**ON-THE-JOB TRAINING AT THE ISABELA STATE UNIVERSITY**

**CAUAYAN CAMPUS ALUMNI ASSOCIATION, INC.**

**SAN FERMIN, CAUAYAN CITY, ISABELA**

**JOHN JAVIER R. IDMILAO**

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NARRATIVE REPORT

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Republic of the Philippines

ISABELA STATE UNIVERSITY

College of Computing Studies, Information and Communication Technology

Cauayan City, Isabela

MAY 2019

**APPROVAL SHEET**

The narrative report entitled, “**ON-THE-JOB TRAINING AT THE ISABELA STATE UNIVERSITY CAUAYAN CAMPUS ALUMNI ASSOCIATION, INC**”, has been prepared and submitted by **JOHN JAVIER R. IDMILAO**, in partial fulfillment in the requirements for the degree of Bachelor of Science in Information Technology (BSIT) is hereby endorsed.

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Dean, CCSICT Date

**ACKNOWLEDGMENT**

A big thanks to all alumni officers who helped me developed my skills, and given me the opportunity to do my On-the-job training in Alumni Association.

**JOHN JAVIER R. IDMILAO**

**DEDICATION**

**JOHN JAVIER R. IDMILAO**

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**ABSTRACT**

Every year, the College of Computing Studies, Information and Communication Technology (CCSICT) of Isabela State University Cauayan Campus, Cauayan City, Isabela is sending out students to different agencies/offices either public or private. This is one of the requirements for graduation in Bachelor of Science in Information Technology course known as On-the-Job Training.

In this stage, the students learn all the possible duties and responsibilities not only as an encoder but as employee of certain office, a real worker must know his/her duties such as work honestly and comply with all agreement; never injure capital or steal from the employer, never outrage the person of the employer; never employ deceit or violence in presenting a cause; and never consort with agitators or men of evil principles. Moreover, a worker should possess qualities in such a way that he/she adopt himself/herself to the different set of people.

Through this activity, a BSIT student can easily adjust himself/herself by considering individual differences. This profession demand dedication, loyalty, devotion, human understanding, and plain hard work. The over-all objective of this On-the-job Training is to train students to be proficient in their chosen profession. It is important because it helps the students to improve their ability and accomplish or perform work through actual performance.

The On-the-Job Training is also an activity wherein students will put into practice the knowledge and ideas learned in school and how to apply it. It is one way of developing and exposing themselves to other to be ready in facing job after graduation.