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| BASC LOGO | Republic of the Philippines  **BULACAN AGRICULTURAL STATE COLLEGE**  Pinaod, San Ildefonso, Bulacan 3010 |
| **INTERNSHIP WEEKLY JOURNAL REPORT** |

Name of Student Intern: **INTACTO, JOHN MICO D.** e

SIPP Coordinator: Michelle M. Cortez \_\_\_\_

HTE: Metro North Medical Center Hospital INC. e

Job Description: IT Support \_\_\_\_\_n

Period Covered

Days: February 24, 2025 – March 1, 2025

Hours: 60 .

1. OBJECTIVES

* Enhance troubleshooting skills by resolving printer and desktop issues across various departments.
* Develop proficiency in system management tasks, including hardware configuration, software installation, and user interface design.

2. REFLECTION FROM THE OBJECTIVES

* Over the past week, I gained valuable hands-on experience in various aspects of IT support and system management. From troubleshooting printers and desktops to building computers from spare parts, I had the opportunity to apply technical skills in real-world scenarios. I also explored new areas such as UI/UX design, using tools like Figma and Canva, and developed scripting skills to automate system information retrieval. This experience reinforced the importance of teamwork in system development and the responsibility that comes with managing technical issues.

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| **Date** | **Tasks Accomplished** | **Knowledge, Skills, Values Learned** |
| 24 February 2025 | * Continued computer inspection on the ground floor and 3rd floor. * Assisted in completing the employee page in the HR ticketing system using Figma. * Started working on the CSS framework for HR ticketing system development. | *Knowledge*   * Image blending techniques in Photoshop.   *Skills*   * Setting up a CSS framework for web development.   *Values*   * Precision in UI/UX and front-end development. |
| 25 February 2025 | * Installed OS on multiple drives and configured IP settings. * Troubleshot Bizbox and reset all network hubs in the building. * Contributed to the HR ticketing system design in Figma. * Continued the Photoshop project. * Inspected computers on the 4th, 5th, and 6th floors. * Fixed a CCTV playback error on the 3rd floor. * Inspect the CCTV access point issue. | *Knowledge*   * RAID configuration for HDDs.   *Skills*   * Network hub resetting and troubleshooting.   *Values*   * Problem-solving in large-scale IT systems. |
| 26 February 2025 | * Installed OS on multiple drives and configured IP settings. * Contributed to designs in Figma and Canva. * Continued working on the CSS framework (button and input layouts). * Discussed the system prototype with the supervisor. | *Knowledge*   * Gathering feedback for system improvement.   *Skills*   * UI styling and layout design using CSS.   *Values*   * Collaboration in system development. |
| 27 February 2025 | * Contributed to the HR ticketing system design in Figma. * Presented the Figma prototype to the supervisor. * Troubleshoot the CCTV access point issue. * Started the CSS and JavaScript template for the HR ticketing system. | *Knowledge*   * Structuring CSS and JavaScript templates for web development.   *Skills*   * Troubleshooting network issues for CCTV systems.   *Values*   * Precision in front-end development and system planning. |
| 28 February 2025 | * Reset and repaired the CCTV access point. * Tested the CCTV access point functionality. * Continued development of the HR ticketing system. * Contributed to the HR ticketing system design in Figma. | *Knowledge*   * Diagnosing and repairing network access points.   *Skills*   * Network troubleshooting for CCTV connectivity.   *Values*   * Persistence in resolving technical issues. |
| 1 March 2025 | * Resolved IT concerns and tickets. * Created a GitHub repository for the HR ticketing system. * Presented 20% of the HR ticketing system to the IT supervisor. * Conducted system quality assurance testing. | *Knowledge*   * Version control and collaboration using GitHub.   *Skills*   * System testing and quality assurance.   *Values*   * Attention to detail in software development. |

Prepared by:

**JOHN MICO D. INTACTO**

*Student Intern, BSIT 4B*

Date: March 1, 2025

Noted by:

**DOMINIC RM DAQUIZ**

*Signature Over Printed Name of Supervisor*

Date: March 1, 2025