



Malayan Colleges Laguna
A MAPUA SCHOOL

REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY JOURNAL

IMPORTANT INFORMATION

- INCLUDE TASK ASSIGNMENTS OR MOVEMENTS, REFLECTION ON THE DAY'S NEW LEARNING, ACCOMPLISHMENT, CHALLENGES FACED AND HOW YOU RESPONDED, OBSERVATIONS AND RECOMMENDATIONS ON THE IMPROVEMENT OF SYSTEMS / OPERATION / MANAGEMENT, ETC.
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DATE	April 22 - 28, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

The week started with an orientation, introducing me to key company practices and responsibilities, including presentations on cybersecurity, security awareness, leadership models, and employee discipline. I learned the importance of shared responsibility in security and adaptability in leadership. I completed the first day of orientation, taking notes to retain key points. My second day, my fellow OJTs and I participated in picture-taking, facility rounds, and a presentation on 7 QC Tools, which included life lessons on resilience. Through facility rounds, I learned workplace navigation while overcoming shyness by practicing small talk with employees. On Thursday, I spent the morning hours idle, played board games to build communication with fellow OJTs and took an ID photo. Day four began by attending a mandatory training on safety hazards and 5S principles (Sort, Systematize, Sanitize, Sweep, Self-discipline). I learned proactive safety and workplace organization, with self-discipline standing out. After each lesson, we have taken an exam, in which I then passed.



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DATE	April 29 - May 5, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

This week involved immersion in production line operations and training. On my first day, we attended training sessions on ESD Do's and Don'ts, Mixing Prevention Procedures, and Process Flow, learning critical protocols for handling integrated circuits (ICs) and product movement. The sessions emphasized precision and observance to safety standards, which I noted for future application. The next day, introduced us fellow OJTs to our engineer-in-charge, who outlined potential projects and led a tour of the production line, including the repair room and Satellite Storage Room (SSR). We counted Known Good Units (KGUs) to verify IC quantities and organized loadboards on designated racks, which enhances my attention to detail. On Thursday, I counted a new batch of KGU for verification and loadboard organization, which reinforces my familiarity with production tasks despite repetitive work posing a challenge to engagement. I stayed focused by double-checking my counts. On day four, my supervisor detailed the TPE department's roles and introduced key team members, which clarifies the structure of operations. Observing the department's workflow, I noted the importance of collaboration across roles.


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DATE	May 6 - 12, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

This week focused on deepening my understanding of production line tasks and technical skills. On my first day of the week, I performed 5S activities, which reinforces the importance of workplace organization and cleanliness, which I applied diligently to maintain efficiency. The next day involved a training session with our supervisor on basic debugging, a refresher on Ohm's Law, and learning to interpret graph readings for circuit continuity, open, or shorted states to determine test outcomes. I also replaced outdated ESD stickers, which ensures compliance with safety standards. The debugging concepts were initially complex, but I reviewed my notes to grasp them better. Day three involved 5S tasks, organized misplaced KGU packages and loadboards, and used the CMMS website for loadboard transactions, which improves my familiarity with inventory systems. The challenge of navigating the CMMS interface was overcome by carefully following instructions and verifying entries. I was absent on Friday and missed potential tasks.



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DATE	May 13 - 19, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

This week focused on technical tasks and professional development through hands-on work and training. The first day of the week, I rebuilt a contactor using pogo pins, tiny connectors smaller than a pen tip, with a crown-shaped top for contact and a ball-shaped bottom for stability. These pins ensure reliable electrical connections in circuit boards by maintaining consistent pressure against contact pads, critical for testing. The delicate assembly required precision, and I improved my dexterity by carefully aligning each pin. I also attended PowerBI Desktop training, which provided an overview of the software and data visualization. While informative, the lack of hands-on practice left me eager to apply the concepts later. On Wednesday, I continued PowerBI training, deepening my understanding of data visualization techniques, and learning to create impactful data visualizations. I also applied 5S principles to maintain an organized workspace. The next day involved only 5S application, which ensures a tidy environment, though the quieter day prompted me to review PowerBI notes independently. On day four, I rebuilt another contactor with pogo pins, further honing my precision with the delicate components. The last day of the week, I rebuilt a contactor using spring pins, which were much smaller than pogo pins, with a crown-shaped top for contact and a backward L-shaped bottom for secure placement. These spring pins, as the name suggests contains an internal spring, required precise orientation before insertion into the contactor, which makes the process significantly more time-consuming and challenging. Adapting to their smaller size and unique shape was difficult, but I managed to improve my technique.



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DATE	May 20 - 26, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

This week focused heavily on PowerBI skill development and project work, with additional tasks introducing new responsibilities. On Tuesday, I practiced PowerBI and was introduced by Sir Sonny to the BIB machine on the production line, learning how its data would be used for reporting in PowerBI. This hands-on exposure deepened my understanding of data-driven reporting, though navigating the software's features was initially challenging. I responded by reviewing tutorials to improve. Wednesday involved a group PowerBI dashboard project, which fosters collaboration and enhances my ability to integrate team inputs, despite minor coordination issues resolved through clear communication. Thursday's individual PowerBI dashboard project allowed me to apply skills independently, though time management was a hurdle I addressed by prioritizing tasks. I was absent on Friday. On Monday, I engaged in 5S activities, drafted a documentation proposal, worked with spring pins, and started a PowerBI project on BIB Management, beginning with a matrix chart for the loadboard.



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DATE	May 27 - June 2, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

This week involved a mix of task assignments and unexpected absences, with a focus on manufacturing and technical projects. On May 27, I rebuilt a contactor using a batch of 100 spring pins, enhancing the production line's efficiency. I also worked on a PowerBI project, struggling to resolve an x-axis configuration issue, which taught me persistence in troubleshooting technical tools. Morning 5S activities reinforced workplace organization and discipline. The unresolved PowerBI issue was challenging, but I responded by reviewing documentation and testing settings, though a solution remained elusive. From May 28 to May 30, I was absent, which disrupts my momentum but prompting reflection on improving time management. On June 2, I returned and finished rebuilding a contactor with 560 holes, completing the placement of the remaining 260 spring pins after 300 were already placed. I also fixed bugs and added features to the KGU website, a proposed inventory system we are developing and managing, gaining valuable insights into web development and debugging. Catching up after absences was challenging, but I prioritized tasks and collaborated with my team.



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DATE	June 3 - June 9, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

On June 3, I clocked in early and worked on the inventory system website alongside with my fellow OJT, which we focused on refining the UI for the withdrawal section. We utilized Python Flask to handle backend routing and dynamic content rendering, which deepened my understanding of how Flask streamlines web development through its lightweight framework. I gained insights into Flask's role in integrating frontend and backend seamlessly. We successfully adjusted the interface, which enhances its functionality. A challenge arose in aligning design elements with Flask's template rendering, which we addressed through iterative testing and feedback. To ensure a polished interface, I became meticulous in creating the website by carefully aligning design elements, double-checking code for consistency, and validating user inputs to enhance functionality. The rest of the week—June 4, 5, and 9—I was absent, which disrupted my momentum and limited my progress.



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DATE	June 10 - June 16, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

This week was disrupted by multiple absences, limiting my engagement. On June 10 and 11, I was absent, missing scheduled tasks and training. On June 13, I voluntarily missed work, further reducing my involvement. On June 16, I worked a half day due to unforeseen circumstances. I still made progress, which focuses on debugging an issue on the KGU website where broken links in the navigation menu prevented users from accessing certain pages. I learned how to use browser developer tools to trace link errors and updated the HTML to resolve the issue, which enhances my web debugging skills. Completing the debugging task restored website functionality, which was rewarding despite the shortened workday. The challenge of catching up after absences was significant. I responded by coordinating with my supervisor to prioritize tasks and ensure alignment.



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DATE	June 17 - June 23, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

This week, I focused on tasks involving the KGU website and Power BI, with some days marked by absences. On June 20, I worked on updates for the KGU website and advanced my skills in Power BI. I learned to display various datasets effectively in Power BI, particularly ensuring the matrix for passed and failed sockets was displayed correctly, with green and red color coding for clarity. Completing a section of the website update was a key accomplishment, though I faced challenges with Power BI's formatting, which I resolved by consulting documentation and adjusting settings. On June 23, I continued refining the KGU website and deepened my understanding of Power BI's data modeling. Successfully linking datasets in Power BI and implementing the color-coded matrix was a significant milestone, but I encountered issues with website responsiveness across different PC resolutions, addressed by revising CSS media queries.



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DATE	June 24 - June 30, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

This week focused on advancing the KGU website and honing my Power BI skills, alongside other tasks. On Tuesday, I worked on the KGU website and used Power BI to reverse the matrix table data titles by tweaking and adding columns in the query editor, which I learned key data transformation techniques. The website tasks demanded coding precision, which I addressed through careful documentation review and iterative testing. I also verified the system's connectivity using the ping command to ensure that the web server was accessible from other devices within the same network. Wednesday involved deploying the KGU website to SSR, refining the Power BI matrix table for better data clarity, and placing label stickers on IC packages. Thursday was dedicated to further KGU website development, with minor debugging issues resolved through peer consultation. I was absent on Friday due to unforeseen circumstances. On Monday, I resumed KGU website tasks, maintaining project consistency and applying earlier debugging lessons.



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DATE	July 1 - July 7, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

This week focused on the ongoing development and refinement of the KGU website. During the first few days, I worked on enhancing the website's structure and functionality, which ensures consistency across different sections. I also implemented a validation feature during the device enrollment process to prevent users from proceeding when the device name field is left with a space text. This addition improved data integrity and highlighted the importance of anticipating common user oversights. I further explored possible real-world scenarios the system might face—such as access interruptions, improper input handling, or unexpected server behavior—to ensure stability and usability. On Wednesday, I balanced my website tasks with participating in 5S activities, which reinforced the value of orderliness and discipline in the workplace. I was absent on Friday but resumed on Monday. The system is now being evaluated by users to determine if further improvements are needed. Observing real usage allowed me to reflect on how functionality and user experience come together in production environments.



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DATE	July 8 - July 14, 2025	AREA ASSIGNMENT	
TASK		SHIFT/TIME	8:00 am - 5:30 pm

This week focused on enhancing the KGU website and related tasks while deepening my technical and professional skills. On July 8, I implemented the search bar and button functionality for inventory, withdrawal, and endorsement modules, which ensures users could not perform redundant searches, and improves system efficiency. I also debugged the transaction history to handle cases with no data and fixed the date format in the Update Entry feature. These tasks taught me the importance of user-centric design and precise error handling. I addressed this by thoroughly testing each scenario. On July 9, I worked on KGU documentation and attended a session on electrical components and debugging, which gains a foundational understanding of hardware troubleshooting, which was new to me. On July 10, I presented the KGU website to the TPE Department, which received constructive feedback that highlighted areas for improvement. I also explored the NEXIV measuring tool and applied 5S principles. The presentation boosted my confidence in public speaking, though addressing feedback required quick prioritization. On July 11, I added logs for admin actions in transaction history and implemented an auto-generated control number format, which streamlines operations. Maintaining 5S standards continued to emphasize discipline. On July 14, I focused on creating a user manual for KGU, learning to communicate technical details clearly for end-users. Balancing detail and simplicity in documentation was a challenge, which I tackled by iterative drafting. Throughout the week, I observed the importance of collaboration, as feedback from the TPE Department and peers shaped better outcomes.



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