**CHAPTER I**

**THE OJT PROGRAM**

**Introduction**

On-the-Job training or OJT is one method by which students is given a chance to apply the theories and computations that they have learned from the school. It also helps the students to acquire relevant knowledge and skills by performing in actual work setting. Colleges and universities require their students to undergo such training within a specific number of hours as part of the curriculum.

For us students from the College of Computing Studies, Information and Communication Technology we define OJT as it provides opportunities to go through the actual experience of a specific job using the real tools, equipment, and documents. In effect, the work place becomes a development venue for us students’ trainee to learn more about our chosen field or career and practice what we have learned from the previous years in the school, and gives us the opportunity to what we’ve learned in our OJT for the coming years.

On-the-Job Training on the other hand is helpful and advantageous for the Company where practicum is conducted because we are added manpower and left significant cost to the employers as an addition to their regular workforce. This is a good chance for the trainees to give their best in their performance, for them to have a chance to be employed in the agency after their practicum.

The On-the-Job Training was conducted from January 21, 2019 to May 3, 2019 for the total of 486 hours at the Isabela State University Cauayan Campus Alumni Association, Inc.

1. **Importance of the Practicum/ Job Training**
   1. It is a tool for applying, enriching, and enhancing the acquired knowledge in the school in their particular field of endeavor.
   2. A way of transforming student outlook in life through exposure in the performance of actual work that may serve as the stepping-stone for future life.
   3. It develops inter personal relationship with other employees within the agency/office.
2. **Objectives of the Practicum/ Job Training**
3. To let the student feel and experience the actual world of work and a chance to enhance the development of their skills in the computerized environment.
4. To expose the students to the current trends and development in a particular agency or office.
5. To broaden the student’s practical experiences and their outlook to their line of work to have proper prospective and attitudes.
6. **Time and Place of the Practicum**

The On-The-Job Training was performed from Monday to Friday, every working days of the week. This training was undertaken from January 21, 2019 to May 3, 2019 covering the required 486 hours at the Isabela State University Cauayan Campus Alumni Association, Inc.

**CHAPTER II**

**BRIEF HISTORY/ BACKGROUND OF THE COMPANY**

**Corporate/ Agency Background**

**1. Nature of the Agency**

The Alumni of Isabela State University System, imploring the aid of the almighty in order to serve and protect the member’s interest, cognizant of the opportunities for service by which the member can individually or collectively contribute towards the realization of the goals, objectives and aspirations of a democratic society and be aware of the responsibilities of professional to continue advantage education promote the vital role of our ALMA MATER and uphold its academic virtues, ideals and principles, do hereby promulgate this constitution.

**2. Vision/ Mission/ Goals Statement**

**Vision**

“Isabela State University Cauayan Campus Alumni Association, Inc. will be a member focused organization directed towards strengthening connection of all present and future alumni, and supporting their social intellectual, and economics well-being.”

**Mission**

“Isabela State University Cauayan Campus Alumni Association, Inc. guided by its board of trustees, serves and support alumni and encourage their involvement with the association and institution as well.”

**ISUCC ALUMNI ASSOCIATION, INC GOALS**

1. To promote of the cohesiveness and unity among the graduates of the Isabela State University Cauauyan Campus;
2. To promote moral, social, spiritual and economic well-being, safety and best interest of each and every alumnus/alumna;
3. To serve as link between the college as well as the University and its alumni;
4. To exercise all rights, privileges and power necessary to the attachment of the objectives for which the association is being organized; and
5. To deliver basic services among its member.

**3. Organizational Structure**

ATTY. PAUL VINCENT R. MAURICIO

PRESIDENT

PRESIDENT

DR. RONNIE BOY V. BLAS

VICE PRESIDENT

MARVIN CABANTAC

SECRETARY

ATTY. REINA CONSORCIA M. SANTOS

AUDITOR

JESUS M. LINDO

TREASURER

**CHAPTER III**

**WORK EXPERIENCES AND PROGRESS REPORTS**

1. **Accomplishments of the On-the-Job Training Activities**

|  |  |
| --- | --- |
| **Date** | **Accomplishment** |
| January 21, 2019 | * Encoded list of graduates since 2002 – 2003 |
| January 22, 2019 | * Encoded list of graduates since 2002 – 2003 |
| January 23, 2019 | * Encoded list of graduates since 2002 – 2003 |
| January 24, 2019 | * Encoded list of graduates since 2003 – 2004 |
| January 28, 2019 | * Encoded list of graduates since 2003 – 2004 |
| January 29, 2019 | * Encoded list of graduates since 2003 – 2004 |
| January 30, 2019 | * Encoded list of graduates since 2004 – 2005 |
| January 31, 2019 | * Encoded list of graduates since 2004 – 2005 |
| February 01, 2019 | * Encoded list of graduates since 2004 – 2005 |
| February 04, 2019 | * Encoded list of graduates since 2005 – 2006 * Layout tarpaulin for grand alumni homecoming |
| February 06, 2019 | * Encoded list of graduates since 2005 – 2006 |
| February 07, 2019 | * Encoded list of graduates since 2005 – 2006 |
| February 08, 2019 | * Encoded list of graduates since 2006 - 2007 |
| February 11, 2019 | * Encoded list of graduates since 2006 - 2007 |
| February 13, 2019 | * Encoded list of graduates since 2006 - 2007 |
| February 14, 2019 | * Encoded list of graduates since 2006 - 2007 |
| February 15, 2019 | * Encoded list of graduates since 2007 - 2008 |
| February 18, 2019 | * Encoded list of graduates since 2007 - 2008 |
| February 19, 2019 | * Encoded list of graduates since 2007 - 2008 |
| February 20, 2019 | * Encoded list of graduates since 2007 - 2008 |
| February 21, 2019 | * Encoded list of graduates since 2008 - 2009 |
| February 22, 2019 | * Encoded list of graduates since 2008 - 2009 |
| February 26, 2019 | * Encoded list of graduates since 2008 - 2009 |
| February 27, 2019 | * Encoded list of graduates since 2008 - 2009 |
| February 28, 2019 | * Encoded list of graduates since 2009 - 2010 |
| March 01, 2019 | * Encoded list of graduates since 2009 - 2010 |
| March 04, 2019 | * Encoded list of graduates since 2009 - 2010 |
| March 05, 2019 | * Encoded list of graduates since 2009 - 2010 |
| March 06, 201 | * Encoded list of graduates since 2009 - 2010 |
| March 07, 2019 | * Encoded list of graduates since 2010 - 2011 |
| March 08, 2019 | * Encoded list of graduates since 2010 - 2011 |
| March 11, 2019 | * Encoded list of graduates since 2010 - 2011 |
| March 12, 2019 | * Encoded list of graduates since 2010 - 2011 |
| March 13, 2019 | * Encoded list of graduates since 2010 - 2011 |
| March 14, 2019 | * Encoded list of graduates since 2011 - 2012 |
| March 15, 2019 | * Encoded list of graduates since 2011 - 2012 |
| March 18, 2019 | * Encoded list of graduates since 2011 - 2012 |
| March 19, 2019 | * Encoded list of graduates since 2011 - 2012 |
| March 20, 2019 | * Encoded list of graduates since 2011 - 2012 |
| March 21, 2019 | * Encoded list of graduates since 2012 - 2013 |
| March 22, 2019 | * Encoded list of graduates since 2012 - 2013 |
| March 25, 2019 | * Encoded list of graduates since 2012 - 2013 |
| March 26, 2019 | * Encoded list of graduates since 2012 - 2013 |
| March 27, 2019 | * Encoded list of graduates since 2012 - 2013 |
| March 28, 2019 | * Encoded list of graduates since 2013 - 2014 |
| March 29, 2019 | * Encoded list of graduates since 2013 - 2014 |
| April 01, 2019 | * Encoded list of graduates since 2013 - 2014 |
| April 02, 2019 | * Encoded list of graduates since 2013 - 2014 |
| April 03, 2019 | * Encoded list of graduates since 2014 - 2015 |
| April 04, 2019 | * Encoded list of graduates since 2014 - 2015 |
| April 05, 2019 |  |
| April 08, 2019 | * Encoded list of graduates since 2014 - 2015 |
| April 10, 2019 | * Encoded list of graduates since 2014 - 2015 |
| April 11, 2019 | * Encoded list of graduates since 2015 - 2016 |
| April 12, 2019 | * Encoded list of graduates since 2015 - 2016 |
| April 15, 2019 | * Encoded list of graduates since 2015 - 2016 |
| April 16, 2019 | * Encoded list of graduates since 2015 - 2016 |
| April 17, 2019 |  |
| April 22, 2019 | * Encoded list of graduates since 2015 - 2016 |
| April 23, 2019 | * Encoded list of graduates since 2015 - 2016 |
| April 24, 2019 | * Encoded list of graduates since 2016 - 2017 |
| April 25, 2019 | * Encoded list of graduates since 2016 - 2017 |
| April 26, 2019 | * Encoded list of graduates since 2016 - 2017 |
| April 29, 2019 |  |
| April 30, 2019 | * Encoded list of graduates since 2017 - 2018 |
| May 02, 2019 | * Encoded list of graduates since 2017 - 2018 |
| May 03, 2019 |  |

**B. Problems Encountered**

Paragraph format

**CHAPTER IV**

**SUMMARY, CONCLUSION AND RECOMMENDATION**

**Summary and Conclusion**

As a fourth year student, it is a requirement to undergo the On-the-Job Training in order to experience the real world of work and will help to improve the skills and to succeed in the future workplace.

This is the summary and report on experiences and activity that I have undergone during my On-the-Job Training at Isabela State University Cauayan Campus Alumni Association, Inc.

This is the most unforgettable and remarkable period/ moment in my life. It is a period when a student has to adjust himself/ herself to the nature of On-the-Job Training. We were always kept busy during those days, working in the office, dealing with many people as well as with different clients, office personnel and many others. So, it was not an easy task. Therefore, I realized that every person differ in so many ways.

This On-The-Job Training helps me a lot in developing my personality as well as boosts my self-confidence in the workplace. It was very fruitful and enjoyable despite those hardships and problems I have encountered. It really enriched my knowledge and skills. It gives me also strength to face those trials that wait after graduation. This will serve as my stepping-stone to fulfill all my goals in my life.

So, if possible, the trainee should stay longer because of the activities that provide situations for development. I am very happy because I had successfully finished my On-the-Job Training at the Isabela State University Cauayan Campus Alumni Association, Inc. and I really learned a lot. I hope that I could apply what I have learned in my actual performance someday.

**Recommendation**

Paragraph format (recommendation to the problems encountered)