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**Chapter I**

**INTRODUCTION**

**Background of the Study**

The attendance and monitoring of On Job Training Students in Guimaras State University, College of Science Information and Technology were recently seen as one of the most important elements or issues in monitoring and tracking their progression in their daily On Job Training service. In this study, the respondents of the Guimaras State University, College of Science Information Technology student trainee and OJT planner were identified and studied that they have difficulty verifying and monitoring the exact hours rendered by the student. OJT Coordinator verifies the trainee’s official time entries by a traditional daily time record. The coordinator also let the trainee pass their journal written in a notebook month end report/terminal report that were stack at the office. Loss of some trainee’s file would be possible, also the OJT coordinator have to visit the trainee’s even those were far just to monitor them or check if trainees really went to their respected organization. To conclude also student trainee’s may have the possibility of losing their daily time record.

On job training is a program that students take to gain hands-on experience in the workplace and increase employability. It is a meticulously structured plan with clearly outlined phases and procedures that need to be adhered, monitor and track every day.

In conclusion, the literature available on the relationship between student attendance and attainment is inconsistent. Nevertheless, there is some empirical evidence to suggest that attendance is a determinant of academic performance and progression during there on job training service and monitor the performance, capability and self-discipline of a student.

**General Objective**

This study aims to develop a *ON THE JOB TRAINING DOCUMENTATION SYSTEM* that will present the advantages of a paperless reports since all of the reports will be stored online and it will have a precise record of their rendered hours during the training. And will also help students and organization regarding on their daily attendance and to monitor the time consistency of a student proceeding on their respected organization.

**Specific Objective**

The specific objectives of the study are the following:

1. To develop a system that store time and data.
2. Ability to compute time and demerits of the student trainee.
3. To generate a report of a student trainee by printing a document.
4. Allow student to store their daily time record.
5. To develop a system for the student trainee that provides the list of their information and time data where admin can view and monitor personal information.
6. Log in Log out user interface.

**Figure 1. The Conceptual Framework Process**

INPUT

* Student Profile
* Registration of student Trainee
* Policy
* Administrator
* Documentation

OUTPUT

* On The Job Training Documentation System

PROCESS

* Gather information of student
* Design the system
* Implement the system
* Test the system to check if there are errors
* Deployment of system
* Maintain the System
* Generate Student Report

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*Figure 1. The Conceptual Framework of the Study*

**Scope of the Study**

This Study focuses on the development of *on-the-job documentation system* aim and have the ability to compute the time, monitor and track progress of the trainee in real-time.

The admin will also generate a printed overall training hour, variation of listed student trainee, course and area. It will also function as a daily time recorder of the student.

**Limitation of this Study**

This study will be limited to the design and development of On the Job

Documentation system. And it will be accessible only for four program courses of Guimaras State University Computer and Technology Department.

**Significance of the Study**

The researcher proposed this system that will enhance the monitoring of student trainees. and all the reports will be generated to the software system that can be printed out.

* **Student Trainee.** This study will allow student to input their daily time record and documents on the system.
* **GSU College of Science and Technology.** This study will help Guimaras State University College of Science and Technology to manage and monitor the trainee.
* **Administrator.** This study will help Guimaras State university faculty/staff checking student via system.

* **Future Researcher.** This research will be useful references for the researchers who would plan to make any related study precisely the standard underlying the Bachelor of Science in Information Technology.

**DEFENITON OF TERMS**

**User Information –** The term user information is information transferred across the functional interface between a source user and a telecommunications system for delivery to a destination user.

**Daily Time Record -** The term Daily Time Record is the process of monitoring and organizing time information. Far from just being a way to monitor the attendance of an employee, having a DTR system allows a company to effectively manage its employees by providing adequate data.

**OJT Trainee –** The term OJT Trainee is and individual who has been determined to be eligible to participate in and who is enrolled in On-The-Job Training (OJT) Trainee designation commences on the first day of on-the-job training following intake, eligibility determination, assessment, case plan development, OJT Orientation, and OJT contract execution.

**Monitor –** The term monitor is to watch, keep track of, or check usually for a special purpose.

**Administrator –** The term administrator is a person whose job involves helping to organize and supervise the way that an organization or institution function.

**Registration –** The term registration is an entry in a register form.

**Chapter II**

**Review of Related Literature**

**Theoretical Background**

Today, the internet has become unavoidable in our daily life. Appropriate use of the internet makes our life easy, fast and simple. The internet helps us with facts and figures, information and knowledge for personal, social and economic development. There are many uses of the internet, however, the use of the internet in our daily life depends on individual requirements and goals.

The researcher came up with an idea that will help student trainees, OJT planner and Guimaras State University alongside a system that researcher proposed that will help monitor and gather documents of a student trainee who are registered from the system with the purpose of improving the Guimaras State University administration of their student trainee’s.

## **Related Literature**

A review of previous studies On the Job Documentation System. The information gathered is useful to Guimaras State University College of Science and Technology main problem. Several authors have dealt extensively with various aspects of On Job Documentation. Some of the following studies are reviewed. We the researchers found out that there are existing studies to proposal project.

Performance of Bachelor of Science in Information Technology (BSIT)

Students in their On-the-Job Training (OJT) for the Academic Year

2016-2017

JEFFERSON L. LERIOS and SHERWIN B. SAPIN

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Abstract

Students’ performance in their respective On-the-Job Training (OJT) is one of the

success stories that may provide significant contribution to the total effectiveness of the

curriculum designed and participated by stakeholders from various industry

representation. Students were deployed in different companies to gain knowledge,

skills, attitudes, and actual working experience for them to become more competitive

upon completion of training and serve as input for their future career in his/her chosen

field. This study aimed to assess and evaluate the OJT performance of BSIT students in

their respective companies for Academic Year 2016-2017. Descriptive-survey research

was employed in this study. A total of 58 students were selected to represent as the

main respondents of the study. Findings revealed that their OJT performance was at

“Very Satisfactory” level. The study recommended that the College of Computer Studies

may establish a strong partnership and linkages with various companies, especially

those with IT departments which accept student-trainees.

On-the-Job Training Performance of Students from AB Paralegal

Studies for SY 2013-2014

Anunciacion Bernardo1

, Alvin Landicho2

, Jake M. Laguador 3

Abstract

On-the-job training describes the nature of work environment and responsibilities where the student-trainees

would greatly benefit through encountering real-life scenarios and solving industry-based problems. This

study aimed to correlate the academic performance and the on-the-job training performance of the students

from AB Paralegal Studies in terms of Personal Characteristics, Attitude towards the job, job performance,

adherence to company policy and competence. Descriptive-correlation type of research method was utilized

in the study. Results showed that the students obtained excellent performance rating in terms of personal

characteristics, attitude towards the job, job performance and competence. There is a need to enhance the

communication skills of the students through giving them more verbal exercises as teaching and learning

activity as well as giving more case studies to analyze and simulate for better understanding of the subject.

Keywords: Internship, Training Performance, Paralegal Studies, Filipino Students, Public Administration

**Chapter III**

**Technicality of the System**

This chapter

**Technicality of the project**

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**Details of the technologies to be used**

**Chapter IV**

**METHODOLOGY**

**Requirements Modeling**

**The water fall model**

**Figure 2. System Development water fall model**

**How the project will work**

**Group Organization**

**Project Planning**

**Table 1.** The Project Development Group, Their Corresponding role and role description.

|  |  |
| --- | --- |
| **Role** | **Role Description** |
| **Project Manager** | The project manager is the one responsible for planning, organizing, and directing, the completion of specific projects for an organization while ensuring these projects are on time, on budget, and within scope. |
| **System Analyst/ Database Designer** | This is the person who checks all the parts of the system are well coordinated and the database design is complete and robust. |
| **Network Designer/User Interface Designer** | The one who masters the system’s network design and prepares the UI design. |
| **Software Engineer/ Programmer** | The person is responsible for designing, writing, and testing computer programs. |
| **QA Tester/Technical Writer** | The one who ensures the quality of the software products and helps find and eliminate any bugs. He determines the functionality of every particular application |

|  |
| --- |
| **QA Tester/Technical Writer**  **Software Engineer/ Programmer**  **Project Manager**  **(Crizanne Gale O. Gamayon)**  **Network Designer/User Interface Designer**  **System Analyst/ Database Designer** |

**Figure3.** **Organizational Structure of the Project**

**Project Proposal**

**Data Gathering**

**Project Tasks and Scheduling**

**Table 2.** Project Development Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Task # | Task | In-Charge | Duration (Weeks) |
| T1 | Group Organization | Group | 1 |
| T2 | Project Planning | Group | 1 |
| T3 | Project Proposal | Group | 1 |
| T4 | Data Gathering | Group | 1 |
| T5 | Project Task Scheduling | Group | 1 |
| T6 | User Requirements Analysis | System Analyst/Database Designer | 1 |
| T7 | Plan System Logical and Data Modeling | Group | 5 |
| T8 | System Logical and Data Modeling | System Analyst/Database Designer | 6 |
| T9 | System Physical Design, Interface,and Database Design | System Analyst/Database Designer | 6 |
| Network Designer/ UI Designer |
| T10 | Database Coding and Development | System Analyst/ Database Designer | 10 |
| T11 | Program Coding and Development | Software Engineer/ Programming | 14 |
| T12 | System Testing and Debugging | QA Tester/ Technical Writer | 9 |
| Software Engineer/ Programming |
| T13 | Project Presentation | Group | 5 |
| T14 | Delivery and Support | Group | 4 |

**Table 3.** Gantt Chart

**User Requirements Analysis**

**Plan System Logical and Physical Designs**

**System Logical and Data Modeling**

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**System Physical Design, Interfaces, and Database Design**

**Database Coding and Development**

**Program Coding and Development**

**System Testing and Debugging**

**Project Presentation**

**Delivery and Support**

**Data and Process Modeling**

**Context Diagram**

**Figure 4. The Context Diagram of the System**

**Data Flow Diagram**

**Figure 5. Level 0 of the system**

**Figure 6. Exploded Level 1 of the system**

**CHAPTER V**

**SUMMARY, CONCLUSIONS AND RECOMMENDATIONS**

**SUMMARY**

**CONCLUSIONS**

**RECOMMENDATIONS**

**REFERENCES**

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