After that, I help the accounting staff in transferring the supplies that were used by the employees in her new workplace. Then, my supervisor gave me a task that I back up first the files from the flash drive into the external hard drive. After backing up the files, I format the flash drive and make a bootable flash drive of Windows 11 and install it to the computer in the faculty and I waited to finish the installation until my shift ends at 5 pm.

May 22, 2023
Day 34

Today, I arrived at the company at 6:18 am and waited until 7 am to start my shift. The accounting personnel seeks help in filing the insurance alphabetically. After that, she also gives a list of finding the folder of the company in Japan. In the afternoon, I support the staff in the main office in printing and connecting their computer to the printer via networking. After that, the president of the company and I talk about absorbing me into the company. And I realized that decision-making is very hard to decide in certain situations which can be an opportunity or might regret in the future. Afterward, my supervisor gives me the task which formatting the computer and I waited to finish the installation until my shift ends at 5 pm.

May 23, 2023
Day 35

Today, I arrived at the company at 6:20 am and waited until 7 am to start my shift. My first task of the day is to reinstall Windows 10 on the computer which I waited a few hours due to the updates of the operating system. While waiting for the updates, my supervisor instructed me to collect all the telephone numbers and names of the employees who used them. After collecting the numbers and names, I go back to the computer and check if the updating is finished but still not yet finished updating. Then, the accounting staff seeks help in finding the folders and she gave me a list of

companies. After finding the folders, I give them to the accounting. After that, I check again if the computer is done updating and still not yet until the afternoon comes, the updating is finished, and transfer the computer to the workplace of the employee who will use it. Then, I go back to the workplace and waited for further instructions. My supervisor instructed me to crimp an internet cable for the employee since she was not getting an internet connection and I successfully manage to give internet access to the employee until my shift ends at 5 pm.

May 24, 2023
Day 36

Today, I arrived at the company at 8 am because I went to the school to pass some documents to pass the subject. So, my first task of the day is to assist the employee in photocopying the contracts of the trainee. Then, I waited for many hours until my next task is to set up the Zoom meeting for the selection of the trainees. In the afternoon, there was a Feng shui expert who foresee the destiny of every employee of the company. Afterward, my supervisor instructed me to install Windows 7 on the computer of the accounting and I successfully manage the installation of the operating system. Then, I also install some applications like sage50, adobe Acrobat and Crack Microsoft Office until my shift ends at 5 pm.

May 25, 2023
Day 37

Today, I arrived at the company at 6:40 am and waited until 7 am to start my shift. My first task of the day is to set up the Zoom meeting which will be used for the selection of the trainee. Then, my supervisor and I went to the Torres building and Campus 4 for the collection of the timekeeping of the employees. In the afternoon, my supervisor gave me a task which is to crimp a LAN cable and I successfully crimp it even though I have no experience in crimping a LAN cable. And I waited until my shift ends at 5 pm.

May 26, 2023
Day 38

Today, I arrived at the company at 6:37 am and waited until 7 am to start my shift. My supervisor instructed me to help my supervisor in the admin/documentation department in scanning all the visas of the trainees and two photocopies of the contract of the trainees. After that, HR seeks help in creating a greeting card with the use of the software Canva. After helping HR, I go back to the other office where the IT department was and waited for another task. The accounting gave a list of the companies and I will find their folders in the cabinet where the folders are located. In the afternoon, I installed the Japanese language into the computer of the employee in the faculty since it was a new computer and waited until my shift ends at 5 pm.

May 29, 2023
Day 39

Today, I arrived at the company at 6:37 am and waited until 7 am to start my shift. My first task of the day is to troubleshoot the internet connection on the computer of the accounting which I found out that the IP address is static, and I asked my supervisor what will I do to have given an internet connection on the computer and he instructed me to switch the static into DHCP. Then, my second task is to set up the Zoom meeting for the selection of the trainee which times are 9 am and 10 am meeting. After that, I waited for my next task which my supervisor gave me the telephone to set up in the workplace of the recruitment. In the afternoon, accounting seeks help in finding the server and I asked my supervisor how will I show the server and taught me to right-click my computer and click the map and I insert the IP address of the server. And I waited until my shift ends at 5 pm.

May 30, 2023
Day 40

Today, I arrived at the company at 6:35 am and waited until 7 am to start my shift. My first task of the day is to crimp an internet cable which will be used on the laptop for the selection scheduled in the morning. After that, the HR seeks help to check if there is a problem and it seems it is working fine. Then, I help the employees in removing the staple in the document of the applicants and she will take care of the

rest. In the afternoon, my supervisor and I went to the president's office to set up a telephone which will be used by the secretary. After that, my supervisor gave me another task which I collect all the Line IDs of the employees who has a Line Application until my shift ends at 5 pm.

May 31, 2023
Day 41

Today, I arrived at the company at 8:37 because I go to school to pass some requirements that were needed for the subject. When I come to the office, my first task of the day is to unmerge the merged cells in the Google Sheet named ongoing class and tab of old curriculum and new curriculum. There were merged cells that needed to be unmerged for future reference. Also, the tab named old curriculum and new curriculum was based on batches and it so many batches. Then, I stopped editing the Google Sheets due to the end of my shift at 5 pm and I will continue the task tomorrow.

June 1, 2023
Day 42

Today, I arrived at the company at 6:30 am and waited until 7 am to start my shift. So, today I continue the task that was assigned yesterday by unmerging the merge cells in the Google Sheet named ongoing class and tab of the old and new curriculum. After that, I help the accounting in number stamping the papers. Then, my supervisor gave me my next task which same thing as unmerging the cells but with a different Google Sheet named Peme Monitoring and I finished that task quickly. In the afternoon, my supervisor gave me my next task which I go back to the Google Sheet named ongoing class and tab of the old and new curriculum, there my supervisor explained to me to change all the dates into month, date, and year because some dates are the full name of the month or wrong format of the date until my shift ends 5 pm.

June 2, 2023
Day 43

Today, I arrived at the company at 6:30 am and waited until 7 am to start my shift. So, today I continue the task that was assigned yesterday by changing the date format into month date, and year. After the task that I continue, my supervisor instructed me to fix the internet connection of the employee in the faculty and I found out that the LAN cable is not connected to the telephone. Accounting employee seeks help in filing the documents in the folder according to the company and sorting the documents the folder has according to the latest date. Then, the other accounting employee seeks help in filing the cash transaction slip into the invoice according to the name until my shift ends at 5 pm.

June 5, 2023
Day 44

Today, I arrived at the company at 6:40 am and waited until 7 am to start my shift. So, my first task of the day is to edit the video by counting all the push-ups of the trainees and input to the result at the end of the video. After that, my supervisor instructed me to get a LAN cable and plug it into the server room. Next, my supervisor asks me to help the nurse in encoding all the vaccines like brand, doses, and booster shots in two Google Sheets. After encoding, the nurse gave me another checklist of vaccines but I will double check in the computer and fill in the color of light green of the vaccines if they are the same until my shift ends at 5 pm.

June 6, 2023
Day 45

Today, I arrived at the company at 6:30 am and waited until 7 am to start my shift. So, I continue my task yesterday because I wasn't able to finish the task since it is already 5 pm. After that, I waited until my next task which my supervisor gave me a task in the same Google Sheets file but I will input the date from and date to. In the afternoon, my supervisor instructed me to help the faculty in an encoding which I encoded the graduation date of the trainees in the same Google Sheet. After that, I assist the accountant in printing the picture since her pc is having a problem, I suggest to send to another accountant and using her pc to print it until my shift ends at 5 pm.

June 7, 2023
Day 46

Today is my birthday. I arrived at the company at 6:35 am and I waited until 7 am to start my shift. I was happy today because I was greeted by the employees. My supervisor instructed me to set up the Zoom meeting in two conferences. After setting the Zoom, my supervisor told me to help in the admin, I was instructed to check the names in the ticket, checklist, and LO folder on the computer if they are the same and if they have the requirements. Then, the accountant seeks help in writing the OR in the ledger and she explained to me how will I do it, I go back to her when I finished the task and she compliment me for finishing the task smoothly. In the afternoon, another accountant seeks help in encoding the receipts in Excel and I finished the task before blowing off the candle in the cakes. I was thankful to the company because it is a memorable birthday celebration and I enjoyed working with them until my last day at the company. And I end my shift at 4 pm.

June 8, 2023
Day 47

Today, I arrived at the company at 6:37 am and waited until 7 am to start my shift. So, my first task of the day is to check all the tickets of the trainees if their name is the same in the passport which I based on the checklist and LO folder on the computer. After checking, I give it to my supervisor if is correct and he said yes and give it to the admin department. Then, my second task is to answer all the Google Forms randomly if all the data is saved, I said to my supervisor I finished answering all the Google Forms which he checked in Google Drive and yes it saved. In the afternoon, accounting seeks help in filing all the cash transaction slips stapled in the invoice based on their name and amount until my shift ends at 5 pm.

June 9, 2023
Day 48

Today, I arrived at the company at 6:30 am and waited until 7 am to start my shift. So, HR called me and instructed me to update the organizational chart of the

company, and I was ordered to use the laptop of selection in the meantime. In the afternoon, I stopped working on the organizational chart because the laptop will be used in the selection and I set up the Zoom meeting. Then, HR called me again to assist my supervisor in the admin/documentation department. My supervisor in the admin/documentation department instructed me to find the brown envelopes of the trainees in the Torres building and gave me a list that contains the names and locations of the brown envelopes. I go to the building and started finding the brown envelopes and I found 4 out of 5 brown envelopes because it is not located in the drawer. Then, I go back to the office and give all the brown envelopes I found. Then, accounting seeks help in sticking names that were used by the employees of the company until my shift ends at 5 pm.

June 13, 2023
Day 49

Today, I arrived at the company at 6:38 am and waited until 7 am to start my shift. The first task that my supervisor gave is to crack Microsoft Office on the computer of accounting. There were many attempts in cracking Microsoft Office because it is getting an error but later on I successfully manage to crack Microsoft Office. My next task is I continue the organizational chart that I was creating last Friday and I manage to finish the task and check with HR if it is right, then HR said it is right. After the task, I returned the laptop to the conference room and I set up the Zoom Meeting for the selection of the trainees at 1 pm. Afterward, accounting seeks help in filing documents into the designated folders. Around 2:45 pm, my supervisor meet us in the conference room to give us knowledge in parts of the system unit and we were challenged to disassemble and assemble the system unit which we successfully did the task right until my shift ends at 5 pm.

June 14, 2023
Day 50

Today is my last day at the company as an intern. I arrived at the company at 6:25 am and waited until 7 am to start my shift. My first task of the day is that my

supervisor gave me a task to answer a Google Forms, so he will check the information if it is the right answer to the right question in Google Docs. Then, HR seeks help because her Microsoft Office is not activated, and I activated the Microsoft Office immediately due to she had many things to do. Also, I took care of my needs in requirements for school like daily time records, certificate of completion, and the evaluation form which I was evaluated by my supervisors. In the afternoon, the Japanese employee buys food for us since it is my last day at the company. Moreover, I would like to thank AAA company for the wonderful OJT experience and memories for the past three months. I am thankful for being part of them for a short time and I learned many things from them, the skills that have been thought, the reality of work in real-world situations, being happy every time even there is a mess, and most importantly having an excellent working experience with them.

Tasks performed

The trainee performed the following task:

PC Reformatting. In this task, the trainee formats the computer or installs an operating system that will be used by the employees of the company. (Fig. 16)

Installing Applications. In this task, the trainee installs software applications like Photoshop, Microsoft Office, Adobe Acrobat, and other applications that will be used. (Fig. 17)

Data Encoding. In this task, the trainee encodes some information about the trainee depending on the company he/she is assigned to using Microsoft Excel or Google Sheets. (Fig. 18)

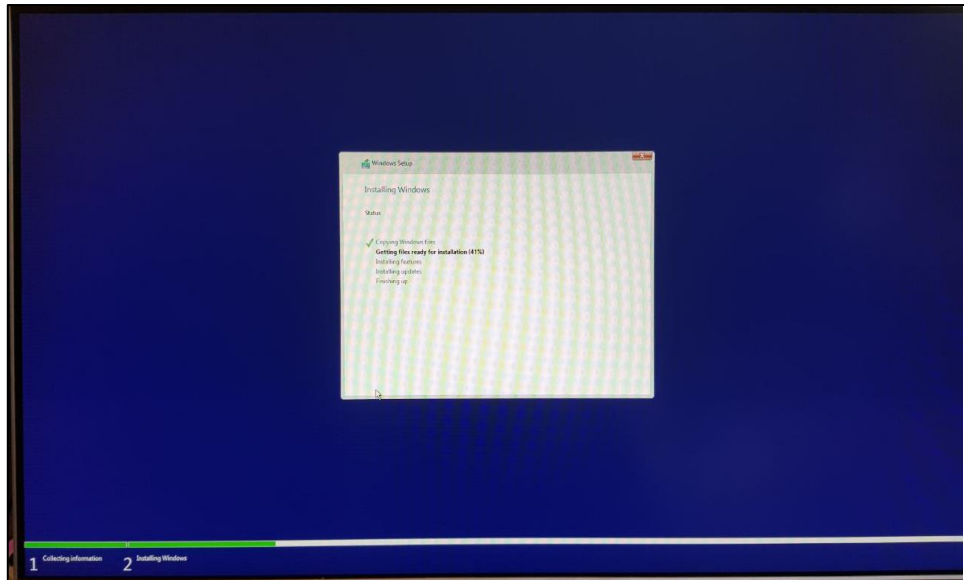


Figure 16. PC Reformatting

Recording Video. In this task, the trainee was assigned to record a demonstration of the trainee which will edit after the video and send to the other employee. (Fig. 19)

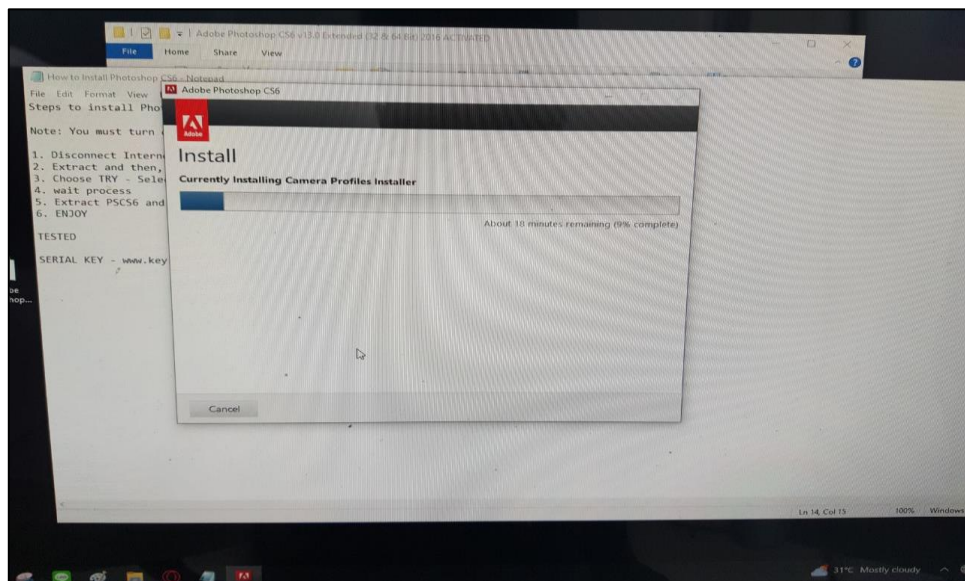


Figure 17. Installing Application

Observed Strengths and Weakness of the Training Area

Working on-site during the on-the-job training gives the trainee a deeper understanding when it comes to the organization's structure and working environment.

Also, the trainees will benefit from the proper guidance of the professional workers at the company.

There were strengths during the face-to-face on-the-job training that the trainee observed. First, the trainee obtains skills and knowledge from the employees so that they can adapt to their future. Second, learning how to communicate in the workplace like asking for help or understanding the task very well. Third, complete hands-on experience in training such as network troubleshooting, usage of Microsoft Office and google workspace, and many more.

However, there are weaknesses in the workplace like adjusting to the environment and being able to pick up new skills in every task that is assigned every day.

Insights

Challenges or difficulties before, during or after the training

The trainee was having difficulty finding a company that accepts on-the-job training. Also, the trainee was a bit challenged in processing the requirements because of the long days waiting for the documents to be signed before starting the on-the-job training. Further, the trainee was having a hard time understanding or pick-up each task every day since there are some complicated tasks and the thinking of the machine might be broken while using it. The moment that the trainee experience after the training is deciding if he will accept the offer or not. And being close to the employees when given a task and asking for help if there is a problem.

Suggestions for self-improvement

From the trainee's perspective, suggestion/s for improvement are always welcome, and the advice should apply in daily life. Also, the trainee should know the trend to keep up with his life and never be left behind. Learn to adapt every day at home, school, or workplace. Moreover, the trainee should

improve his communication with other colleagues, especially with the supervisor, and trainees.

Suggestions to solve the problems encountered by the trainee

The trainee should work hard on the assigned tasks and trust the process and listen to the instructions carefully before doing it to avoid making mistakes. Asked for help from others when the task is tough and be humble in all situations. Also, the trainee must learn to make effective time management so he won't be pressured.

SUMMARY

Before the start of training, the trainee did prepare the documents required for the internship. This includes the recommendation letter (Appendix 1), curriculum vitae (Appendix 2), memorandum of agreement (Appendix 3), apprentice ledger (Appendix 4), and student waiver (Appendix 5). After completing the required documents, the trainee underwent a one-day orientation before the beginning of his internship. The trainee started on March 28, 2023, at Advance Ability Assistance Human Resources Inc. which is specifically located at 2F Crosstown Mall National Road Pulong Sta. Cruz, Sta. Rosa, Laguna (Appendix Fig.1) in which he is scheduled from 7:00 am to 5:00 pm every day as seen from the daily time record (Appendix 6).

The trainee was assigned to perform tasks such as assisting his supervisors, technical skills using Microsoft Office and Google Workspace, Hardware Troubleshooting, Web Development, Network Troubleshooting, Repairing Landline/Internet cables, and Recording video.

After the trainee accomplished his training, he was given a certificate of completion (Appendix 7), proof that he already finished his training, and an accomplished evaluation sheet for practicum trainees (Appendix 8) where he was given a grade of 89%.

The trainee learned a lot of things from his On-the-Job Training that exercised his skills and knowledge as an apprentice of Advance Ability Assistance Human Resources Inc., especially by founding his inspiration there. He just learned many things from it such as encoding using Microsoft Office and Google Workspace, LAN and Landline cables, Hardware and Network Troubleshooting, PC connections, etc. He also learned the tools and equipment's use and significance. Explored many things and had his experience leveled up.

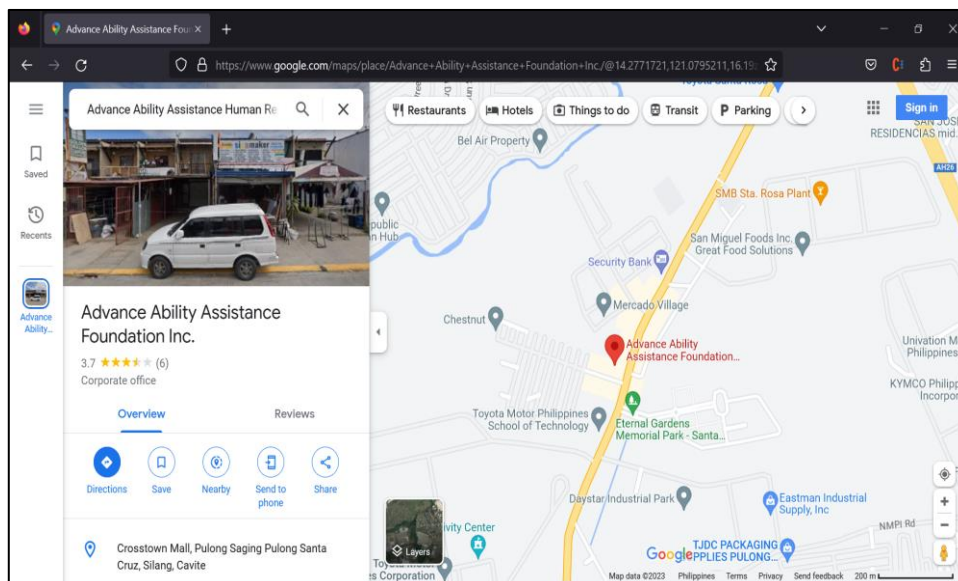
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APPENDIX FIGURES



Appendix Figure 1. The location of Advance Ability Assistance Human Resource Inc.



Appendix Figure 2. The trainee with the staffs

APPENDICES

Appendix 1

Recommendation Letter

CvSU Vision

The premier University in historic Cavite recognized for excellence in the development of globally competitive and morally upright individuals.



Republic of the Philippines
CAVITE STATE UNIVERSITY
Carmona Campus
Market Road, Carmona, Cavite
(046) 487-6328/ cvsu.carmonacampus@gmail.com

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.

March 15, 2023

MR. REDON YASTO

IT Officer

Advance Ability Assistance Human Resources Inc.
2nd floor Crosstown Mall, National Road Pulong Sta. Cruz
Santa Rosa City, Laguna

Dear Sir:

Good day!

In accordance with the University's Mission to provide excellent, equitable and relevant educational opportunities to its students through quality instruction and responsive exploration and developmental activities, the students of Bachelor of Science in Information Technology program of this University are going to have their practicum. The objectives of this course are to let the students experience the actual working environment and apply their knowledge into practice.

As a well-established firm, we believe that your institution can provide the necessary training/s relevant to the development of skills of our students. In this regard, we would like to request your office to accommodate our students, **Regin Mae D. Fabela and Ralph Victor B. Leonardo** to undergo a total of **486 hours** of On-the-Job Training in the Department of Information and Industrial Technology of your establishment or other offices relevant to the program of our student on a **face-to-face setup**.

We are hoping for your positive response regarding this matter. Our University is looking forward to a continuous and harmonious relationship with your company.

Thank you and God Bless!

Respectfully yours,


ALONEL A. HUGO
OJT Adviser

Endorsed:


MICHAEL G. CONSIGNADO, Ph.D.
OJT Coordinator


REGENE G. HERNANDEZ, Ph.D.
Chair, DIIT


8/16/23
REDON YASTO

Appendix 2

Curriculum Vitae

RALPH VICTOR LEONARDO

Biñan City, Laguna | 09164988856 | ralphvictor.leonardo@gmail.com



Career Objective

- To secure a challenging and responsible position that will allow me to utilize the abilities and skills that I have obtained

Seminars Attended

Inside a Developer's Mind Amidst Pandemic: Big Data and Analysis, Web and Application Development Webinars

May 21, 2021

Cavite State University – Carmona Campus

Data Privacy Awareness for the Academe

June 29, 2021

Department of Information and Communications Technology

Cybersecurity: How to Prevent, Detect and React from Cyber Threats & Attacks

June 30, 2021

Department of Information and Communications Technology

Educational Background

Tertiary:	Cavite State University – Carmona Campus Carmona, Cavite 2018 - present
Secondary:	Saint Michael's College of Laguna (Senior High School) Biñan City, Laguna 2016 - 2018 Lake Shore Educational Institution (Junior High School) Biñan City, Laguna 2011 - 2016
Primary:	Mary's Child Learning Center Biñan City, Laguna 2005 - 2011

Key Skills

- | | |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Communication Skills People Skills Problem-Solving Skills | <ul style="list-style-type: none"> Writing Skills Typing Skills Presentation Skills |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

Software Skills:

- | | | |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Microsoft office Visual Basic PHP | <ul style="list-style-type: none"> Java HTML & CSS JavaScript | <ul style="list-style-type: none"> Python MySQL |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|

Achievement

- 2017: Best in Research Paper

Appendix 3

Memorandum of Agreement

MEMORANDUM OF AGREEMENT

This Agreement made and entered into by and between:

CAVITE STATE UNIVERSITY-CARMONA, a state educational institution chartered under Republic Act. No. 8468; with campus located at Market Road Carmona, Cavite, represented herein by its campus administrator, **DR. CRISTINA M. SIGNO**, and herein referred to as the **CvSU**;

- and -

ADVANCE ABILITY ASSISTANCE HUMAN RESOURCES INC., a company/firm duly organized and existing under Philippine laws, with principal office located at 2nd floor Crosstown Mall, National Road Pulong Sta. Cruz Santa Rosa City, Laguna, represented herein by its President, **MRS. LUZ BUNDOC**, herein after referred to as the **Company**.

WITNESSETH

WHEREAS, the commitment of the University is to provide quality education to its students so that they will become highly capable and productive individuals in the fields of science, information communication technology, engineering, and mathematics;

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

WHEREAS, in the pursuance of its responsibility, the University through the Carmona Campus has included Practicum as one of the course requirements which will be conducted at **ADVANCE ABILITY ASSISTANCE HUMAN RESOURCES INC.**

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 internship of Bachelor of Science in Information Technology students for a total of 486 hours.
2. The inclusive training period will be from March 06, 2023 to June 30, 2023 or until the 486 hours is fulfilled.
3. CvSU, through its designated company/firm or any authorized representative, shall perform the following functions and/or responsibilities:
 - 3.1. Initiate the negotiation with the Company, undertake the initial selection and endorsement process, and request from the latter the internship activities of the student;

- 3.2. Coordinate with the Company regarding the student assignments; and
- 3.3. Monitor the progress of the student by conducting regular virtual visits to the student, and calls and/or emails to the Company.
4. The Company 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-trainee.
- 4.2. Conduct a comprehensive orientation for the student about the Company;
- 4.3. Help the trainee prepare his/her plan of activities and closely supervise him/her in undertaking these activities;
- 4.4. Provide student concerned access to the Company's records and documents it deemed necessary and vital to the internship program; and
- 4.5. Evaluate student 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% |
5. CvSU shall provide the student-trainee accident insurance that will cover the entire internship period.
6. The Company shall not be liable to the trainee for any fortuitous event that may happen during the course of the training.
7. Both CvSU and the Company further agree to the following:
- 7.1. The student shall be personally responsible for any and all liabilities, including injury to his/herself or to property or persons attributable to his/her own fault or negligence while in the course of the training. In this light, the student shall hold the Company/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/CvSU;
- 7.2. CvSU and its student-trainee shall not, at any time without the prior consent of the Company, directly or indirectly disclose or permit the disclosure of confidential information to any person or other party;
- 7.3. In case a student-trainee is deployed or assigned to one of the Company's clients, such student-trainee 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 and its clients;

7.4. At the conclusion of this internship program, or upon demand by the Company, all confidential information including but not limited to, reports, manuals, records, documents, mockups, financial statements, ledgers, invoices, correspondence, proprietary data, and all other material and copies relating, in any way, to the Company and/or to the Company's clients, and any office equipment received shall be returned by the student-trainee to the Company; 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 continue to 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 day of _____ in Carmona, Cavite.

CAVITE STATE UNIVERSITY

ADVANCE ABILITY ASSISTANCE HUMAN RESOURCES INC

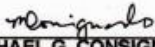

CRISTINA M. SIGNO, Ph.D.
Campus Administrator, CvSU-Carmona


LUZ BUNDOC
HR Manager

WITNESSES:


REGENE G. HERNANDEZ, Ph.D.
Department Chair, DIIT


REDON YASTO
IT Officer


MICHAEL G. CONSIGNADO, Ph.D.
OJT Coordinator


O'NEAL SANTOS
IT Officer

ACKNOWLEDGEMENT

Republic of the Philippines
 (CITY OF BINAN) S.S

BEFORE ME, a Notary Public, the following persons personally appeared on
 this 27 MAR 2023 at CITY OF BINAN.

Name	Competent Evidence of Identity Number	Date/Place Issued
<u>CRISTINA M. SIGNO</u>	<u>2000-939</u>	<u>09/12/2022/ CvSU</u>
<u>LUZ BUNDOC</u>	<u>AAAHRI - 111421</u>	

Known to me and to me known to be the same persons who executed the foregoing
 instrument and acknowledged to me that the same is their free and voluntary act and
 deed.

WITNESS MY HAND AND SEAL, on the date and place first above written.

Joc. No. 324
 Page No. 66
 Book No. 46
 Series of 2023

ATTY. EDWARD VANGE P. ARRIBA
 NOTARY PUBLIC
 BINAN CITY, LAGUNA
 Commission No. 2022-15 until 12/31/2023
 Roll No. 73834
 IBP No. 267673 issued on January 04, 2023
 PTR No. 1835719 issued on January 04, 2023
 3rd Floor, Binan City Hall
 Brgy. Zapote, Binan City, Laguna

Appendix 4

Apprentice Ledger

APPRENTICE LEDGER

Ralph Victor Leonardo

BSIT – 4E

Advance Ability Assistance Human
Resources Inc.

2F Crosstown Mall National Road
Pulong Sta. Cruz, Sta. Rosa, Laguna



Contact Details:

Residence: 237 Saint Francis St. Canlalay, Biñan City,
Laguna
Office: IT Department
Mobile No.: 09164988856
E-Mail: ralphvictor.leonardo@cvsu.edu.ph

OJT Coordinator:

Position: ALONEL A. HUGO
OJT Adviser/Instructor
Phone no./E-Mail: alonel.hugo@cvsu.edu.ph

Supervising Officer:

Position/Department: O'Neal Santos
IT Officer
Phone no./E-Mail: 09183971599

Apprenticeship Training Period

Date Started: March 28, 2023
Reporting Days: Monday to Friday

Date Completed: June 30, 2023
Day Off: Saturday and Sunday

Department/Section Assigned

Admin/Documentation Department
IT Department

Inclusive Dates

March 28, 2023
May 2, 2023

In case of emergency, contact Richard Leonardo phone: 0966-9905016

Apprentice Ledger Form (One copy for OJT Coordinator, one copy for Supervising Officer, one copy for student)

Apprentice Ledger Form - Adapted with slight modifications from the sample Apprentice Ledger Form, **Smart Guide to Apprenticeship and Practicum Training, Cabulay and Carpio, 2009, p.148*

Appendix 5

Student Waiver



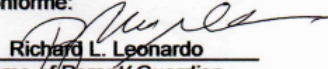
Republic of the Philippines
CAVITE STATE UNIVERSITY
Carmona Campus
Market Road, Carmona, Cavite
☎ (046) 487-6328/carmonacampus@cvsu.edu.ph
www.cvsu.edu.ph

STUDENT'S WAIVER

This is to certify that I am allowing my son **Ralph Victor Leonardo**, to conduct on-the-job training for a minimum of 486 hours starting on March 6, 2023 until June 30, 2023 at Advance Ability Assistance Human Resource Inc., on a **work-on-site OJT set up**, in partial fulfillment of the requirements for the degree in Bachelor of Science in Information Technology.

It is understood that he should abide by the rules and regulations that may be imposed by his supervisor for his welfare and safety.

Conforme:


Richard L. Leonardo
Name of Parent/ Guardian

237 SAINT FRANCIS ST. CANLALAY, BIÑAN CITY, LAGUNA
09669905016
Address and Phone number

Noted:


ALONEL A. HUGO
OJT Adviser


REGENE G. HERNANDEZ, Ph.D.
Dept. Head, Information and Industrial Technology

Appendix 6

Daily Time Record

No. 1 Pay Ending MONTH OF MARCH, 20 23
 Name LEONARDO, RALPH VICTOR B. Position INTERNAL
 Dept. IT Age 22

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

Days	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
16						
17						
18	DTU					
19	DTU					
20						
21						
22						
23						
24						
25						
26						
27						
28	DTU			1600		
29	DTU			1600		
30	DTU			1600		
31	DTU			1600		

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

TOTAL - 4 DAYS

MODEL-9000

No. 2 Pay Ending MONTH OF MARCH, 20 23
 Name LEONARDO, RALPH VICTOR B. Position INTERNAL
 Dept. IT Age 22

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

Days	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
1						
2						
3	DTU			1600		
4	DTU			1600		
5	DTU			1600		
6						
7						
8						
9						
10						
11	DTU			1600		
12	DTU			1600		
13	DTU			1600		
14	DTU			1600		
15						

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

TOTAL - 15 DAYS

MODEL-9000

MONTH OF APRIL

No. 2 Pay Ending 20 23

Name LEONARDO, RALPH VICTOR B. Position INTERM

Dept. IT Age 22

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

Days	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
16	- SUNDAY -					
17	OTW		1600			
18	OTW		1600			
19						
20	OTW		1600			
21	- HOLIDAY -					
22	- SATURDAY -					
23	- SUNDAY -					
24	OTW		1600			
25	OTW		1600			
26	OTW		1600			
27	OTW		1600			
28	OTW		1600			
29	- SATURDAY -					
30	- SUNDAY -					
31						

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

MODEL-9000

EMPLOYEE'S SIGNATURE

MONTH OF MAY

No. 3 Pay Ending 20 23

Name LEONARDO, RALPH VICTOR B. Position INTERM

Dept. IT Age 22

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

Days	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
1	- SUNDAY -					
2	OTW		1600			
3	OTW		1600			
4	OTW		1600			
5	OTW		1600			
6	- SATURDAY -					
7	- SUNDAY -					
8	OTW		1600			
9	OTW		1600			
10	OTW		1600			
11	OTW		1600			
12	OTW		1600			
13	- SATURDAY -					
14	- SUNDAY -					
15	OTW		1600			

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

MODEL-9000

EMPLOYEE'S SIGNATURE

TOTAL - 23 DAYS


LATE - 3.5 HRS

MONTH OF MAY		2023	
No. 3	Pay Ending		
Name: LEONARDO, RALFA VICTOR B.		Position: INTERN	
Dept. IT		Age: 22	
Hours		Rate	Amount
Reg.			
Ovt.			
Total Earnings			
Less Deductions			
NET PAY			
			DEDUCTIONS
			Fines
			Withholding Tax
			S.S.S.
			TOTAL
MORNING		AFTERNOON	
IN	OUT	IN	OUT
OVERTIME			
IN	OUT		
16	8:00		5:00
17	8:00	L	6:00
18	8:00		5:00
19	8:00		5:00
20	SATURDAY		-
21	SUNDAY		-
22	8:00		6:00
23	8:00		5:00
24	8:00	L	5:00
25	8:00		5:00
26	8:00		5:00
27	SATURDAY		-
28	SUNDAY		-
29	8:00		5:00
30	8:00		5:00
31	8:00	L	5:00

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

MONTH OF JUNE						
No.	4		Pay Ending		, 20 23	
Name	LEONARD, RALPH VICTOR B.				Position INTERNAL	
Dept.	IT				Age 22	
Hours	Rate	Amount	DEDUCTIONS			
Reg.			S.S.S.	Fringe		
Over.				Withhold- ing Tax		
				S.S.S.		
Total Earnings						
Less Deductions						
NET PAY				TOTAL		
Days	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
1	0700			1700		
2	0700			1700		
3						
4						
5	0700			1700		
6	0700			1600		
7	0700			1600		
8	0900			1700		
9	0700			1700		
10						
11						
12						
13	0700			1700		
14	0700			1600		
15						

Appendix 7**Completion Form**

<p>Advance Ability Assistance Human Resources, Inc. 2F Crosstown Mall National Road Pulong Sta. Cruz City of Sta. Rosa, Laguna</p> <p>CERTIFICATE OF COMPLETION</p> <p>is presented to</p> <p><i>RALPH VICTOR B. LEONARDO</i></p> <p>For having successfully completed 486 hours On-The-Job Training as an Information Technology Intern and his dedication, sacrifices, faithfulness and expertise in helping the Advanced Ability Assistance Human Resource Inc. personnel in IT related works</p> <p>Conducted from March 28, 2023 to June 14, 2023</p> <p>Issued this <u>14th</u> day of June 2023 In City of Santa Rosa, Laguna, Philippines</p> <p> O'Neal Santos IT Officer</p>

Appendix 8

Evaluation Sheet for Practicum Trainees



Republic of the Philippines
CAVITE STATE UNIVERSITY
 Carmona Campus
 Market Road, Carmona, Cavite
 ☎ (046) 487-6328/carmonacampus@cvsu.edu.ph
 www.cvsu.edu.ph

EVALUATION SHEET FOR PRACTICUM TRAINEES

Name of Student	<u>Ralph Victor B. Leonardo</u>	Name of Company	<u>Advance Ability Assistance</u>
Program/ Course	<u>BSIT</u>	Company Address	<u>Human Resource Inc.</u>
Name of Evaluator	<u>O'Neal Santos</u>	Company Address	<u>2F Crosstown Mall</u>
Designation of Evaluator	<u>IT Department</u>	Telephone No.	<u>National Road Pulong Sta. Cruz, Sta. Rosa, Laguna</u>
		Training Period	<u>March 28, 2023 – June 14, 2023</u>

Nature of work performed by the trainee: _____

A. Performance

- | | | | | | |
|----------------------------------------------------------------------------------------------------|-----|-----|---|---|---|
| 1. Knowledge of work (able to grasp as much as instructed) | 5 | (4) | 3 | 2 | 1 |
| 2. Quality of work (performs an assigned job as efficiently and diligent) | 5 | (4) | 3 | 2 | 1 |
| 3. Quantity of work (can cope with the demand of additional unexpected workload in a short notice) | 5 | (4) | 3 | 2 | 1 |
| 4. Punctuality (reports to work assignment on time) | (5) | 4 | 3 | 2 | 1 |
| 5. Attendance (follows assigned work schedule) | (5) | 4 | 3 | 2 | 1 |

B. Personal traits

- | | | | | | |
|-------------------------------------------------------------------------------------------------------|------|------|---|---|---|
| 1. Physical appearance (well groomed and always wears appropriate attire) | (5) | 4 | 3 | 2 | 1 |
| 2. Enthusiasm (Eager to learn and improve one's abilities) | (5) | 4 | 3 | 2 | 1 |
| 3. Courtesy (shows respect for authority at all times) | 5 | (4) | 3 | 2 | 1 |
| 4. Conduct (observes work rules and regulations) | 5 | (4) | 3 | 2 | 1 |
| 5. Attitudes toward work (shows initiative and interest in work over the above what is assigned) | (5) | 4 | 3 | 2 | 1 |
| 6. Drive (highly motivated to pursue tasks given) | (5) | 4 | 3 | 2 | 1 |
| 7. Mental maturity (effective and calm under pressure) | (5) | 4 | 3 | 2 | 1 |
| 8. Sociability (can work harmoniously with other employees) | 5 | (4) | 3 | 2 | 1 |
| 9. Reliability (can be trusted to be left alone to use or operate tools, office/industrial equipment) | 5 | (4) | 3 | 2 | 1 |
| 10. Conscientious (careful in handling tools, equipment and machineries) | 5 | (4) | 3 | 2 | 1 |
| 11. Innovation (has creativity in adapting new methods) | (10) | 8 | 6 | 4 | 2 |
| 12. Possession of other traits necessary for employment in this kind of work. | 15 | (12) | 9 | 6 | 3 |

TOTAL NUMBER OF POINTS

(89)

(Passing Grade is 70 points or better.)

Comments/ Suggestions

I am Japanese Manager of Adv. Ralph was the best OJT we ever have at this Company. Highly recommended and is very attentive and good talent.

Signature of Evaluator
 Date 6/14/23

AS
 6-19-23