



UM DIGOS COLLEGE



DEPARTMENT
OF
TECHNICAL
PROGRAM

PRACTICUM PORTFOLIO

In Partial Fulfillment of the Requirements in IT25
On-the-Job Training

Submitted to:

Cyvil Dave T. Dasargo, MIT

Submitted by:

Francis Lourd Emmanuel M. Bayos
Student Intern



PREFACE

During my on-the-job training, I gained a wealth of information, progress, and practical experience, and my portfolio serves as a record of all of those things. During this period, I had the chance to immerse myself in a professional environment, collaborate with experienced professionals, and apply my educational knowledge and skills. This portfolio also serves as a compilation for the IT25 course, commonly known as "on-the-job training."

The company that bestowed this incredible chance upon me, my mentors, and my coworkers provided me with a significant amount of inspiration and support, and this portfolio serves as an essential reminder of the aid and drive that I received from that organization. In the process of planning my on-the-job training (OJT) and assisting me in conquering the problems that were to come, their direction, support, and faith in my talents proved to be of considerable value.

This portfolio also includes supporting paperwork that demonstrates that I have successfully completed the task at hand. This material includes images taken at my job site, certifications, and daily blogs. The cited papers above demonstrate my commitment to expanding my knowledge and enhancing my abilities in a professional setting.



DEDICATION

This portfolio expresses my heartfelt gratitude to those loved ones who actively support me and provide the necessary inspiration and encouragement. This portfolio also includes my philosophy, as well as that of my family and friends.

Thank you to our advisor, Sir Cyvil Dave T. Dasargo, MIT, for providing us with invaluable direction and supervision during our on-the-job training.

To Sir Eduard L. Pulvera, MSIS, I would like to express my gratitude for the invaluable guidance he provided to us during our time in college. My growth and progress would not have been possible without the consistent encouragement and constructive criticism that you have provided.

I thank the Lord most of all for His boundless grace and unmerited favor in my life. Through my life's most difficult times, His blessings and presence give me strength and fill my heart with unspeakable joy.



ACKNOWLEDGEMENT

I successfully completed my on-the-job training (OJT) portfolio, and I would like to express my heartfelt thanks and appreciation to all the people and organizations who assisted me in achieving this goal. The trip that I have been on has provided me with an exceptional educational experience, and I am tremendously grateful for the direction and aid that I have gotten along the way. Because of my on-the-job training, I have gained a significant amount of knowledge that I will be able to put to use in my future aspirations as an information technology expert.

First and foremost, I would like to express my gratitude the entire Infosoft team for providing me with the opportunity to finish my practical training in their company. During my training for the DAVOR LTS project, I was fortunate enough to be in the team of Ms. Charmaine Joy Rosatace, who offered me tremendous instruction. The guidance, experience, and tenacity that they provided throughout the on-the-job training phase were invaluable. They were diligent in their efforts to motivate me to develop and study potential career goals. Their faith and confidence played a significant role in determining the path that my professional development would take. I have found the consistent encouragement, support, and vital insights that the DAVOR LTS project comprehensive team has provided to be very beneficial over the course of my time working with them.

I would like to express our gratitude to Sir Civil Dave T. Dasargo, MIT, who served as our OJT coordinator and provided all of us with compassion and understanding during the program. We would also like to express our gratitude for the support you have provided in preparing us for our practical training.

I also appreciate my numerous professors and instructors. Their in-class and extra-classroom education gave me the academic and practical skills I needed to succeed in my on-the-job training. They were patient with us at college and shared their extensive knowledge and abilities with us. I'd like to thank everyone who contributed to my on-the-job training and helped me improve personally and professionally.



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INTRODUCTION

Students at the University of Mindanao Digos College are required to participate in On-the-Job training (OJT) as part of the prerequisites for the Bachelor of Science in Information Technology degree. This activity allows students to put their knowledge and experiences into practice. Training like this helps bridge the gap between what is learned in the classroom and what is really used in the real world. The portfolio is a reflection of the journey, the lessons learned, the obstacles faced, and the successes that were achieved throughout this era of transformation. Documentation of the 486 hours of training that were completed by the DAVOR LTS project team is included in this document. This documentation includes individual actions, initiatives, and responsibilities.

Ms. Joy, a member of the Infosoft, is responsible for providing recommendations and assignments to the OJTs. She provides students with the opportunity to see and understand how a development team operates in the real world. The portfolio serves as a platform for self-reflection, allowing me to delve into the strategies I used to overcome challenges and the lessons learned. Navigating new work dynamics, adjusting to a professional environment, and gaining critical soft skills such as communication, collaboration, and time management also give me insights into personal growth as a student. The experience also provides me with the chance to contemplate how it has influenced my future career goals and personal development.



COMPANY BACKGROUND

Infosoft is a multi-awarded Davao based software company specializing in website and system development, mobile app development and social media marketing. For the past 11 years, we have helped our clients create positive experiences and build quality services and products that are significant to their needs. We have developed several projects for the local governments, and private organizations both local and international. Our competitive advantages include our great attention to detail, and reasonable pricing in the services we offer. The company is also PhilGEPS registered with an established government portfolio.

Infosoft actively seeks partnerships with industry leaders, academic institutions, and government agencies to access additional resources, expertise, and networks, enhancing its capacity to deliver impactful solutions. This collaborative approach nurtures a culture of knowledge-sharing and continuous learning, fostering innovation and staying at the cutting edge of technological advancements.

Infosoft envisions a future where its systems are widely recognized for their transformative impact. the organization is poised to become a driving force behind technological innovation in the Philippines.



JOB DESCRIPTION

Job Title: Data Import

Department: DAVOR LTS Project

Job Purpose:

As a data Import intern at the DAVOR LTS project, I am responsible for uploading and extracting the documents from the old system to the new web based system.

Main Duties and Responsibilities:

My responsibilities as an intern handling uploading files in duties in a project include organizing and maintaining project documents to make project files easily accessible, making layouts of any task given, and coordinating with the project supervisor to ensure accurate filing and retrieval of project-related paperwork when needed.

Key Working Relationship:

By providing essential support and organized data I coordinate closely with the project supervisor/programmer and team members to facilitate communication and information flow. My role is to assist with report and presentation preparation, as well as contribute to the project.



DURATION

When it comes to earning a Bachelor of Science degree in Information Technology, a student is required to complete a total of four hundred eighty-six (486) hours of coursework. On a daily basis, the student trainee is able to complete a total of eight (8) hours of labor. Because I was responsible for the tasks, I was able to determine the exact number of hours.

The beginning of my training occurred on April 11th, 2025. We plan our job to start at 9:00 a.m. in the login position and end at 6:00 p.m. in the logout position from Monday through Friday. My obligation came to an end on July 14, 2025.



EXPERIENCES

Week 1:

Today, we began our On-the-Job Training (OJT) and established our office in Miniclean Business Solutions . Ms. Charmaine Joy Rosatace gave me instructions on the many responsibilities and tasks I could expect to perform as a member of the DAVOR LTS project team as soon as I started working. Ms. Joy has instructed me to perform numerous activities critical to the project's completion. Ms. Joy gave us a lot of assignments today, and I made sure to complete them correctly.

Week 2:

Training and shadowing sessions began. I observed how raw data from clients is reviewed and prepared before import. I practiced mapping sample datasets and received feedback on accuracy and formatting. The importance of precision and consistency became very clear.

Week 3:

I was assigned small batches of data to work on with the NEMSU. I started cleaning datasets, checking for missing or duplicated fields, and ensuring they matched the required import structure. I also learned how to flag discrepancies and raise queries to the team lead.



Week 4:

This week involved working with real client data. I imported my first dataset into the old system to new under supervision. I learned how to use validation tools to check for errors post-import and how to make corrections based on system feedback.

Week 5:

I took on a bigger role in assisting teammates with formatting issues and shared learnings from my own errors. I gained more confidence in my ability to spot problematic data early and developed faster workflows for common formatting tasks.

Week 6:

Mid-project evaluations took place. I received positive feedback for being detail-oriented and responsive. I was also trusted to assist in creating tracking logs to monitor the status of imported datasets.

Week 7:

This week tested my time management as we faced tight deadlines. I worked on multiple data files simultaneously, coordinated closely with QA, and ensured quick turnarounds on requested revisions. I learned how to stay organized and calm under pressure.



Week 8:

I collaborated with other schools for the first time, helping align imported data with system functionalities. This cross-team coordination taught me more about the bigger picture of how clean data supports the entire platform's performance.

Week 9:

I encountered more missing files status, which required multiple checking cycles. I became more skilled at tracing root causes of data errors and offering solutions that prevented them from reoccurring.

Week 10:

I started mentoring new joiners in our team. I helped explain naming rules, common issues, and how to use internal tools effectively. Teaching others reinforced my own understanding and improved my communication skills.

Week 11:

By now, I was fully confident handling high-volume imports with minimal supervision. I also began contributing to process improvement suggestions—such as reusable validation scripts and checklist templates to reduce manual errors.



Week 12:

We wrapped up the majority of the data import phase. I focused on reviewing final reports, fixing edge case issues, and confirming that all records matched system requirements. There was a strong sense of teamwork and shared achievement.

Week 13:

During the final week, we prepared handover documentation and discussed lessons learned. I reflected on my growth over the project—both technically and professionally. Being part of DAVOR LTS project has strengthened my skills in data management, quality control, and collaboration.



MATRIX OF COMPETENCIES

Week	Data Covered	Manage Competency					Data Analytics Competency			
		Communication Skills	Adaptability	Teamwork	Achievement Orientation	Time Management	Mathematical Skills	Data Profiling	Attention Detail	Collaboration i.e (Google Excel, Canva, MS word)
1	April 11- 18	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	April 21-28	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	April 29-May 5	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	May 6-14	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	May 14-22	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	May 23-31	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	June 1-7	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	June 8-14	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	June 15-21	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	June 21-28	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	June 29-July 5	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	July 5 -July 11	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	July 12 -July 16	✓	✓	✓	✓	✓	✓	✓	✓	✓



IMPACT OF ON-THE-JOB TRAINING

My time working as a member of the Importing Team at DAVOR LTS project during my on-the-job training (OJT) period had a significant impact on both my career and personal growth. Because of this invaluable opportunity, I have been able to get practical experience, improve my technical abilities, and acquire a deeper understanding of the work.

During my on-the-job training at DAVOR LTS System, I had the privilege of working with a highly skilled programming team, making contributions to the development and implementation of the system that they are now on the verge of implementing. I gained practical expertise by actively participating in the application testing process, which is not possible in a classroom setting. In my capacity as a Data Import member, my on-the-job training experience at DAVOR LTS has significantly enhanced my technical capabilities. This opportunity allowed me to apply my academic knowledge in the field of data gathering in a practical setting. This experience enhanced my ability to create presentation materials that are both effective and simple, ensuring they meet the highest quality and functionality standards.

Moreover, my on-the-job training experience was crucial in the development of essential soft skills such as effective communication, collaboration, and problem-solving abilities. Through working with seasoned professionals and actively engaging in project discussions, I was able to strengthen my communication skills and gain an appreciation for the importance of effective cooperation in the process of realizing project objectives.

My on-the-job training at Infosoft has shaped my personal and professional growth, which I am grateful for. Because of this experience, I have gained the self-assurance and skills necessary to flourish in the dynamic and demanding profession of graphic design, which has unquestionably established a strong foundation for my future.



CONCLUSIONS

My on-the-job training (OJT) with Infosoft was a journey that was both fulfilling and transformative, and having this experience was beneficial to both my personal and professional growth. During this period of time, I have been able to get practical experience, improve my technical abilities, and acquire a deeper comprehension of the software development business. My position as a data import member at DAVOR LTS provided me with numerous opportunities to apply my academic knowledge. My practical experience in developing, documenting, and designing has significantly enhanced my technical expertise and capacity to provide high-quality solutions.

Through my on-the-job training at the Infosoft, I was able to build critical skills in addition to my technical ability. Participating in project discussions and working with seasoned experts significantly improved my ability to communicate effectively, collaborate with others, and solve problems. These skills are essential for my career success. During my on-the-job training, I gained exposure to the latest sector developments and emerging technology. This experience stoked my interest in software development and increased my chances of landing a career in this sector in the future. In the world of graphic design, which is always evolving, my training has equipped me with the knowledge and insights that have enabled me to successfully position myself as a professional who is both forward-thinking and adaptable.

To summarize, my on-the-job training with the Infosoft Company has proven to be an invaluable stepping stone on my journey towards becoming a professional information technologist. Through this encounter, I have gained the knowledge, abilities, and experiences that are necessary for me to be successful in the field of graphic design. I am extremely grateful to Infosoft for providing me with guidance, mentorship, and opportunities. I am certain that the influence of my on-the-job training experience will continue to shape the way I go about my professional life.



RECOMMENDATIONS

I would like to express my gratitude for the opportunity to be a part of your business and for the considerable experience I have gained during my time here. While I am grateful for the possibilities to study and the skills I have acquired while working on the Infosoft, I am also thankful for the fact that these things will undoubtedly contribute to my professional growth. I am truly grateful for the opportunity to complete my on-the-job training with the DAVOR LTS project, as it has provided me with a wealth of knowledge throughout my training. As a result of exchanging thoughts with industry experts, I became aware of a great deal of information that I may potentially take with me for future endeavors.

Except for the lack of a permanent office, I can offer little else. Despite the lack of a permanent workspace, we have successfully completed our assigned tasks and acquired valuable knowledge from them. An issue that arises because of the absence of permanent space is never a problem in the first place.

Despite the fact that I have gained a tremendous amount of knowledge throughout my stay, there is not much worth recommending. As long as there are still spots, I highly recommend this team to other students. I am deeply grateful for the opportunities and experiences I gained during my on-the-job training.



APPENDICES



APPENDIX A: OFFICIAL ENROLLMENT FORM

 UM The University of Mindanao	RECORDS AND ADMISSION CENTER <input type="checkbox"/> Main <input checked="" type="checkbox"/> Branch Digos CERTIFICATE OF MATRICULATION																							
Account No. : 54214 Student's Name : BAYOS, FRANCIS LOURD EM Sex : Male Type : OLD STUDENT Registration No. : 6929		College : College of Computing Education Program/Course : 30-IT Year Level : 4th Year Semester : 2ND SEMESTER 2024-2025																						
Subjects Enrolled <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Code</th> <th>Title</th> <th>Description</th> <th>Sem./Term</th> <th>Time(From-To)</th> <th>Day Sched</th> <th>Room</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1886</td> <td>IT 25</td> <td>PRACTICUM</td> <td>Sem</td> <td>1000M-1200A</td> <td>M-Sa</td> <td>B15</td> <td>9.0</td> </tr> </tbody> </table>		No.	Code	Title	Description	Sem./Term	Time(From-To)	Day Sched	Room	Unit	1	1886	IT 25	PRACTICUM	Sem	1000M-1200A	M-Sa	B15	9.0					
No.	Code	Title	Description	Sem./Term	Time(From-To)	Day Sched	Room	Unit																
1	1886	IT 25	PRACTICUM	Sem	1000M-1200A	M-Sa	B15	9.0																
Total Units Credited : 9.0		Date of Enrollment : 02/24/2025 Date of Processing : 10-Jul-2025 Processed By: Online Enrollment																						
TOTAL ASSESSMENT																								
Per Unit Fee(497.50 X 9.0) Student Development 4,477.50 Internship/OJT/Practicum 650.00 PRISA/Cultural 250.00 Subtotal 650.00 IT Development 100.00 Psychological Testing 150.00 External Relations/Internationalization 225.00 Learning Management System 350.00 Student Government 575.00 Facilities Upgrading & Modernization 50.00 Testing Materials 1,500.00 Research & Community Ext/Outreach 180.00 Internet 275.00 Examination Booklet Fee 475.00 Student Publication 40.00 Medical/Dental 75.00 Library 375.00 Guidance 1,175.00 Audio Visual 350.00 Athletics 357.50 Registration 302.00 ALUMNI FEE 345.00 VINTA 350.00 Graduation Fee - College 4,000.00 Diploma Fee - College 300.00 Subtotal 375.00 16,652.00																								
GRAND TOTAL 17,302.00 Less: Downpayment 1,500.00 Balance 15,802.00 Per Exam: .00																								
Note : The assessment stated above is not deemed final as additional fees which have not yet been determined as of date may still be charged hereafter. Affirmation and Pledge																								
I, <u>BAYOS, FRANCIS LOURD EM</u> , of 30-IT department of UM Digos College, do hereby declare and affirm that: 1. I am not engaged nor I have been engaged in (a) subversion; (b) Insurgency; (c) terrorism; (d) vandalism; or (e) similar activities against the Republic of the Philippines, the MORPHE Law and the University of Mindanao . 2. I am neither an active member of any terrorist or subversive organization or association nor an active participant or supporter of the same. 3. I am not facing any charge of violation of any existing law or rules and regulations promulgated by the CHED/TESDA and the UM Digos College. And I hereby pledge: 1. To obey all laws as well as rules and regulations promulgated by the CHED/TESDA and the UM Digos College. 2. To fulfill all my financial obligations, including the tuition and other fees herein specified. 3. To duly submit for proceedings for my expulsion, dismissal or suspension from the UM Digos College should I violate any of the terms of this pledge. 4. IN TRUTH WHEREOF, I have signed this affirmation and pledge this Thursday, July 10, 2025 at Digos City, Philippines.																								
CONSENT																								
I have read the PRIVACY POLICY AND TERMS OF AGREEMENT OF THE UNIVERSITY and hereby give my CONSENT to the UM Digos College to COLLECT my personal data and information by signing and submitting the CERTIFICATE OF MATRICULATION FORM for the purposes of processing my application for admission and enrollment, and such other legitimate purpose or purposes, In relation to my desire to study at the UM Digos College.																								
 BAYOS, FRANCIS LOURD EM SIGNATURE OVER PRINTED NAME #15100-005 / Rev # 8 / Effectivity : May 27, 2024																								
DATE <u>07/10/2025</u> <u>d85b0ccc01d2b6b3a3eebc9571c458c</u> Page 1 of 1																								



APPENDIX B: APPLICATION LETTER

March 16, 2025

NITISHI KHEMANI
Chief Executive Officer
Mini Clean Business Solutions
Bldg. 2 MS Land Complex, Km. 3 McArthur Highway
Brgy. Matina Crossing, Talomo District, Davao City, Philippines

Dear Mr. Khemani;

Good day!

I am writing to express my sincere interest in applying for On-the-Job Trainee Mini Clean Business Solutions. With my educational background in Information Technology and practical experience in network support and IT project management, I am confident in my ability to contribute effectively to the technological operations of your office. I am currently a fourth-year BSIT student at UM Digos College and have gained significant hands-on experience in providing technical support and maintaining networks. My technical skills, combined with strong communication skills, make me well-equipped to assist in ensuring smooth and efficient day-to-day operations within the office.

The opportunity to work alongside your team would be both an honor and a chance for me to contribute my skills towards the goals of your office, enhancing the delivery of services to the clients.

I have attached my resume for your review, I would greatly appreciate the opportunity to discuss my application further in an interview. Please contact me at 09218717766 or email me at sicnarfl301@gmail.com. Thank you for considering my application. God bless!

Sincerely,

FRANCIS LOURDEMMANUEL M. BAYOS
OJT Applicant



APPENDIX C: CURRICULUM VITAE



FRANCIS LOURD EMMANUEL BAYOS

APPLICANT



09218717766



flebayos@gmail.com



linkedin.com/in/fle-bayos



New Baclayon, Malalag Davao Del Sur

Education

College

UM Digos College

2020-2025

Roxas Ext, Digos City, 8002 Davao
Del Sur

Senior High

Cor Jesu College

2018-2019

Q923+F86, Sacred Heart Ave, Digos
City, 8002 Davao del Sur

Certifications

- Certified Graphic Designer.
- User Experience (UX) Design Certificate.

Skills

Organized

Creativity

Teamwork

Meeting deadlines

Critical thinking

Training/ Seminars

COMELEC Seminar

OJT Seminar

CAED Seminar

About me

I am enthusiastic and inquisitive individual who is always eager to investigate the wonders of the world. My passion is accepting new challenges and gaining knowledge from each experience. Whether exploring the domains of technology, art, or nature, I take pleasure in the variety of life. With an open heart and a thirst of knowledge, I endeavor to make a positive impact and connect with like-minded individuals on this life-changing journey.

Experience

Freelance Graphic Designer

Feb 2022 - April 2022

IDO Consultancy and Business Support, Inc/
Marikina City

The client desires that I develop 3D digital designs using Canva for their company in order to attract the appropriate customers.

Freelance Graphic Designer

Dec 2022 - Jan 2023

DENFRAI CAR RENTAL SERVICES/
Puerto Princesa

My client wants me to create a unique concept for digital car rental designs using Canva, so I've made several, and she adores them.

UI/UX Web Designer

National University Research Development/ May 2022 - Aug 2022
Metro Manila

The client requested that I assist them with their ongoing capstone by making their UI/UX more distinctive and providing them with valuable key points for their UX/UI using Figma.

Lead Generation Specialist

Aug 2023 - Dec 2023

9cv9 / Ho Chi Minh City, Vietnam
9cv9 is the world's leading HR tech platform, serving over 3,500+ companies and clients. We help companies hire better, faster, and cheaper as compared to traditional hiring methods. We are focused on tech and blockchain verticals.

References

Nesle L Tagalog, MIT

UM Digos College/IT Instructor
phone: +6394417116
email: nesletagalog@gmail.com

Joane May B. Delima, MIT

UM Digos College/IT Instructor
phone: +639282657552
email: jmadelima@umindanao.edu.ph



APPENDIX D: RECOMMENDATION LETTER

UM DIGOS COLLEGE
Department of Technical Program
Roxas Extension, Digos City
Telefax: (082)553-2914

March 03, 2025

NITISHI KHEMANI
Chief Executive Officer
MINI CLEAN BUSINESS SOLUTIONS
Bldg. 2 MS Land Complex, Km. 3 McArthur Highway
Brgy Matina Crossing, Talomo District,
Davao City, Philippines

SUBJECT: RECOMMENDATION FOR INTERNSHIP

Dear Ms. Khemani:

Praise be to God!

In accordance with the Department of Technical Program's Student Development Program (OFF-CAMPUS PRACTICUM) of UM Digos College, graduating students are being sent to various institutions to undergo on-the-job training. This undertaking will prepare the student to get acquainted with a particular job. Your office is one of those I have considered as a venue for an apprenticeship.

In this regard, I recommend the following students as a prospective trainees/apprentice in your workplace. The following are to wit:

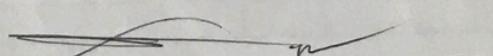
1. Hannah Elyca R. Ontoy	7. Osama C. Bugso
2. Khent Joseph M. Albores	8. Mae Flor A. Buhatan
3. Joshua Rey Torres	9. Mark John S. Lanticse
4. Lois Nicole D. Calamba	10. Jake Concoles
5. Aljo Mitz D. Acojedo	11. Mariah Krizzelle Fermo
6. Kissedel B. Sale	12. Francis Lourd Emmanuel M. Bayos

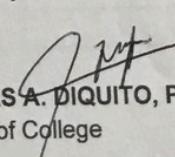
The abovementioned students have no record of having been engaged in an activity which proved derogatory to their character. It will be highly appreciated if they can be accommodated to render at least four hundred eighty-six (486) working hours under your supervision.

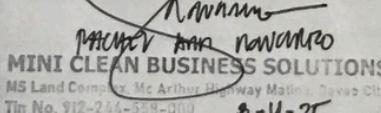
Thank you for your attention, and more power!

Yours respectfully,

Noted by


CIVIL DAVE T. DASARGO, MIT
OJT/Program Coordinator, BSIT


TOMAS A. DIQUITO, PH.D.
Dean of College


MINI CLEAN BUSINESS SOLUTIONS
MS Land Complex, Mc Arthur Highway Matina, Davao City
Tin No. 912-244-558-000 8-4-25

Maciel Anna Navarro
infasoptminiclean@gmail.com
infasoptstdioficial@gmail.com

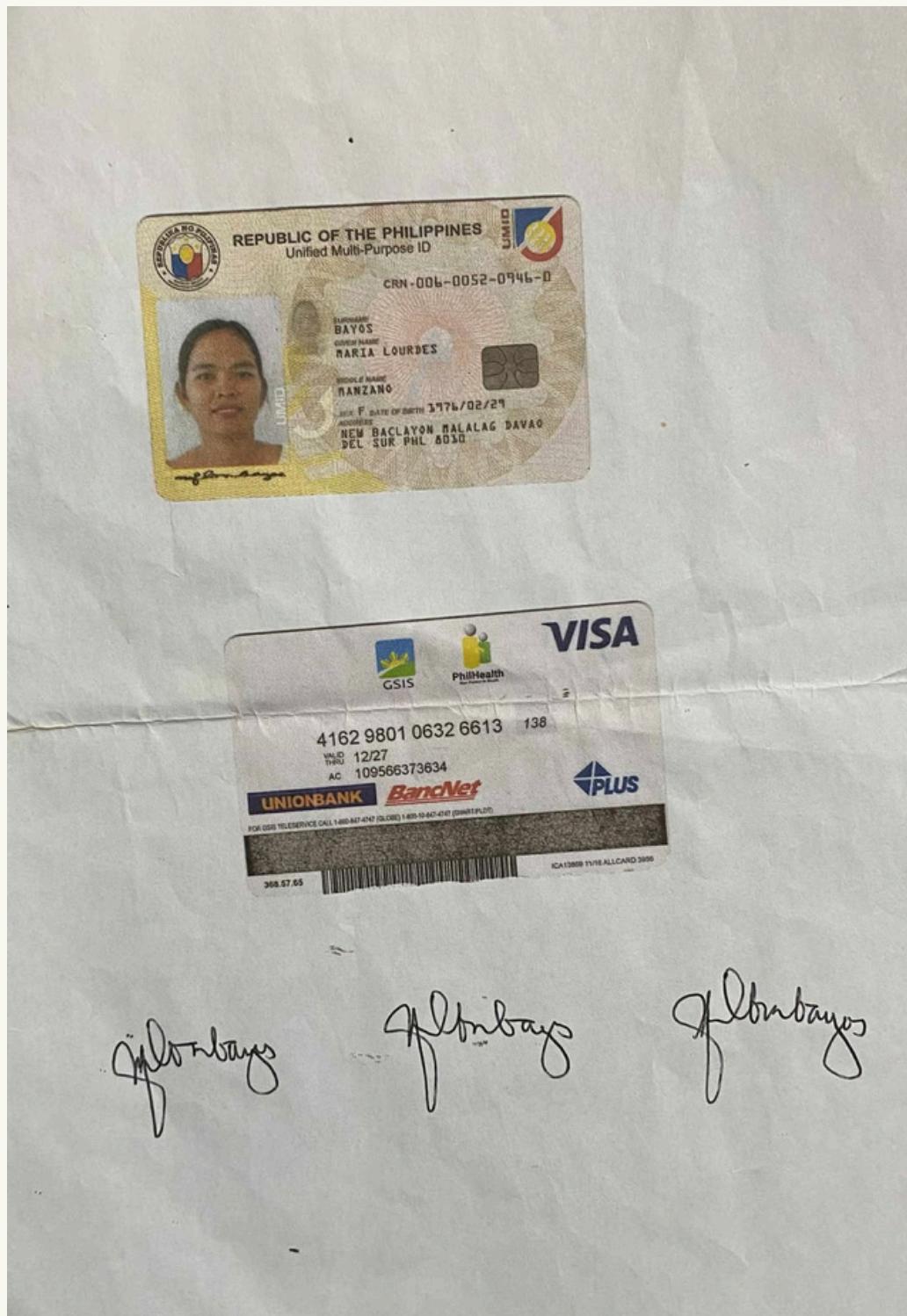


APPENDIX E: PARENT CONSENT

 ACADEMIC AFFAIRS OFFICE <input type="checkbox"/> Main <input type="checkbox"/> Branch PARENTAL / GUARDIAN CONSENT																														
<p>IMPORTANT INSTRUCTIONS: Please read all reminders at the back page before filling out the Parental/Guardian Consent Form. Parent/guardian needs to attach one valid ID with picture and with three specimen signatures for validation and approval.</p> <p>I, parent/guardian of <u>FRANCIS LOURO ERMANUEL M. DRAZ</u>, a <u>11th</u> year student of the <u>UM Digos College, Information Technology</u> give my full consent and approval for him/her to attend and participate in an official off-campus activity of the University of Mindanao. (please check one category only):</p> <p>A. Curricular (Disciplinary)</p> <table border="0"> <tr> <td><input type="checkbox"/> Education tours and field trips ____ Local <input type="checkbox"/> International</td> <td><input type="checkbox"/> Work immersions (SHS)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Practicum, Internship, and OJT ____ National <input type="checkbox"/> Abroad</td> <td><input type="checkbox"/> Externship</td> </tr> <tr> <td><input type="checkbox"/> Practical Learning Experience (encircle one): FS, RLE, marksmanship, swimming, driving, Athletics, incubation, production works</td> <td><input type="checkbox"/> NSTP (CWTS, ROTC, LTS)</td> </tr> <tr> <td><input type="checkbox"/> Student exchange/fellowship ____ Academic <input type="checkbox"/> Industry</td> <td><input type="checkbox"/> Seminars, trainings or conferences</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Competitions and contests</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Club activities</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Event invitations</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Community extension/outreach work</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Others (please specify): _____</td> </tr> </table> <p>B. Non-Curricular (Non-Disciplinary)</p> <table border="0"> <tr> <td><input type="checkbox"/> Community Outreach</td> <td><input type="checkbox"/> Seminars, trainings or conferences</td> </tr> <tr> <td><input type="checkbox"/> Competitions and contests</td> <td><input type="checkbox"/> Event invitations</td> </tr> <tr> <td><input type="checkbox"/> Club activities</td> <td><input type="checkbox"/> Others (please specify): _____</td> </tr> </table> <p>I am granting permission to my son/daughter/ward to attend the said activity on _____ <i>Dates/period of activity</i> in _____ <i>Identify the place/venue of the off-campus activity</i></p> <p>I assure that my son/daughter/ward shall act responsibly and follow all the university rules and regulations pertinent to this activity. I am fully aware that the University of Mindanao shall take all the necessary safety measures and precautions to keep my son/daughter/ward safe and secure, and shall ensure that all requirements for the said activity are complied with.</p> <p>I assure the University of Mindanao that my son/daughter/ward is fit for off-campus activities and that I shall provide the necessary historical medical/psychological records, if and when necessary and applicable, for further medical/psychological testing if warranted. Note: If there is a medical/psychological condition, please provide details to the college/program in the university.</p> <p>If untoward incidents occur beyond the control of the university, despite all the efforts taken and the exercise of due diligence effectively established, I release the University of Mindanao, its officers, faculty and personnel, from liability. Accordingly, I shall fully cooperate with the University of Mindanao for the resolution of any untoward and uncontrollable events.</p> <p>I duly affix my signature as stamp of my consent in good faith, without fraud and deceit, as I am fully aware of my accord and account. _____ <i>Signatures</i> <u>MARIA FRANCIS LOURO DRAZ</u> _____ Full name and signature of parent/guardian Contact Number: <u>09154432406</u></p> <p style="text-align: right;"><u>03/09/2025</u> Date</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Duly checked/signed by faculty-in-charge:</td> <td style="width: 50%;">Duly verified by Program Head/Dean/Director:</td> </tr> <tr> <td colspan="2"> <u>CIVIL DAVE T. DASARGO, MIT</u> Date: _____ </td> </tr> <tr> <td colspan="2"> <u>CIVIL DAVE T. DASARGO, MIT</u> Date: _____ </td> </tr> </table> <p>F-12050-023 / Rev. #7 / Effectivity: November 30, 2023</p> <p style="text-align: right;">Page 1 of 2</p>	<input type="checkbox"/> Education tours and field trips ____ Local <input type="checkbox"/> International	<input type="checkbox"/> Work immersions (SHS)	<input checked="" type="checkbox"/> Practicum, Internship, and OJT ____ National <input type="checkbox"/> Abroad	<input type="checkbox"/> Externship	<input type="checkbox"/> Practical Learning Experience (encircle one): FS, RLE, marksmanship, swimming, driving, Athletics, incubation, production works	<input type="checkbox"/> NSTP (CWTS, ROTC, LTS)	<input type="checkbox"/> Student exchange/fellowship ____ Academic <input type="checkbox"/> Industry	<input type="checkbox"/> Seminars, trainings or conferences		<input type="checkbox"/> Competitions and contests		<input type="checkbox"/> Club activities		<input type="checkbox"/> Event invitations		<input type="checkbox"/> Community extension/outreach work		<input type="checkbox"/> Others (please specify): _____	<input type="checkbox"/> Community Outreach	<input type="checkbox"/> Seminars, trainings or conferences	<input type="checkbox"/> Competitions and contests	<input type="checkbox"/> Event invitations	<input type="checkbox"/> Club activities	<input type="checkbox"/> Others (please specify): _____	Duly checked/signed by faculty-in-charge:	Duly verified by Program Head/Dean/Director:	<u>CIVIL DAVE T. DASARGO, MIT</u> Date: _____		<u>CIVIL DAVE T. DASARGO, MIT</u> Date: _____	
<input type="checkbox"/> Education tours and field trips ____ Local <input type="checkbox"/> International	<input type="checkbox"/> Work immersions (SHS)																													
<input checked="" type="checkbox"/> Practicum, Internship, and OJT ____ National <input type="checkbox"/> Abroad	<input type="checkbox"/> Externship																													
<input type="checkbox"/> Practical Learning Experience (encircle one): FS, RLE, marksmanship, swimming, driving, Athletics, incubation, production works	<input type="checkbox"/> NSTP (CWTS, ROTC, LTS)																													
<input type="checkbox"/> Student exchange/fellowship ____ Academic <input type="checkbox"/> Industry	<input type="checkbox"/> Seminars, trainings or conferences																													
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	<input type="checkbox"/> Community extension/outreach work																													
	<input type="checkbox"/> Others (please specify): _____																													
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Duly checked/signed by faculty-in-charge:	Duly verified by Program Head/Dean/Director:																													
<u>CIVIL DAVE T. DASARGO, MIT</u> Date: _____																														
<u>CIVIL DAVE T. DASARGO, MIT</u> Date: _____																														



UM The University of Mindanao	ACADEMIC AFFAIRS OFFICE
[] Main [] Branch	
PARENTAL / GUARDIAN CONSENT	
Space for Notarization (Leave space blank if notarization is not required; check with Due Diligence Matrix Annex A, Annex B, and Annex D)	
<p style="text-align: center;">ATTY. CARLO MARTIN D. MABTEL Notary Public for Davao del Sur Notarial Commission No. 36-2024 Valid until December 31, 2026 Roll of Attorney's No. 67186 IBP No. 484314 • IMPORTANT REMINDERS PTR No. 0761873A • 01/02/2025 • Davao del Sur</p>	
<p>1. The parent/guardian needs to initial on the left and sign on the right specimen signatures together with the parental/guardian consent form for approval and acceptance by the University.</p> <p>2. If parent/guardian is not available, allowed alternate signatories include only the following: spouse if married, adult sibling, relatives, landlord or landlady with proof, or barangay captain or purok leader. No other signatories are allowed.</p> <p>3. All Deans/Branch Directors/HOOFS need to counter-sign Due Diligence documents including the parental/guardian consent form before submitting for approval to appropriate level of authority depending on the nature of off-campus activity (see list below for proper guidance).</p> <p>4. All off-campus activities requiring financial/funding transactions need approval from the COO/QMR. The Financial Diligence policy is the reference document for financial guidelines. The approval of the COO/QMR for financial/funding transactions shall come after the approval from the appropriate levels of authority.</p> <p>5. For field trips and educational tours under CMO 63 s. 2017: Checklist Requirements – Checklist A.1 (Before the activity); Checklist A.2 (During the activity); and Checklist A.3 (After the activity). Types of Reports – Certificate of Compliance (Annex A Template) for all checklists; Report of Compliance (Annex B Template) for all checklists; and Comprehensive Semestral/Term Report (Annex C Template) for all checklists.</p> <p>6. As per CMO 63 s. 2017: Autonomous or deregulated private HEIs and COD/COE/Level II programs are exempted from submitting Report of Compliance (Annex B) to CHED. They are only required to submit the Certificate of Compliance (Annex A) and the Comprehensive Report (Annex C) to CHED. The Annex B requirements shall only be checked, approved and stored at the HEI level only.</p>	
Levels of Approval Authority	
A. Curricular (Disciplinary)	
<ol style="list-style-type: none">Educational tours and field trips – Academic AffairsPracticum, internship and OJT – Academic AffairsPractical Learning Experiences: FS/RLE – Academic Affairs; Swimming, Marksmanship, Driving, Athletics, Incubation, Production Works - College (if within locality); Academic Affairs (if outside locality)Student exchange/fellowship – ERIAOCommunity extension/outreach work – CECResearch field work/data gathering – College (thesis; capstone); RPC (institutional)Work immersion (SHS) – Academic AffairsExternship – ERIAONSTP (CWTS, ROTC, LTS) – CECSeminars, trainings and conferences – College (if within locality); Academic Affairs (if outside locality)	
<ol style="list-style-type: none">Competitions and contests – College (if within locality); Academic Affairs (if outside locality)Club activities – OSAEvent invitations – College (if within locality); Academic Affairs (if outside locality)Others (depends on the nature)	
B. Non-Curricular (Non-Disciplinary)	
<ol style="list-style-type: none">Community outreach – CECCompetitions and contests (non-varsity/non-athletics) – OSAClub activities – OSASeminars, trainings and conferences – OSAEvent invitations – OSAOthers (depends on the nature)	
C. Financial Diligence (when applicable): After approval in A or B, final approval for financial/funding transaction is COO/QMR.	
F-13050-023 / Rev. #7 / Effectivity: November 30, 2023	





APPENDIX F: MEDICAL CERTIFICATE



CENTER FOR HEALTH SERVICES

[] Main Branch DIGOS

MEDICAL CERTIFICATE

March 03, 2025

Date

TO WHOM IT MAY CONCERN:

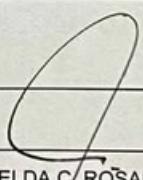
This is to certify that Mr./Ms./Mrs. BAYOS, FRANCIS LOURD EMMANUEL M.

has been medically examined and was found to be/have:

Physically fit at the time of examination.

REMARKS:

For OJT/Internship requirement S.Y. 2024-2025


MA. IMELDA C. ROSALES, MD, DPPS
Lic. No. 082415
UM Digos School Physician
Attending Physician

F-15500-006 / Rev. # 1 / Effectivity: July 11, 2016



APPENDIX G: DAILY TIME RECORD

#	NAME	4/11/2025	4/12/2025	4/14/2025	4/15/2025	4/16/2025	4/17/2025	4/18/2025	4/21/2025	4/22/2025	4/23/2025	4/24/2025	4/25/2025	4/26/2025	4/28/2025	4/29/2025	4/30/2025
10	Danilo Antonio	9:35	8:00	9:12	8:56	9:10			9:38	9:00	8:46	9:02	9:42	8:14	8:37		
11	Jianne Merijo Mengote	9:27	8:05	9:07	9:02	9:02			9:36	7:35	9:11	9:07	8:33	8:14	9:31		
12	MARCHEL ALLEN MAE VISTAL	9:31	8:07	9:15	9:16	9:10			9:22	8:05	9:12	9:01	9:41	8:18	9:05		
13																	
14	Chadie Nicoly Salarda	12:08		9:02	10:03	8:00			10:03	10:00	10:10	10:21	11:01	8:28	10:00		11:00
15	Cristian Je Banzon	8:02		9:01	10:02	10:00			10:09	10:13	10:04	11:00	9:02	6:51	11:00		9:20
16	Joel Dable	10:01		9:28	10:02	10:00			10:04	11:00	13:25	11:01	10:02	10:05	10:20		10:10
18	Joshua Matilda	10:00		10:00	10:00	10:00			10:00	10:07	10:40	10:01	10:00	10:00	10:00		10:00
20	Mark Anthony Cang	10:21		10:01	10:02	10:00			10:01	10:47	11:10	10:05	10:08	10:01	10:00		10:00
21	Samuel P. Patosa Jr.	12:08		10:04	10:03	10:20			10:02	9:44	9:21	10:05	10:30	10:21	10:00		11:00
22																	
23	Joel Luchavez Andamon	9:40		9:05	8:10	8:02			8:11	8:50	9:10	8:40	10:16	7:40	9:04		10:18
24	WYSLIE VAN C. BASA	8:17		8:38	9:04	6:56			9:03	10:02	9:19	9:15	11:20	9:16	11:05		9:55
25	LEDEN A. NATINO	8:00		ABSENT	8:14	2:33			ABSENT	9:23	9:06	9:31	4:28	9:53	7:46	10:03	
26	Roland A. Melecio Jr.	9:01		9:44	8:26	8:13			9:04	8:59	8:20	9:40	13:44	10:15	9:47		9:45
27																	
28	Mariah Krizzelle	8:00		9:00	9:00	9:26			10:25	11:18	10:13	11:00	9:00	9:00		10:00	
29	Khent Joseph Albares	8:00		8:10	8:00	8:10			9:12	7:42	8:40	9:00	9:31	8:04	8:00		8:00
30	Francis Lourd Bayos	8:00		12:00	10:00	9:34			11:08	8:46	16:30	10:15	15:30	12:02	12:05		
31	Osama Bugso	8:00		8:00	8:00	11:29			8:40	10:11	10:33	10:22	8:57	9:14	11:22		11:13
32	Aijo Mitz D. Acojedo								7:40	10:16	10:46	11:02	12:29	9:00	12:40		10:40
33	Hannah Elyca R. Ontoy								9:50	10:29	11:21	10:17	13:09	8:42	10:29		10:14
34	Lols Nicole D. Calamba								9:15	10:21	11:02	11:09	11:35	8:25	8:17		9:42
35																	9:54

1	A	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
2	NAME	S/1/2025	S/3/2025	S/4/2025	S/5/2025	S/6/2025	S/7/2025	S/8/2025	S/9/2025	S/12/2025	S/13/2025	S/14/2025	S/15/2025	S/16/2025	S/17/2025	S/19/2025	S/20/2025	S/21/2025
10	Joshua Matilda	10:00			10:00													
17	Mark Anthony Cang	7:00																
18	Samuel P. Patosa Jr.	10:00			9:00													
19																		
20	Joel Luchavez Andamon				9:31	9:02	10:40	8:41	8:32		10:09	9:33	10:22	8:01	9:33	9:00	10:00	
21	WYSLIE VAN C. BASA				10:16	8:09	9:01	10:15	10:42			10:01	10:12	9:00	10:40	9:32	10:00	
22	LEDEN A. NATINO					9:02	12:06	10:16			10:18	15:04	14:41	13:04	10:40	12:00	15:	
23	Roland A. Melecio Jr.					9:51	9:01	10:53	10:02	8:11		9:44	9:00	10:57	8:20	10:17	7:36	
24																		
25	Mariah Krizzelle	11:30		10:00	11:02	10:01	10:07	9:12		11:03	12:01	12:16	8:02				11:	
26	Khent Joseph Albares	10:07		7:30	8:05	6:57	6:46	6:45			8:40	8:40	8:30	7:45				0:
27	Francis Lourd Bayos	9:30				10:39	8:34				10:55	12:00	11:14				12:	
28	Khent Joseph Albares	11:21		11:32	11:19	11:32	10:22	6:20		11:05	11:17	11:12	11:14				11:	

1	A	R	S	T	U	V	W	X	Y	Z	AA	AB
2	NAME	0/2025	S/21/2025	S/22/2025	S/23/2025	S/26/2025	S/27/2025	S/28/2025	S/29/2025	S/30/2025	S/31/2025	Total
16	Joshua Matilda											20:00
17	Mark Anthony Cang											7:00
18	Samuel P. Patosa Jr.											19:00
19												
20	Joel Luchavez Andamon	9:00	10:14			9:02	9:12	10:03	9:12	10:26		161:13
21	WYSLIE VAN C. BASA	9:32	10:30			10:00	10:03	10:44	11:05	11:07		161:17
22	LEDEN A. NATINO	2:00	15:01			13:03	15:01	15:04	14:41	13:00		186:41
23	Roland A. Melecio Jr.	7:36	8:30			8:10		10:00	10:04	9:42		150:18
24												
25	Mariah Krizzelle		11:00	10:15	8:01	9:00	12:05	12:01	11:06	11:03		189:45
26	Khent Joseph Albares	8:30	9:02	10:21	10:03	10:03	10:05	10:05	9:00			133:53
27	Francis Lourd Bayos			12:40	9:05			8:34	8:15	8:04		109:30

1	A	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	A
2	NAME	6/23/2025	6/24/2025	6/25/2025	6/26/2025	6/27/2025	6/28/2025	6/29/2025	6/30/2025	7/1/2025	7/2/2025	7/3/2025	7/4/2025	7/5/2025	7/6/2025	7/7/2025	7/8/2025	7/9/2025
18	Samuel P. Patosa Jr.																	
19																		
20	Joel Luchavez Andamon																	
21	WYSLIE VAN C. BASA																	
22	LEDEN A. NATINO																	
23	Roland A. Melecio Jr.																	
24																		
25	Mariah Krizzelle																	
26	Khent Joseph Albares	9:00	7:47	11:49	10:44	10:44	10:44	10:44	10:44	10:44	10:44	10:44	10:44	10:44	10:44	10:44	10:44	
27	Francis Lourd Bayos	11:00	11:00	11:00	11:00	11:00	11:00	11:00	11:00	11:00	11:00	11:00	11:00	11:00	11:00	11:00	11:00	
28	Osama Bugso	11:30	11:45	10:45	10:45	10:45	10:45	10:45	10:45	10:45	10:45	10:45	10:45	10:45	10:45	10:45	10:45	
29	Aljo Mitz D. Acojedo	8:33	13:18	8:02	11:16	12:40	10:00	9:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	
30	Aijo Mitz D. Acojedo	8:00	10:00	10:45	10:00	12:15	9:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	
31	Hannah Elyca R. Ontoy	8:33	13:18	9:02	11:16	12:40	10:00	9:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	
32	Lols Nicole D. Calamba	10:30	10:30	12:03	11:03	13:34	12:00	10:10	8:00	8:00	8:00	7:40	9:34	12:00	11:01			
33																		



APPENDIX H: CERTIFICATE OF COMPLETION



CERTIFICATE OF COMPLETION

is presented to

FRANCIS LOURD EMMANUEL M. BAYOS

for successfully completing the required **486-hour On-the-Job Training (OJT)** of Bachelor of Science in Information Technology at MediaOne Software Solutions. Throughout the internship period, he/she has demonstrated dedication, professionalism, and outstanding performance in applying the skills and knowledge acquired in the field of Information Technology.

Given this on the 10th day of July 2025 at the Function Hall, Big 8, Hotel Digos City, Davao del Sur, Philippines.

CYVIL DAVE T. DASARGO, MIT
BSIT Program Coordinator

TESSIE G. MIRALLES, Ph.D.
VP-Branch Operations

TOMAS JR A. DIQUITO, Ph.D.
Dean of College





APPENDIX I: PRE-DEPLOYMENT SEMINAR





APPENDIX J: OJT EVIDENCE

