



An internship is a unique learning experience that integrates studies with practical work. This agreement is written by student in consultation with the faculty coordinator and work supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

Beginning Date: February 19, 2026 Ending Date: \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Internship is: \_\_\_\_\_ Paid \_\_\_\_\_ Unpaid

### **Part I: Contract Information**

#### **Student**

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#### **Immediate Supervisor**

Name: Dhani I. San Jose Title: System Analyst Unit Head

Company Organization: Eulogio "Amang" Rodriguez Institute of Science and Technology

Internship Address: Nagtahan St. Sampaloc Manila

Address: 31 Gabriel St. Malabon City

Phone: 0962 - 486- 8470

#### **OJT Coordinator**

Name: Ernanie M. Carlos Jr. Phone: 09653060791

Address: 172 B. Dr Sixto Antonio Avenue., Rosario, Pasig City





**Learning Objectives:** What do you intend to learn, acquire and clarify through this internship?

Try to use concrete measurable terms in listing your learning objectives under each of the following categories:

Knowledge and Understanding:

- Strengthen expertise in modern frontend development using **Vite and React**, focusing on performance optimization, reusable component architecture, and scalable project structure.
- Deepen understanding of UI/UX principles, including accessibility, responsive design, user-centered interfaces, and usability improvements.
- Enhance knowledge of integrating frontend applications with backend services through RESTful APIs, handling authentication, and managing application state efficiently.
- Gain practical understanding of admission and enrollment workflows, including applicant onboarding, account creation, password reset procedures, and handling user inquiries professionally.
- Understand collaborative development workflows using GitHub, including pull requests, code reviews, issue tracking, and version control best practices in team environments.

Skills:

- Build and optimize responsive web interfaces using **React (Vite)**, **JavaScript**, **HTML**, and **CSS**, delivering clean and maintainable UI components.
- Design user-friendly interfaces and improve user experience through wireframing, layout structuring, and usability enhancements.
- Integrate frontend systems with backend endpoints for features such as applicant registration, login systems, and password recovery functionality.
- Provide technical support to new applicants by assisting with admission and enrollment-related concerns, including account verification and password resets.
- Manage source code efficiently using Git and GitHub, including branching strategies, pull request reviews, and collaborative development workflows.
- Troubleshoot and resolve frontend bugs, UI inconsistencies, and user-reported issues effectively and independently.



**Learning Activities:** How will your internship activities enable you to acquire the knowledge, understanding and skills you listed above?

- During my internship, I will actively participate in real-world frontend development tasks and provide system support related to the admission and enrollment process. These responsibilities will allow me to strengthen both my technical and professional skills.

### 1. Frontend Development Projects

- Develop and enhance web application interfaces using Vite, React, JavaScript, HTML, and CSS.
- Implement and maintain forms for applicant registration, enrollment data entry, and account management.
- Integrate frontend components with backend APIs to handle data submission, retrieval, and validation.
- Improve UI/UX design by refining layouts, ensuring responsiveness, and enhancing accessibility.
- Debug and resolve reported UI issues, validation errors, and frontend-related system bugs.
- Participate in feature development tasks with specific deadlines and collaborate with the development team through meetings and code reviews using GitHub.

These activities will strengthen my understanding of component-based architecture, state management, API integration, version control workflows, and real-world frontend development standards.

### 2. Admission and Enrollment System Support

- Assist new applicants in navigating the admission and enrollment system.
- Help users with account-related concerns such as password resets, login issues, and profile updates.
- Guide applicants in properly encoding and submitting required information through the system.
- Perform data entry and ensure accuracy of encoded applicant information in the system.
- Communicate with users to identify technical issues and coordinate with developers when system-related concerns arise.

These tasks will improve my ability to apply technical knowledge in a real-user environment, enhance problem-solving skills, and develop professional communication skills while supporting live systems.



- Off the job: To further strengthen my learning beyond regular working hours, I will engage in the following activities to support my development in frontend development, system support, and collaboration within the MIS Office:

further strengthen my learning, I will engage in the following activities outside regular working hours:

### **1. Reading and Research**

- Study official documentation of React, Vite, and related frontend technologies to deepen my understanding of advanced concepts such as performance optimization and state management.
- Review best practices in UI/UX design, accessibility standards, and responsive web development.
- Read materials related to web security fundamentals, form validation techniques, and secure authentication processes.
- Explore documentation and tutorials about Git and GitHub workflows to improve collaboration and version control practices.

### **2. Consultation and Discussions**

- Have regular consultations with my faculty supervisor to review progress, discuss challenges, and receive feedback on my performance.
- Participate in peer discussions with fellow interns to exchange experiences, solutions, and best practices.
- Seek guidance from MIS Office IT staff and developers regarding complex frontend issues, system workflows, and admission-related processes.

### **3. Observation and Practice**

- Observe senior IT technical staff in the MIS Office while they handle system maintenance, user support, and troubleshooting tasks.
- Practice frontend coding exercises and build small feature prototypes outside work hours to improve areas identified as weaknesses during the internship.
- Review and analyze existing system code to better understand structure, optimization





techniques, and professional development standards.

**Evaluation:** Your work supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide your faculty supervisor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.). Include deadline dates.

- Weekly Journal: Submitted every end of the week during the internship period.
- DTR: Submitted weekly for monitoring and finalized upon completion of required hours
- Final Compilation of Documents: Submitted on or before the final week of the internship as required by the academic program.

### **Part III: The Internship**

**Job Description:** As a Frontend Developer Intern assigned to the MIS Office, my primary responsibility is to assist in the development, enhancement, and maintenance of the institution's web-based systems, particularly those related to admission and enrollment.

My duties and responsibilities include:

- Designing and implementing frontend components using Vite, React, JavaScript, HTML, and CSS.
- Developing and maintaining applicant registration forms, enrollment data entry modules, and account management interfaces.
- Updating UI layouts to improve responsiveness, accessibility, and overall user experience.
- Debugging and fixing reported frontend issues, including form errors, validation problems, and display inconsistencies.
- Assisting in testing system features before deployment to ensure accuracy and functionality.
- Helping new applicants with system navigation, account concerns, and password reset requests.
- Assisting other IT technical staff in the MIS Office with system-related tasks and user support.



**Supervision:** Describe in as much detail as possible the supervision to be provided at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.

During my internship, supervision will be provided by:

**1. Immediate Supervisor (System Analyst Head)**

- Assign frontend development and system support tasks
- Review implemented features and code outputs
- Provide technical guidance on best practices in React, UI/UX, and system workflows
- Conduct feedback sessions regarding performance and improvements

**2. MIS Office IT Technical Staff**

- Provide guidance on system processes related to admission and enrollment
- Assist in explaining existing system architecture and workflows
- Offer support when resolving user-reported technical concerns

I will receive:

- Clear task briefings before starting assignments
- Hands-on guidance during complex development or troubleshooting tasks
- Constructive feedback after completing assigned features or responsibilities



**Evaluation:** How will your work performance be evaluated? By whom? When?

My work performance will be evaluated by **Dhani I. San Jose, System Analyst Head**, who will assess my:

- Technical competency in frontend development
- Ability to integrate APIs and manage data input properly
- Problem-solving and debugging skills
- Professionalism and communication skills when assisting applicants and staff
- Time management and ability to meet deadlines

Evaluation methods will include:

- Daily observation of performance
- Review of completed frontend features and assigned tasks
- Assessment of weekly accomplishment reports and documentation

A formal written evaluation will be provided at the end of the internship period, summarizing my overall performance, strengths, and areas for improvement.

Additionally, my faculty supervisor will review my Weekly Journal, DTR, and Final Compilation of Documents to validate and support the overall evaluation process.

#### Part IV: Agreement

This contract may be terminated or amended by the student, OJT coordinator or immediate supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student MARK ANTHONY P. MONTAÑO

Date \_\_\_\_\_

OJT Coordinator ERNANIE M. CARLOS JR.

Date \_\_\_\_\_

Immediate Supervisor DHANI I. SAN JOSE

Date \_\_\_\_\_