

**DAILY JOURNAL****IMPORTANT INFORMATION**

- ☐ INCLUDE TASK ASSIGNMENTS OR MOVEMENTS, REFLECTION ON THE DAY'S NEW LEARNING, ACCOMPLISHMENT, CHALLENGES FACED AND HOW YOU RESPONDED, OBSERVATIONS AND RECOMMENDATIONS ON THE IMPROVEMENT OF SYSTEMS / OPERATION / MANAGEMENT, ETC.
- ☐ SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.
- ☐ HARD COPIES OF THIS FORM SHOULD BE COMPILED AS PART OF THE STUDENT'S PORTFOLIO.

DATE	JUNE 9-13	AREA ASSIGNMENT	HOUSING DEPARTMENT
TASK	GATHERING DATA	SHIFT/TIME	8:00-5:00PM

During my fifth week of on-the-job training, I had the opportunity to join a meeting held by the National Housing Department, where they discussed a web application that was very similar to the one we are currently developing for the local Housing Department of Biñan Laguna City Hall. Our department head asked if someone from our team could attend the meeting to take down important notes and observe how their system works—this task was entrusted to me.

Attending the meeting was a valuable experience. I was able to gather insights on how other government offices handle digital documentation, system design, and workflow automation. The system they presented had features that were very relevant to the requirements we had previously gathered during our local meetings. I made sure to document the details, functions, and system structure they shared, including the way they approached recordkeeping, form generation, and printing through a centralized web-based interface.

After the meeting, our department head asked me whether we would be capable of developing something similar to what was presented. I confidently responded that we could, as our current development plan was already aligned in many ways with what the national office had shown. The confirmation boosted both trust and expectations from our supervisors.

We then returned to our workstation and continued working on the project. The meeting gave us a clearer picture of what a fully functional version of our system could look like, and it helped refine some of our planning decisions. It also reassured us that we were on the right track.

This week emphasized the importance of research, communication, and client confidence in system development. It felt great to represent our team in that meeting and contribute valuable input toward building a more effective system.

  
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DATE	JUNE 2-6	AREA ASSIGNMENT	HOUSING DEPARTMENT
TASK	GATHERING DATA	SHIFT/TIME	8:00-5:00PM

For my fourth week of on-the-job training, we continued working on the website project that was assigned to us by the Housing Department of Biñan Laguna City Hall. Following the initial meetings and data gathering from the previous week, this week focused on transitioning from research to planning and early development. Our goal was to start shaping the actual structure of the system based on the information we had gathered from the department's staff.

To ensure that the system would be functional, efficient, and aligned with the department's needs, we dedicated time to properly plan the system's architecture. We began by creating a sitemap, which helped us outline the different pages and sections that the website would include. This served as a foundation for organizing the system's navigation and content hierarchy. Next, we worked on a flowchart that visualized the step-by-step processes users would go through within the system—such as inputting data, searching for existing records, and generating printable outputs. This helped us and our mentor identify possible bottlenecks or missing features early on.

Additionally, we created an Entity Relationship Diagram (ERD) to define the relationships between the database tables. Since the system will involve multiple forms and user inputs, having a clear understanding of how the data entities relate to one another was crucial for designing a scalable and organized database. Throughout the week, we also began setting up the basic layout of the website using the plans we had made.

Although we are still in the development phase, this week was all about building a solid foundation to ensure the system will function smoothly. Planning tools like sitemaps, flowcharts, and ERDs made a huge difference in aligning our vision, improving teamwork, and minimizing future issues during development.

  
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DATE	MAY 26-30	AREA ASSIGNMENT	HOUSING DEPARTMENT
TASK	WEBSITE MAKING	SHIFT/TIME	8:00-5:00PM

During the third week of my on-the-job training, significant changes occurred in our work assignments. Initially, I was part of a group of three working on a previous project, but at the beginning of this week, our mentor decided to dissolve our group and reassign each of us to individual roles. This shift was prompted by a broader reorganization effort, likely aimed at maximizing our strengths and aligning us with projects that required more focused attention. Following this reassignment, I was introduced—along with the other two members—to a new department: the Housing Department of Biñan Laguna City Hall. Our mentor accompanied us during our initial visit to ensure a smooth transition and proper orientation. We were welcomed by the head of the department, and a formal meeting was conducted to discuss the nature of the project we would be working on.

In that meeting, the department shared the main problem they were facing, which centered around the inefficiencies of their current paper-based workflow. Their operations relied heavily on manually printing, filling out, and encoding forms, which consumed a large amount of time and often led to disorganization and delays. The department handled a considerable volume of documentation regularly, and their current method made it difficult to manage records effectively. It was evident that this traditional approach was no longer sustainable, especially in a fast-paced government office where timely processing and easy access to records are essential. To address this issue, they expressed a need for a custom-built digital solution that would allow them to handle their documentation through a centralized, web-based platform. Specifically, they requested a system that would allow users to input data, view records, and print necessary forms directly from the web—eliminating the need for redundant paperwork and minimizing human error.

Throughout the rest of the week, our focus was on the discovery and data-gathering phase. We began collecting samples of the forms they frequently used, and we asked specific questions to better understand their workflow and how we could tailor the system to fit their needs. Although I cannot disclose full details due to a signed non-disclosure agreement, I can say that this experience gave me a clearer understanding of how real-world digital systems are conceptualized from scratch. It was a rewarding and eye-opening week, as I transitioned from technical implementation to more client-oriented and analytical tasks.

  
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DATE	MAY 19-23	AREA ASSIGNMENT	ICTO
TASK	WEBSITE MAKING	SHIFT/TIME	8:00-5:00PM

**Task Assignments and Movements:**

In my second week of on-the-job training, I was assigned to join a group tasked with creating a website for a specific department. Each group was composed of three members, and there were four groups in total—twelve trainees all together. I was responsible for the UI (User Interface) design of the website, which I completed during the week.

The process involved conceptualizing the layout, ensuring a user-friendly interface, and applying consistent branding and design aesthetics based on the department's needs. I collaborated closely with my groupmates to ensure that the UI aligned with the planned backend and functionalities of the site. It was a good opportunity to apply both creative and technical skills while working within a collaborative structure.

However, as the week progressed, our mentor/adviser reassessed the distribution of trainees and projects. They decided that due to the number of participants and the need for better alignment with ongoing departmental needs, the groups would be reorganized. As a result, I was pulled out from my current group toward the end of the week and introduced to a new project that I will be involved in moving forward.

  
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DATE	MAY 12-16	AREA/ASSIGNMENT	Command, Control and Communication (C3)
TASK	Pre-assessment	SHIFT/TIME	8:00-5:00PM

**Task Assignments and Movements:**

For my first week of on-the-job training, I was assigned to the Command, Control, and Communication (C3) Department as per the recommendation of Sir Ramon. Although I started my OJT three weeks late, I was immediately given a task to complete a CRUD (Create, Read, Update, Delete) assessment using CodeIgniter 4, PHP 8, AJAX, jQuery, and Bootstrap. This assignment served as both a refresher and a test of my current web development capabilities, as well as a way to immerse myself in the existing tech stack used in the department.

The task was meant to assess not just my coding ability but also my understanding of clean structuring, modularity, and integration of front-end and back-end functionalities. I stayed in the C3 department the whole week and focused on completing the CRUD project as efficiently and accurately as possible. By the third day, I had already completed the task and made sure to review and debug my code before submitting it.

  
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