

NARRATIVE REPORT FORMAT

Preliminaries

Title Page
Acceptance Sheet
Biographical Data
Acknowledgment
List of Figures
List of Appendices

I. INTRODUCTION

Objectives of the OJT

What the students want to achieve? This should be at least three objectives.

Significance of the OJT

Discussion about the importance of training; brief description about the industry and the linkage institution

Time and Place of the OJT

Brief discussion about the training area (department assignment), training schedule, and training days of the student.

II. THE LINKAGE ESTABLISHMENT

Location of the Establishment

Background/Profile of the Establishment

Figure 1. Logo of (Company name)

Mission

Vision

Core Values *(if applicable)*

Function and Responsibility of the Management

Figure 2. Organizational chart of (Company name)

III. THE TRAINING AREA

Department Function

Organizational Structure of the Department

Figure 3. Organizational chart of the (Department)

Facilities

Tools and Equipment

Standard Operating Procedures

IV. THE TRAINING EXPERIENCE (past tense; third person EXCEPT for the Journal)

Daily Journal

Tasks Performed (these are the assigned duties)

Observed strengths and weaknesses of the training area

Insights

Challenges or difficulties before, during, or after the training

Suggestion/s for improvement

Suggestion/s to solve the problems encountered by the student

V. SUMMARY**VI. REFERENCES****VII. APPENDICES**

Recommendation Letter
Memorandum of Agreement
Apprentice Ledger
Curriculum Vitae
Location Map
Certificate of Completion
Accomplished Evaluation Form
Daily Time Record
Training Plan
Photo Documentation

REMINDERS!

Margin: Top, Right, Bottom = 1", Left = 1.5"

Paper size: A4

Font style = Arial

Font size = 11

Spacing = Double space (Please refer to more detailed formatting that will be given to you.)

1. The Introduction page has the imaginary page number 1 at the upper right corner. All pages are numbered accordingly with new chapter pages having imaginary pagination.
2. Maintain a space (3 single spaces) between the main heading and the 1st line of discussion. Double spacing must be observed throughout the discussion of the chapter.
3. Photos are labeled below with 2 single spaces observed between the figure and the label.
4. Size of photos, if any, should be 3"x5". (h X w)
5. There is no photo in the Biographical Data part.
6. Use first person in your Journal.

**A NARRATIVE REPORT OF ON-THE-JOB TRAINING
AT CAVITE STATE UNIVERSITY**

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

In partial fulfillment of
the course requirements for the degree
Bachelor of Science in Information Technology

JUAN P. DELA CRUZ
June 2024

ACCEPTANCE SHEET

}
}
}
}

The On-the-Job Training Narrative Report here to attached, prepared and submitted by **HARRY H. POTTER**, in partial fulfillment of the requirements for the degree of **Bachelor of Science in Information Technology** is hereby accepted.

}
}
}
}

JUAN P. DELA CRUZ

OJT Adviser

Date

}
}
}
}
}

JHUMEL C. IGNAS

Coordinator

Date

}
}
}
}
}

REGENE G. HERNANDEZ, PhD

Chairperson, Department of Industrial and Information Technology

Date

}
}
}
}
}
}

CRISTINA M. SIGNO, PhD

Campus Administrator

Date

} } }

[illegible][illegible][illegible][illegible][illegible]

TABLE OF CONTENTS

TITLE PAGE	Page i
ACCEPTANCE SHEET	ii
BIOGRAPHICAL DATA	iii
ACKNOWLEDGMENT	iv
TABLE OF CONTENTS	v
LIST OF FIGURES	vii
LIST OF APPENDICES	viii
INTRODUCTION	1
Objectives of the On-the-Job Training	2
Significance of the On-the-Job Training.....	3
Time and place of the On-the-Job Training	4
THE LINKAGE ESTABLISHMENT	5
Location of the Establishment.....	
Background/Profile of the Establishment.....	5
Mission.....	6
Vision.....	6
Operational Structure of Establishment.....	6
Functions and Responsibility of the Management.....	6
THE TRAINING AREA	10
Department Function.....	10
Organizational Structure of the Department.....	11
Facilities.....	13
Tools and Equipment.....	16
Standard Operating Procedure	
THE TRAINING EXPERIENCE	20

Daily Journal.....	20
Tasks Performed.....	35
Observed Strengths and Weaknesses of the Training Area.....	39
Insights.....	39
Challenges or difficulties before, during, or after the training.....	39
Suggestions for self-improvement.....	40
Suggestions to solve the problems encountered by the trainee.....	40
SUMMARY	41
REFERENCES	43



LIST OF FIGURES

Figures		Page
1	XXXXXXXXXXXXXXXXXXXXX.....	5
2	XXXXXXXXXXXXXXXXXXXXX.....	6



LIST OF APPENDICES

}
}
}

Appendix		Page
1	XXXXXXXXXXXXXXXXXXXXX.....	5
2	XXXXXXXXXXXXXXXXXXXXX.....	6



} } }

Objectives of the On-the-Job Training

Significance of the On-the-Job Training

Time and Place of the On-the-Job Training

Xxx

XX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX)XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXX.

THE LINKAGE ESTABLISHMENT

}
}
}

XX
XX
XX
XX.

Location of the Establishment

XX
XX
XX
XX.

Background/Profile of the Company

XX
XX
XX
XX.

Mission

XX
XX
XX
XX.

Vision

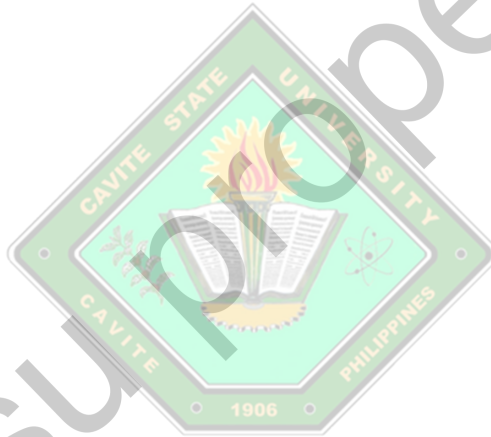
XX
XX
XX
XX.

Core Values (if applicable)

XX
XX
XX
XX.

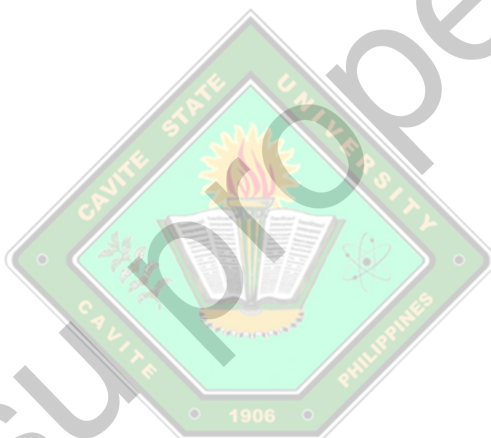
Function and Responsibility of the Management

XX
XX
XX
XX.



Standard Operating Procedures

XX
XX
XX
XX.



} } }

Day 1

Day 2

[illegible][illegible][illegible][illegible]

XX
XX.

Challenges or difficulties before, during, or after the training

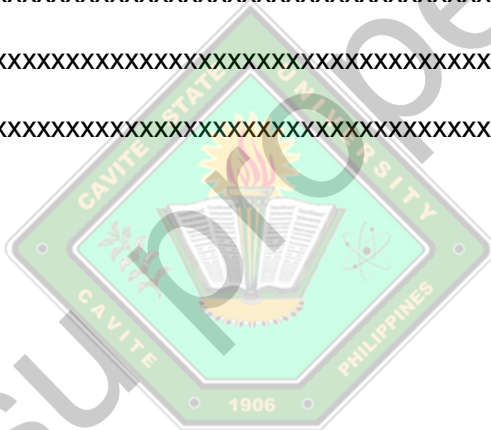
XX
XX
XX
XX.

Suggestion/s for improvement

XX
XX
XX
XX.

Suggestion/s to solve the problems encountered by the student

XX
XX
XX
XX.



SUMMARY

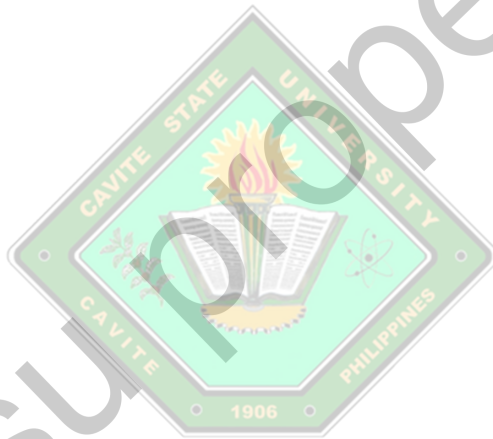
}

XX

XX

XX

XX.



REFERENCES
} (APA FORMAT 6th Ed.)

}
}

- Computer Hope. (2021). *Printer* Retrieved from What is a Printer? (computerhope.com)
- Grace, A. (2019). *What is a router, and how does it work?* Retrieved from What is a router, and how does it work? (norton.com)
- Guide2Research. (2021). *On the Job Training: OJT Meaning, Advantages & Types* Retrieved from <https://research.com/careers/on-the-job-training>
- Kilgore, E. (n.d.). *The Importance of Internships in College* Retrieved from The Importance of Internships in College – Colleges of Distinction
- MacRae, I. (2017). *Teaching Is Different From Training: How to Use Both Effectively* Retrieved from <https://trainingindustry.com/articles/workforce-development/teaching-is-different-from-training-how-to-use-both-effectively/>
- Peterson, J. (2016). *6 Career Challenges You'll Face as a Recent College Graduate* Retrived from <https://www.recruiter.com/i/6-career-challenges-youll-face-as-a-recent-college-graduate/>
- Sephton, C. (n.d.). *What Is The Significance Of Ojt To Students?* Retrieved from What Is The Significance Of Ojt To Students? - Blurtit
- Techtarget. (n.d.). *Definition of Computer* Retrieved from What is computer? - Definition from WhatIs.com (techtarget.com)



APPENDICES

}
}
}

Appendix 1

Recommendation Letter



Appendix 00

Photo Documentation

3x5" with 1pt border

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

3x5" with 1pt border

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX