



ON-THE-JOB TRAINING WEEKLY REPORT
SECOND SEMESTER A.Y 2024-2025

Name of Student Intern: Piczon, Francesca V.
SIPP Coordinator: Mr. Dave F. Macalinao
HTE: University of Kratie
Job Description: Data Analyst

Period Covered

Days: April 14, 2025 – April 16, 2025
Hours: 20

1. OBJECTIVES

- To redesign the website's user interface of University of Kratie and finish all the missing pages or under-construction pages to complete the website.
- To create a well organized website structure where admins can handle it easily.

2. REFLECTION FROM THE OBJECTIVES

- This will show me what I can do to the website and how I will cooperate myself with my teams, hoping that this OJT could bring the best out of me and will also show my skills and knowledge.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
April 14, 2025	<ul style="list-style-type: none">• Translated the powerpoint of the University of Kratie that provides information for the website.	<p>Knowledge</p> <ul style="list-style-type: none">• Gained deeper knowledge about the academic programs, services, and general information offered by the University of Kratie. <p>Skills</p> <ul style="list-style-type: none">• Improved my translation and critical thinking skills, as I needed to interpret the content clearly while preserving its original meaning <p>Values</p> <ul style="list-style-type: none">• This experience helped me appreciate the value of clarity, accuracy, and cultural sensitivity.

April 15, 2025	<ul style="list-style-type: none"> Prepared and organized the necessary documents for SIAP requirements. 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Understanding of the documentation process and the specific requirements for SIAP. It involved identifying, compiling, and verifying the necessary documents to ensure completeness <p><i>Skills</i></p> <ul style="list-style-type: none"> Organizational and attention-to-detail skills were strengthened through sorting and categorizing files, ensuring all documents were complete and correctly formatted. <p><i>Values</i></p> <ul style="list-style-type: none"> The activity emphasized the importance of responsibility and integrity in handling official documents. It encouraged thoroughness, reliability, and respect for confidentiality.
April 16, 2025	<ul style="list-style-type: none"> Browsed the landing page of University of Kratie 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> The task provided insight into how universities structure and present their websites, highlighting the organization of content, visual design, and key informational elements. <p><i>Skills</i></p> <ul style="list-style-type: none"> Enhanced observational and analytical skills by evaluating the website's layout, navigation, and user engagement features. <p><i>Values</i></p> <ul style="list-style-type: none"> Emphasized the importance of clarity and inclusivity in digital communication, especially in educational platforms.

Prepared by:

FRANCESCA V. PICZON

Student Intern, BSIT 4A

Date: March April 21, 2025

Noted by:

DAVE F. MACALINAO

OJT Supervisor

Date: April 21, 2025