**Narrative Report**

Date: Feb 14, 2024

Name of the Trainee: Jefferson B. Arnado

Name of the Company: DICT Region XI

Address: F. Torres St. Brgy. 7-A, Davao City

Name of the Immediate Supervisor:

Specific Competency Performed:

A person standing in front of a large screen

Description automatically generated

The day commenced with a comprehensive orientation session where we delved into the mission, vision, and goals of the Department of Information and Communications Technology (DICT). Through engaging discussions, we gained insights into the strategic initiatives aligned with these principles, understanding how various projects contribute to the overarching objectives of the organization.

Following the orientation, we were entrusted with two distinct tasks. Firstly, we were challenged with locating freelancers residing in Mati City, a task that initially seemed daunting due to our unfamiliarity with the process. However, through perseverance and resourcefulness, we successfully identified suitable candidates, demonstrating adaptability and problem-solving skills in an unfamiliar domain.

Additionally, we were assigned the responsibility of finding women leaders in preparation for the upcoming women's month celebration. Although unrelated to our IT-focused roles, we approached the task with enthusiasm and determination. Despite initial challenges, we navigated through various channels and networks to connect with inspiring women leaders, contributing to the inclusive and diverse initiatives of the organization.

Despite the tasks being outside our usual scope, successfully accomplishing them underscored our versatility and willingness to embrace new challenges. As we continue our journey in the on-the-job training program, these experiences serve as valuable lessons in adaptability and resilience.

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Signature of the Immediate Supervisor

**Narrative Report**

Date: Feb 15, 2024

Name of the Trainee: Jefferson B. Arnado

Name of the Company: DICT Region XI

Address: F. Torres St. Brgy. 7-A, Davao City

Name of the Immediate Supervisor:

Specific Competency Performed:

A person sitting at a desk with a computer

Description automatically generated

On the second day of my 50-day on-the-job training, our team focused on advancing our capstone project. With no assigned tasks, we utilized our time effectively, dedicating ourselves to refining our project. I took the initiative to enhance our wireframe, meticulously crafting it to better organize our project's development roadmap. This involved strategic planning and meticulous attention to detail, ensuring that our project progresses smoothly and efficiently.

Throughout the day, we maintained open communication, exchanging ideas and feedback to further refine our project's direction. Collaborating closely, we identified areas for improvement and brainstormed innovative solutions to potential challenges. Despite the absence of specific tasks, our dedication to our capstone project drove us to make significant strides forward.

As we continue our journey through the on-the-job training program, each day presents new opportunities for growth and learning. Today's focus on our capstone project not only honed our technical skills but also strengthened our teamwork and collaboration abilities. I look forward to the challenges and achievements that the remaining days of our training will bring.

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Signature of the Immediate Supervisor

**Narrative Report**

Date: Feb 16, 2024

Name of the Trainee: Jefferson B. Arnado

Name of the Company: DICT Region XI

Address: F. Torres St. Brgy. 7-A, Davao City

Name of the Immediate Supervisor:

Specific Competency Performed:

A person wearing a mask holding a wire

Description automatically generated

On the third day of our on-the-job training, we embarked on a hands-on networking task under the guidance of Sir Ricky. Our assignment was to create LAN cables for 12 PC units within the training hub center. With precision and care, we learned to crimp RJ45 connectors onto the cables, ensuring proper connectivity.

Under Sir Ricky's supervision, we gained invaluable experience in the practical application of networking principles. After meticulously constructing each cable, we tested them to guarantee seamless connectivity, troubleshooting any issues along the way.

Following the networking task, we transitioned to a different responsibility: crafting an invitation letter for the Digital Innovation for Women Advancement (DIWA) project. This task required attention to detail and effective communication skills. Collaborating as a team, we drafted a compelling invitation letter that encapsulated the essence of the project and extended a warm welcome to potential participants.

Throughout the day, we embraced the opportunity to apply our technical knowledge and communication skills in real-world scenarios. From hands-on networking tasks to crafting professional documents, each assignment enriched our learning experience and furthered our understanding of the practical applications of our training.

As we continue to immerse ourselves in various aspects of IT and project management, we look forward to tackling new challenges and honing our skills in the dynamic environment of our on-the-job training program.

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Signature of the Immediate Supervisor

**Narrative Report**

Date: Feb 19, 2024

Name of the Trainee: Jefferson B. Arnado

Name of the Company: DICT Region XI

Address: F. Torres St. Brgy. 7-A, Davao City

Name of the Immediate Supervisor:

Specific Competency Performed:

A screen with a sign on it

Description automatically generated

On Day 4 of our on-the-job training, we participated in an enlightening seminar focused on cybersecurity. The session provided a comprehensive overview of the evolving landscape of cybersecurity threats and the strategies employed to mitigate them.

Led by seasoned experts in the field, the seminar delved into various topics including threat detection, prevention measures, incident response protocols, and best practices for securing digital assets. Through engaging presentations and interactive discussions, we gained valuable insights into the importance of cybersecurity in safeguarding sensitive information and maintaining the integrity of digital infrastructures.

One of the highlights of the day was the announcement of the enrollment opportunity for a Cyber Security Course. Recognizing the growing demand for skilled professionals in this critical domain, our organization has decided to offer a specialized training program to equip individuals with the necessary knowledge and skills to excel in the field of cybersecurity.

Excited by the prospect of furthering our education and enhancing our expertise, many of us eagerly enrolled in the Cyber Security Course. This opportunity not only aligns with our career aspirations but also underscores the organization's commitment to fostering continuous learning and professional development among its employees.

As we reflect on the insights gained from the seminar and look forward to embarking on this new educational journey, we remain committed to staying abreast of the latest advancements in cybersecurity and contributing to the ongoing efforts to bolster digital security measures within our organization and beyond.

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Signature of the Immediate Supervisor

**Narrative Report**

Date: Feb 20, 2024

Name of the Trainee: Jefferson B. Arnado

Name of the Company: DICT Region XI

Address: F. Torres St. Brgy. 7-A, Davao City

Name of the Immediate Supervisor:

Specific Competency Performed:

A person sitting at a desk using a computer

Description automatically generated

On Day 5 of our on-the-job training, we dedicated our efforts to advancing our capstone project proposal. Building upon the foundation laid in previous days, we delved deeper into refining and expanding our project concept.

Throughout the day, we engaged in brainstorming sessions, discussing innovative ideas and potential enhancements to our project. We meticulously reviewed and revised our proposal, ensuring clarity, coherence, and alignment with the objectives of the organization.

Collaboration played a key role as we worked closely as a team, leveraging each other's strengths and expertise to strengthen our proposal. We incorporated feedback from mentors and supervisors, refining our approach to address any potential challenges and maximize the impact of our project.

Additionally, we conducted thorough research to gather relevant data and insights that would support our proposal. From market analysis to technological feasibility studies, we left no stone unturned in our quest to develop a comprehensive and compelling project proposal.

As the day drew to a close, we felt a sense of accomplishment knowing that we had made significant progress in advancing our capstone project. With a refined proposal in hand, we are eager to move forward with the implementation phase, confident in our ability to deliver a solution that will make a meaningful impact within the organization.

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Signature of the Immediate Supervisor

**Narrative Report**

Date: Feb 21, 2024

Name of the Trainee: Jefferson B. Arnado

Name of the Company: DICT Region XI

Address: F. Torres St. Brgy. 7-A, Davao City

Name of the Immediate Supervisor:

Specific Competency Performed:

A person standing in front of a large screen

Description automatically generated

The day started with a brief orientation. They discussed about the DICT, what are the DICT mission, vision and goals. They also show us what are the projects that connected to the mission, vision and goals of the company. After the orientation, we are tasked to locate a freelancers residing in Mati City. Also we are tasked to find a women leaders for the preparation for the upcoming women’s’ month celebration. We found the first task difficult because we don’t have idea how to find those specific persons but at last, we managed to find the specific persons. Although it isn’t IT-job related task but still we did our first task successfully.

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Signature of the Immediate Supervisor

**Narrative Report**

Date: Feb 22, 2024

Name of the Trainee: Jefferson B. Arnado

Name of the Company: DICT Region XI

Address: F. Torres St. Brgy. 7-A, Davao City

Name of the Immediate Supervisor:

Specific Competency Performed:

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Signature of the Immediate Supervisor

**Narrative Report**

Date: Feb 23, 2024

Name of the Trainee: Jefferson B. Arnado

Name of the Company: DICT Region XI

Address: F. Torres St. Brgy. 7-A, Davao City

Name of the Immediate Supervisor:

Specific Competency Performed:

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Signature of the Immediate Supervisor

**Narrative Report**

Date: Feb 26, 2024

Name of the Trainee: Jefferson B. Arnado

Name of the Company: DICT Region XI

Address: F. Torres St. Brgy. 7-A, Davao City

Name of the Immediate Supervisor:

Specific Competency Performed:

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Description automatically generated

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Signature of the Immediate Supervisor

**Narrative Report**

Date: Feb 27, 2024

Name of the Trainee: Jefferson B. Arnado

Name of the Company: DICT Region XI

Address: F. Torres St. Brgy. 7-A, Davao City

Name of the Immediate Supervisor:

Specific Competency Performed:

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Description automatically generated

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Signature of the Immediate Supervisor