

## 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 1<sup>st</sup> 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

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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.

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**JUAN P. DELA CRUZ**

OJT Adviser

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Date

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**JHUMEL C. IGNAS**

Coordinator

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Date

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**REGENE G. HERNANDEZ, PhD**

Chairperson, **Department of Industrial and Information Technology**

\_\_\_\_\_  
Date

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**CRISTINA M. SIGNO, PhD**

Campus Administrator

\_\_\_\_\_  
Date

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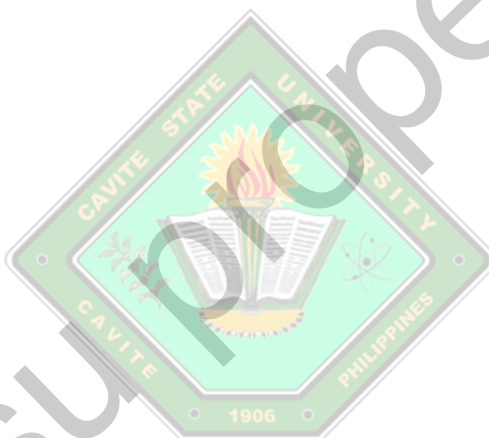
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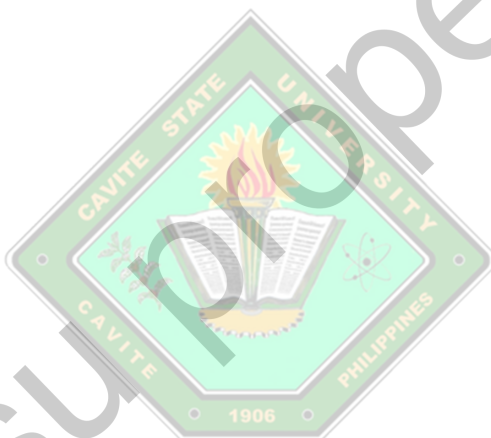
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## LIST OF APPENDICES

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## Objectives of the On-the-Job Training

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### Significance of the On-the-Job Training

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## Time and Place of the On-the-Job Training

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## THE LINKAGE ESTABLISHMENT

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### Location of the Establishment

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### Background/Profile of the Company

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### Mission

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### Vision

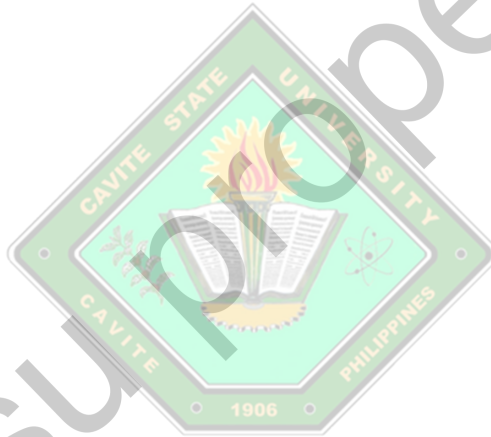
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### Core Values (if applicable)

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### **Function and Responsibility of the Management**

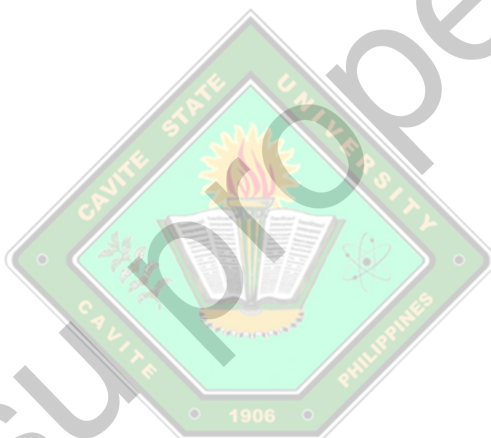
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## Standard Operating Procedures

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**July 31, 2023**

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**August 01, 2023**

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**Challenges or difficulties before, during, or after the training**

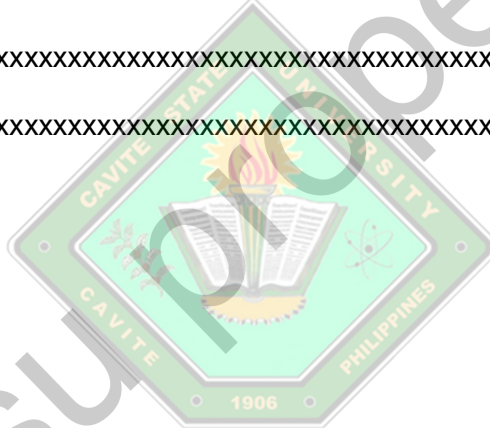
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**Suggestion/s for improvement**

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**Suggestion/s to solve the problems encountered by the student**

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## SUMMARY

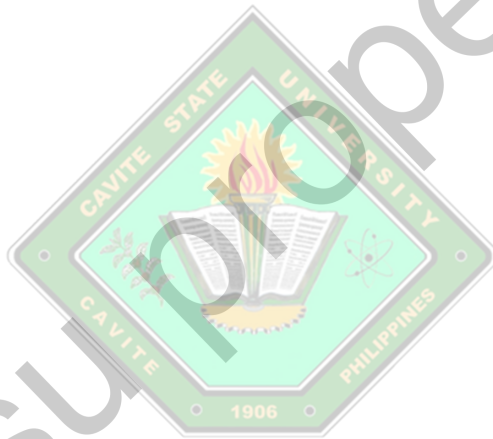
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**REFERENCES**  
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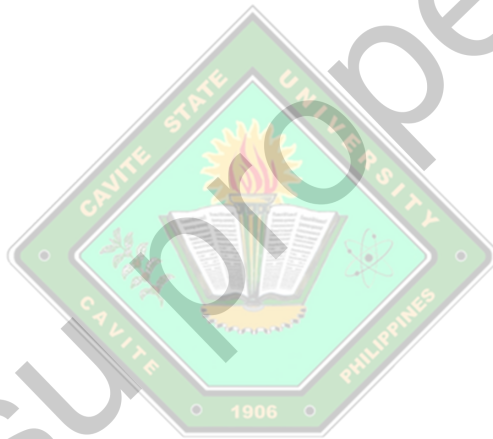


## APPENDICES

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### Appendix 1

Recommendation Letter



**Appendix 00**

Photo Documentation

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