

PRACTICUM/ OJT JOURNAL



In Partial Fulfillment of the Requirements for the Subject IT 500 –
Internship/OJT/Practicum

MEDEL C. BUNALADE

DAVE F. MACALINAO
SIPP Coordinator

**Second Semester
A.Y. 2024-2025**



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

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HISTORY OF THE COMPANY

Sales Rain Inc. is an innovator and a pioneer in the business processing outsourcing industry. The company does not run a call-center solution that provides inbound and outbound call center and telemarketing facilities, but also provides seat-sharing solutions to organizations to improve profitability and return on investment (ROI). The seat-sharing facilities of Sales Rain lets organizations run their business without the hassle of additional infrastructure and maintenance costs of running an operation dedicated to customer engagement. With seat-sharing, Sales Rain provides the infrastructure and expert professional staff, while the client provides the business resources.

Based out of the central business district of Makati City in the Philippines, Sales Rain is present across major locations throughout the Philippine Archipelago, including Pasig City, Mandaluyong City and Quezon City as well as in various countries such as New Delhi in India, Santa Fe de Bogota in Columbia, and San Diego in the United States.

The company also provides traditional outsourcing solutions to its clients. The solutions offered range from inbound and outbound telemarketing and call center services to multiple cloud-based tech solutions such as cloud-based solutions run from top-notch data centers, technical support for cloud and other services, and provides marketing on modern platforms such as web 2.0, social network and chat support.

Sales Rain is an office space provider for call center seat leasing and serviced offices headquartered in Manila, Philippines. The company prides itself in having excellent office locations in Metro Manila, with contemporary BPO office designs that emphasize a sustainable work environment.

This BPO company provides call center spaces that maximize productivity, with streamlined connectivity and convenient amenities to optimize clients' business practices. These amenities include high-speed internet and meeting rooms for team collaboration. With versatile office and call center seat designs, Sales Rain is committed to creating office spaces that work for any business' call center needs.



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VISION AND MISSION OF THE COMPANY

Vision

To become a leader in utilizing technology to drive business success, delivering cutting-edge solutions that enhance collaboration, efficiency, and security for all clients.

Mission

- To deliver secure, reliable, and innovative IT services that support and empower the organization's goals, ensuring smooth operation and safeguarding our digital assets.



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ORGANIZATIONAL STRUCTURE OF THE COMPANY

sales rain

YOUR WORKSPACE,
YOUR FUTURE



Parvez Khan
Chairman



Vhal Francia
IT Director



Jovelyn Tan
Human Resources
Manager

OUR MANAGEMENT



Rajeev Agarwal
Chief Executive Officer



Jerome Cruz
Architect / Property
Director



Maryette Villamor
Executive Assistant



Sara Mahmoud
Sales Manager



Vinay Kumar
Country Head



Seattle Castuciano
Admin & Facilities
Director



Zolf hazan
Business Department
Manager



Herman Francia

sales rain | YOUR WORKSPACE,
YOUR FUTURE

**IT
DIRECTOR
(ALL SITE)**



Christian Derrick Cruz

**IT
TEAM LEAD
(ALL SITE)**



John Michael Barbosa



Herald Larios



Gerald Dela Cruz

ONE CORPORATE CENTRE

11/F & 14F One Corporate Center, J. Vargas, San Antonio, Ortigas Center, Pasig City

ISO 9001

BUREAU VERITAS
Certification



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NARRATIVE REPORT

Discovering Real world Learning Through Experience

Being part of the IT team at Sales Rain has been a very valuable experience that not only improved my technical skills but also helped me grow professionally in ways I didn't expect. The internship allowed me to see how real systems work and gave me chances to solve technical problems while working with a helpful and cooperative team.

One of the most important things I learned during this time was how to solve problems on my own. I found out that troubleshooting takes patience and a good way of thinking. Whether it was fixing a display problem or solving internet connection issues, I learned how to think carefully and find the right solutions. I also learned that making mistakes is normal and can actually help you learn better. At Sales Rain, they never made me feel bad for making errors. Instead, they encouraged me and helped me understand that mistakes are part of learning.

The teamwork I saw and experienced was also very inspiring. Everyone helped each other, shared their knowledge, and supported one another. This made it easier for me to learn faster and do better in every task. It made me realize that growth doesn't happen when you're alone it happens when you're with people who believe in you.

During the internship, I got to apply the things I learned in school to real situations. I worked on troubleshooting many issues, such as fixing internet problems, solving printer errors, and learning how to use basic CMD commands. I also became more comfortable using CMD for formatting and network settings.

I was also taught how to enroll users in the biometric system using their application, which showed me how important accuracy is when handling user information. One of the most useful skills I learned was cloning, where I transferred files, removed passwords from laptops, and recovered deleted files. This helped me understand how to use certain software tools to fix and restore computers.

I also worked with hardware like setting up CCTV systems, connecting LAN cables, and building I/O ports. These tasks helped me understand more about networks and how to keep them working properly.

Besides the technical work, I also improved my communication, teamwork, and time management. I learned how to work well with different people and how to manage my time so I could finish my tasks properly.

This internship has been a very important part of my learning. It taught me that you can grow when you're surrounded by people who support and guide you. It gave me more motivation to keep learning and improving in the IT field, with real experiences to back up what I've learned in school



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INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: BUNALADE, MEDEL C.

SIPP Coordinator: Mr. Dave F. Macalinao

HTE: SALES RAIN

Job Description: IT Associate

Days: February 19, 2025 – February 21, 2025

Hours: 24

1. OBJECTIVES

- To develop a concrete understanding and unlock new skills about biometrics technology.
- To enhance technical skills specially in the field of computer hardware maintenance.
- To improve my experience in terms of team collaboration and communication.
- To help the company by monitoring and managing incidents and providing solutions.

2. REFLECTION FROM THE OBJECTIVES

Throughout my first week at my internship deployment, I have a lot of opportunities to explore and learn new skills particularly about in the fields of biometrics technology, hardware servicing and maintenance teamwork and collaboration and managing some sort of incidents in the company and how to find and implement the proper necessary solutions. One of the new and exciting part of the internship for me was the biometrics technology, where I am one of the in charge of registering the biometrics of the clients and in the upcoming weeks, I will be trained on how to maintain the biometrics in case of failure. Also, it was fun to troubleshoot hardware components such as monitor, system unit and printer by this task, I unlock some new knowledge about the hardware components and how to troubleshoot them properly. Equally important to my technical growth was improving my capability to collaborate with my colleagues, teamwork is crucial on my daily task especially when managing some sort of technical issues inside our company.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
21 February 2025	<ul style="list-style-type: none"> • Transfer PC and Setup. • Troubleshooting the Printer to enable printing Via Wifi 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> • Proper hardware troubleshooting <p><i>Skills</i></p> <ul style="list-style-type: none"> • Familiarization of hardware components <p><i>Values</i></p> <ul style="list-style-type: none"> • Logical thinking of solutions
22 February 2025	<ul style="list-style-type: none"> • install the software of the printer using Laptop. • Checking the monitor if working or not working 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> • Learned the different types of device drivers <p><i>Skills</i></p> <ul style="list-style-type: none"> • Finding compatible drivers for each device <p><i>Values</i></p> <ul style="list-style-type: none"> • Patience and confidence
23 February 2025	<ul style="list-style-type: none"> • Edit and Delete of user account of the client in biometrics 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> • Learned about biometrics' technology <p><i>Skills</i></p> <ul style="list-style-type: none"> • Set up biometrics. <p><i>Values</i></p> <ul style="list-style-type: none"> • Organization of biometrics data

Prepared by:

MEDEL C. BUNALADE

Student Intern, BSIT 4A

Date: February 21, 2025

Noted` by:



HERALD LERIOS

Signature Over Printed Name of Supervisor

Date: February 21, 2025

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INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: BUNALADE, MEDEL C.

SIPP Coordinator: Mr. Dave F. Macalinao

HTE: SALES RAIN

Job Description: IT Associate

Days: February 24, 2025 – February 28, 2025

Hours: 40

1. OBJECTIVES

- To develop a concrete understanding and unlock new skills about biometrics technology.
- To enhance technical skills specially in the field of computer hardware maintenance.
- To improve my experience in terms of team collaboration and communication.
- To help the company by monitoring and managing incidents and providing solutions.

2. REFLECTION FROM THE OBJECTIVES

Throughout my first week at my internship deployment, I have a lot of opportunities to explore and learn new skills particularly about in the fields of biometrics technology, hardware servicing and maintenance teamwork and collaboration and managing some sort of incidents in the company and how to find and implement the proper necessary solutions. One of the new and exciting part of the internship for me was the biometrics technology, where I am one of the in charge of registering the biometrics of the clients and in the upcoming weeks, I will be trained on how to maintain the biometrics in case of failure. Also, it was fun to troubleshoot hardware components such as monitor, system unit and printer by this task, I unlock some new knowledge about the hardware components and how to troubleshoot them properly. Equally important to my technical growth was improving my capability to collaborate with my colleagues, teamwork is crucial on my daily task especially when managing some sort of technical issues inside our company. Lastly another significant objective was to help my company monitoring different incidents such as technical failures and others it was very crucial that I will become alert and familiarizes in different scenarios so that in the future works I will be able to decide on what solutions are the best to be implemented in a certain scenario of incidents.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
24 February 2025	<ul style="list-style-type: none"> Transfer PC and Setup. Replaced monitor. Troubleshooting the Printer to enable printing Via Wifi 	<p>Knowledge</p> <ul style="list-style-type: none"> Proper hardware troubleshooting <p>Skills</p> <ul style="list-style-type: none"> Familiarization of hardware components <p>Values</p> <ul style="list-style-type: none"> Logical thinking of solutions
25 February 2025	<ul style="list-style-type: none"> install the software of the printer using Laptop. Checking the monitor if working or not working 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned the different types of device drivers <p>Skills</p> <ul style="list-style-type: none"> Finding compatible drivers for each device <p>Values</p> <ul style="list-style-type: none"> Patience and confidence
26 February 2025	<ul style="list-style-type: none"> Edit and Delete of user account of the client in biometrics 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned about biometrics' technology <p>Skills</p> <ul style="list-style-type: none"> Set up biometrics. <p>Values</p> <ul style="list-style-type: none"> Organization of biometrics data
27 February 2025	<ul style="list-style-type: none"> Reformat the system unit Troubleshoot the system unit 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned about OS installation. <p>Skills</p>

		<ul style="list-style-type: none"> Planning on what OS is applicable to certain unit. <p><i>Values</i></p> <ul style="list-style-type: none"> Troubleshooting the system units to know what is working and not.
28 February 2025	<ul style="list-style-type: none"> Checking the monitor if working not working Creating user account of the client 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Learned about how to manage users account. <p><i>Skills</i></p> <ul style="list-style-type: none"> System management and utilization. <p><i>Values</i></p> <ul style="list-style-type: none"> Analyzation

Prepared by:

MEDEL C. BUNALADE
Student Intern, BSIT 4A

Date: February 28, 2025

Noted by:



HERALD LERIOS
Signature Over Printed Name of Supervisor

Date: February 28, 2025



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INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: BUNALADE, MEDEL C.

SIPP Coordinator: Mr. Dave F. Macalinalao

HTE: SALES RAIN

Job Description: IT Associate

Days: March 5, 2025 – March 7, 2025

Hours: 24

1. OBJECTIVES

- To develop a concrete understanding and unlock new skills about biometrics technology.
- To enhance technical skills specially in the field of computer hardware maintenance.
- To improve my experience in terms of team collaboration and communication.
- To help the company by monitoring and managing incidents and providing solutions.

2. REFLECTION FROM THE OBJECTIVES

Throughout my second week at my internship, I have a lot of opportunities to explore and learn new skills particularly about in the fields of biometrics technology, hardware servicing and maintenance teamwork and collaboration and managing some sort of incidents in the company and how to find and implement the proper necessary solutions. One of the new and exciting part of the internship for me was the biometrics technology, where I am one of the in charge of registering the biometrics of the clients and in the upcoming weeks, I will be trained on how to maintain the biometrics in case of failure. Also, it was fun to troubleshoot hardware components such as monitor, system unit and printer by this task, I unlock some new knowledge about the hardware components and how to troubleshoot them properly. Equally important to my technical growth was improving my capability to collaborate with my colleagues, teamwork is crucial on my daily task especially when managing some sort of technical issues inside our company. Lastly another significant objective was to help my company monitoring different incidents such as technical failures and others it was very crucial that I will become alert and familiarizes in different scenarios so that in the future works I will be able to decide on what solutions are the best to be implemented in a certain scenario of incidents.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
5 March 2025	<ul style="list-style-type: none"> ● Enrolled the Employee using Biometrics ● Troubleshoot the System Unit and check if it is working or not 	<p>Knowledge</p> <ul style="list-style-type: none"> ● Learned how to register employees in the biometric system. ● Identified common system unit issues and how to diagnose them. <p>Skills</p> <ul style="list-style-type: none"> ● Configuring and enrolling employees in a biometric system. ● Diagnosing and troubleshooting system unit problems <p>Values</p> <ul style="list-style-type: none"> ● Ensuring accuracy and security in employee enrollment. ● Being thorough and detail-oriented in checking system unit functionality.
6 March 2025	<ul style="list-style-type: none"> ● Creating user account ● Troubleshoot the Monitor and Fixed the Display 	<p>Knowledge</p> <ul style="list-style-type: none"> ● Learned how to set up and manage user accounts. ● Gained understanding of common display issues and their solutions. <p>Skills</p> <ul style="list-style-type: none"> ● Configuring and securing user accounts.

		<ul style="list-style-type: none"> Diagnosing and fixing monitor display problems. <p>Values</p> <ul style="list-style-type: none"> Ensuring proper setup and accessibility for user accounts. Being proactive in resolving hardware issues efficiently.
7 March 2025	<ul style="list-style-type: none"> Installing the brother driver for the laptop The laptop user account password was removed 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned how to install and configure printer drivers on a laptop. Gained understanding of user account security and password management. <p>Skills</p> <ul style="list-style-type: none"> Installing and setting up device drivers for seamless functionality. Managing and modifying user account settings, including password removal. <p>Values</p> <ul style="list-style-type: none"> Ensuring proper device functionality by correctly installing drivers. Maintaining user accessibility while

		considering security measures.
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Prepared by:
MEDEL C. BUNALADE
Student Intern, BSIT 4A

Date: March 7, 2025

Noted by:


HERALD LERIOS
Signature Over Printed Name of Supervisor

Date: March 7, 2025



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INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: **BUNALADE, MEDEL C.**

SIPP Coordinator: **Mr. Dave F. Macalinao**

HTE: **SALES RAIN**

Job Description: **IT Associate**

Days: **March 10, 2025 – March 13, 2025**

Hours: **32**

1. OBJECTIVES

- To develop a concrete understanding and unlock new skills about biometrics technology.
- To enhance technical skills specially in the field of computer hardware maintenance.
- To improve my experience in terms of team collaboration and communication.
- To help the company by monitoring and managing incidents and providing solutions.

2. REFLECTION FROM THE OBJECTIVES

Throughout my third week at my internship, I have a lot of opportunities to explore and learn new skills particularly about in the fields of biometrics technology, hardware servicing and maintenance teamwork and collaboration and managing some sort of incidents in the company and how to find and implement the proper necessary solutions. One of the new and exciting part of the internship for me was the biometrics technology, where I am one of the in charge of registering the biometrics of the clients and in the upcoming weeks, I will be trained on how to maintain the biometrics in case of failure. Also, it was fun to troubleshoot hardware components such as monitor, system unit and printer by this task, I unlock some new knowledge about the hardware components and how to troubleshoot them properly. Equally important to my technical growth was improving my capability to collaborate with my colleagues, teamwork is crucial on my daily task especially when managing some sort of technical issues inside our company. Lastly another significant objective was to help my company monitoring different incidents such as technical failures and others it was very crucial that I will become alert and familiarizes in different scenarios so that in the future works I will be able to decide on what solutions are the best to be implemented in a certain scenario of incidents.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
10 March 2025	<ul style="list-style-type: none"> Enrolled the Employee using Biometrics 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Gained understanding of enrolling and managing user data in the biometric system. <p><i>Skills</i></p> <ul style="list-style-type: none"> Ensuring accurate data entry and proper system setup. <p><i>Values</i></p> <ul style="list-style-type: none"> Upholding security and accuracy in employee enrollment
11 March 2025	<ul style="list-style-type: none"> Troubleshoot and restart the computer 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Learned common troubleshooting steps for computer issues. <p><i>Skills</i></p> <ul style="list-style-type: none"> Performing proper system restarts to ensure smooth operation. <p><i>Values</i></p> <ul style="list-style-type: none"> Ensuring efficiency in resolving technical issues.
12 March 2025	<ul style="list-style-type: none"> Troubleshoot and Cleaned the RAM 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Gained understanding of how dust and dirt affect hardware functionality. <p><i>Skills</i></p>

		<ul style="list-style-type: none"> Identifying RAM-related issues and troubleshooting them. <p><i>Values</i></p> <ul style="list-style-type: none"> Demonstrating attention to detail and care in handling computer components.
13 March 2025	<ul style="list-style-type: none"> Troubleshoot the issue and fixed the display 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Learned common causes of display issues in computer systems. <p><i>Skills</i></p> <ul style="list-style-type: none"> Adjusting display settings and ensuring proper hardware connections. <p><i>Values</i></p> <ul style="list-style-type: none"> Ensuring clear and functional display for an improved user experience

Prepared by:

MEDEL C. BUNALADE

Student Intern, BSIT 4A

Date: March 13, 2025

Noted by:


HERALD LERIOS

Signature Over Printed Name of Supervisor

Date: March 13, 2025



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INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: **BUNALADE, MEDEL C.**

SIPP Coordinator: **Mr. Dave F. Macalinao**

HTE: **SALES RAIN**

Job Description: **IT Associate**

Days: **March 17, 2025 – March 21, 2025**

Hours: **40**

1. OBJECTIVES

- To strengthen my technical skills in troubleshooting and resolving common computer hardware and network issues.
- To gain hands-on experience in enrolling users in biometric and access systems.
- To develop efficiency in setting up devices such as projectors, printers, and computer peripherals.
- To improve my familiarity with system tools and commands for hardware information retrieval and user management.
- To enhance my problem-solving skills and contribute to the team's workflow in resolving technical concerns.

2. REFLECTION FROM THE OBJECTIVES

Throughout my fourth week of internship, I was exposed to various technical tasks that allowed me to apply and improve my skills in IT support. I performed multiple troubleshooting activities such as restarting system units, fixing display problems, replacing faulty VGA and LAN cables, and connecting laptops to peripherals like printers and projectors. These hands-on experiences helped me understand how to quickly identify and resolve issues with both hardware and connectivity.

In addition to technical repairs, I was also assigned to enroll visitor access cards and register names and IDs into the biometric system. These activities introduced me to the importance of accuracy in data entry and proper system configuration. I also had the

chance to update software and create user accounts, which strengthened my knowledge of user management procedures.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
17 March 2025	<ul style="list-style-type: none"> Enroll name and ID for Biometrics 	<p>Knowledge</p> <ul style="list-style-type: none"> Gained understanding of registering employee names and IDs into the biometric system. <p>Skills</p> <ul style="list-style-type: none"> Accurate data entry and verification of employee information. <p>Values</p> <ul style="list-style-type: none"> Upholding confidentiality and responsible handling of personal data.
18 March 2025	<ul style="list-style-type: none"> Connect a Laptop to the Printer 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned how to install or update printer drivers for compatibility with the laptop. <p>Skills</p> <ul style="list-style-type: none"> Establishing a wired or wireless connection between the laptop and the printer. <p>Values</p>

		<ul style="list-style-type: none"> Ensuring efficiency and accuracy in setting up office equipment.
19 March 2025	<ul style="list-style-type: none"> Collected the serial number of the laptop using CMD 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Learned the specific command to display the laptop's serial number <p><i>Skills</i></p> <ul style="list-style-type: none"> Verifying and documenting device information for inventory or troubleshooting purposes. <p><i>Values</i></p> <ul style="list-style-type: none"> Promoting thoroughness and accuracy in device documentation.
20 March 2025	<ul style="list-style-type: none"> Enroll name and ID for Biometrics 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Learned the importance of linking personal identification data with biometric records. <p><i>Skills</i></p> <ul style="list-style-type: none"> Accurate data entry and verification of employee information. <p><i>Values</i></p> <ul style="list-style-type: none"> Upholding data integrity and confidentiality when

		handling personal information.
21 March 2025	<ul style="list-style-type: none"> Troubleshoot the issue and replace New VGA cable 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned the proper steps for testing and replacing a VGA cable. <p>Skills</p> <ul style="list-style-type: none"> Diagnosing and troubleshooting display connection problems. <p>Values</p> <ul style="list-style-type: none"> Demonstrating patience and problem-solving skills when resolving technical issues.

Prepared by:

MEDEL C. BUNALADE
Student Intern, BSIT 4A

Date: March 21, 2025

Noted by:


HERALD LERIOS
Signature Over Printed Name of Supervisor

Date: March 21, 2025



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INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: **BUNALADE, MEDEL C.**

SIPP Coordinator: **Mr. Dave F. Macalinao**

HTE: **SALES RAIN**

Job Description: **IT Associate**

Days: **March 24, 2025 – March 27, 2025**

Hours: **40**

1. OBJECTIVES

- To apply basic troubleshooting techniques in resolving common hardware and peripheral issues.
- To improve skills in using system commands (CMD) for diagnostics.
- To enhance experience in setting up and updating drivers and software.
- To gain practical knowledge in handling system units and user account creation.

2. REFLECTION FROM THE OBJECTIVES

Throughout my fifth week of internship, I handled different technical concerns such as fixing monitor displays, replacing LAN cables, and resolving clicker and mouse issues. I also used CMD for troubleshooting and checked if system units were working properly. Additionally, I learned how to update drivers and create user accounts. These tasks helped me improve my basic IT support skills and gave me more confidence in hardware diagnostics and system handling.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
24 March 2025	<ul style="list-style-type: none"> Troubleshoot the issue using CMD 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Learned how to diagnose and resolve system or network issues using command-line tools. <p><i>Skills</i></p> <ul style="list-style-type: none"> Efficient use of CMD commands for troubleshooting. <p><i>Values</i></p> <ul style="list-style-type: none"> Patience and persistence in problem-solving.
25 March 2025	<ul style="list-style-type: none"> Troubleshoot the System Unit and check if it is working or not 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Learned how to identify hardware issues and determine whether the system is operational. <p><i>Skills</i></p> <ul style="list-style-type: none"> Ability to identify faulty components through systematic troubleshooting. <p><i>Values</i></p> <ul style="list-style-type: none"> Responsibility in handling and testing computer components safely.
26 March 2025	<ul style="list-style-type: none"> Troubleshoot the System Unit and 	<i>Knowledge</i>

	<p>check if it is working or not</p>	<ul style="list-style-type: none"> Learned how to identify hardware issues and determine whether the system is operational. <p><i>Skills</i></p> <ul style="list-style-type: none"> Ability to identify faulty components through systematic troubleshooting. <p><i>Values</i></p> <ul style="list-style-type: none"> Responsibility in handling and testing computer components safely.
27 March 2025	<ul style="list-style-type: none"> Format System unit 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Gained understanding of the system formatting process, including partitioning and file system types. <p><i>Skills</i></p> <ul style="list-style-type: none"> Efficient execution of the formatting process with minimal errors. <p><i>Values</i></p> <ul style="list-style-type: none"> Responsibility in handling system data and ensuring proper

		reinstallation procedures.
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Prepared by:

MEDEL C. BUNALADE
Student Intern, BSIT 4A

Date: March 27, 2025

Noted by:


HERALD LERIOS
Signature Over Printed Name of Supervisor

Date: March 27, 2025



Republic of the Philippines

BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: **BUNALADE, MEDEL C.**

SIPP Coordinator: **Mr. Dave F. Macalinao**

HTE: **SALES RAIN**

Job Description: **IT Associate**

Days: **March 30, 2025 – April 3, 2025**

Hours: **40**

1. OBJECTIVES

- To develop a concrete understanding and unlock new skills about biometrics technology.
- To improve my technical troubleshooting skills, especially in diagnosing and fixing display and system unit issues.
- To gain experience in formatting computers and performing hardware upgrades such as RAM installation.
- To help the company by monitoring and managing incidents and providing solutions.
- To develop skills in user account creation and basic system configuration.
- To familiarize myself with basic network troubleshooting, including LAN cable management.

2. REFLECTION FROM THE OBJECTIVES

Throughout my sixth week at my internship, I was able to further enhance my technical knowledge through various troubleshooting tasks. I worked on resolving issues with computer displays, adjusting screen brightness, and restarting malfunctioning systems. These tasks helped me gain confidence in identifying and addressing basic computer problems efficiently.

I also had the opportunity to upgrade RAM and format systems, which deepened my understanding of hardware handling and system maintenance. In addition, I was tasked with creating user accounts and reconnecting LAN cables, allowing me to apply what I've learned about user management and network troubleshooting in a real-world environment.



Setting up faceplates was also part of my hands-on activities, which taught me the importance of attention to detail in physical installations. Overall, this week has been a valuable step forward in building my skills as an IT support intern.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
30 March 2025	<ul style="list-style-type: none"> Transfer Headset 	<p>Knowledge</p> <ul style="list-style-type: none"> Gained understanding of properly connecting and configuring headsets to different devices. <p>Skills</p> <ul style="list-style-type: none"> Ability to verify and adjust audio settings after transferring the headset. <p>Values</p> <ul style="list-style-type: none"> Carefulness in handling audio equipment to prevent damage.
31 March 2025	<ul style="list-style-type: none"> Troubleshoot the System Unit and check if it is working or not 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned how to identify hardware issues and determine whether the system is operational. <p>Skills</p> <ul style="list-style-type: none"> Ability to identify faulty components through systematic troubleshooting. <p>Values</p> <ul style="list-style-type: none"> Responsibility in handling and testing

		computer components safely.
1 April 2025	<ul style="list-style-type: none"> Upgrade Ram 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned the importance of RAM in system performance and multitasking. <p>Skills</p> <ul style="list-style-type: none"> Ability to check system compatibility and configure BIOS settings if needed. <p>Values</p> <ul style="list-style-type: none"> Carefulness in handling sensitive computer components to avoid damage.
2 April 2025	<ul style="list-style-type: none"> Transfer Biometrics 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned the proper procedure for transferring biometric data to a new device or system. <p>Skills</p> <ul style="list-style-type: none"> Ability to configure and test biometric devices after transfer. <p>Values</p>

		<ul style="list-style-type: none"> • Responsibility in maintaining data security and privacy during the process.
3 April 2025	•	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> • Gained understanding of common laptop issues and troubleshooting methods. <p><i>Skills</i></p> <ul style="list-style-type: none"> • Ability to perform system updates, including OS and driver updates. <p><i>Values</i></p> <ul style="list-style-type: none"> • Responsibility in maintaining system performance and security.

Prepared by:

MEDEL C. BUNALADE

Student Intern, BSIT 4A

Date: April 3, 2025

Noted by:


HERALD LERIOS

Signature Over Printed Name of Supervisor

Date: April 3, 2025



Republic of the Philippines

BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: **BUNALADE, MEDEL C.**

SIPP Coordinator: **Mr. Dave F. Macalinao**

HTE: **SALES RAIN**

Job Description: **IT Associate**

Days: **April 6, 2025 – April 10, 2025**

Hours: **40**

1. OBJECTIVES

- To enhance my skills in formatting and updating laptops, including software installation and configuration.
- To gain hands-on experience in troubleshooting and replacing hardware components such as SSDs and RAM.
- To improve my knowledge in setting up IT equipment, including CCTV systems and faceplates.
- To strengthen my familiarity with user management by creating user accounts and resetting data in biometric systems.
- To develop efficiency in performing routine maintenance tasks like restarting systems and basic troubleshooting

2. REFLECTION FROM THE OBJECTIVES

On my seventh week of internship, I was able to participate in several technical tasks that further developed my skills in both hardware and system maintenance. I formatted and updated laptops, which gave me a deeper understanding of system setup and software configuration. I also replaced faulty SSDs and upgraded RAM, which helped strengthen my confidence in handling internal hardware components.

I also created multiple user accounts and performed a reset on the biometric system, giving me valuable experience in user and access management. Through these experiences, I became more confident in performing general troubleshooting and system

reboots as part of standard IT support. Overall, this week has helped me become more efficient and detail-oriented in my technical tasks.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
6 April 2025	<ul style="list-style-type: none"> Enrolled Biometrics 	<p>Knowledge</p> <ul style="list-style-type: none"> Acquired knowledge of biometric system configuration and user registration protocols. <p>Skills</p> <ul style="list-style-type: none"> Troubleshooting and resolving enrollment errors or device issues. <p>Values</p> <ul style="list-style-type: none"> Responsibility in securing user information.
7 April 2025	<ul style="list-style-type: none"> Troubleshoot and replace SSD 	<p>Knowledge</p> <ul style="list-style-type: none"> Gained understanding of solid-state drive (SSD) functionality and common issues. <p>Skills</p> <ul style="list-style-type: none"> Ability to safely remove and replace an SSD. <p>Values</p> <ul style="list-style-type: none"> Responsibility in managing and protecting user data during SSD replacement.

8 April 2025	<ul style="list-style-type: none"> Troubleshoot the System unit and replace new Ram 	<p>Knowledge</p> <ul style="list-style-type: none"> Gained understanding of RAM functionality and how it affects system performance. <p>Skills</p> <ul style="list-style-type: none"> Ability to safely remove and install new RAM modules. <p>Values</p> <ul style="list-style-type: none"> Patience and problem-solving mindset during hardware troubleshooting and upgrades.
9 April 2025	<ul style="list-style-type: none"> Cloning the System Unit 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned about cloning software and tools used for duplicating system drives. <p>Skills</p> <ul style="list-style-type: none"> Ability to prepare source and target drives for successful cloning. <p>Values</p> <ul style="list-style-type: none"> Attention to detail to avoid data loss or corruption.

<p>10 April 2025</p>	<ul style="list-style-type: none"> • Setup the CCTV 	<p>Knowledge</p> <ul style="list-style-type: none"> • Learned about different types of cameras, cabling, and storage. <p>Skills</p> <ul style="list-style-type: none"> • Troubleshooting camera, network, or recording issues during and after setup. <p>Values</p> <ul style="list-style-type: none"> • Attention to detail in positioning and securing CCTV units.
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Prepared by:

MEDEL C. BUNALADE

Student Intern, BSIT 4A

Date: April 10, 2025

Noted by:



HERALD LERIOS

Signature Over Printed Name of Supervisor

Date: April 10, 2025



Republic of the Philippines

BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: **BUNALADE, MEDEL C.**

SIPP Coordinator: **Mr. Dave F. Macalinao**

HTE: **SALES RAIN**

Job Description: **IT Associate**

Days: **April 14, 2025 – April 16, 2025**

Hours: **24**

1. OBJECTIVES

- To strengthen my technical skills in installing and managing devices such as printers and laptops.
- To improve my problem-solving skills through system troubleshooting, including clearing cache and fixing display or login issues.
- To gain more experience in user account creation and user access management.
- To develop proficiency in setting up network infrastructure, including IO ports, LAN cables, and crimping straight-through cables.
- To enhance my familiarity with CCTV operations, such as setup and footage backup.

2. REFLECTION FROM THE OBJECTIVES

During my eighth week of internship, I handled a variety of tasks that allowed me to apply and build on my IT knowledge. I worked on installing and removing printer devices, as well as connecting laptops and setting up network cables. These tasks helped me become more confident in setting up and maintaining IT hardware.

I also performed several troubleshooting tasks, including fixing display issues, clearing system cache, and resolving login/logout problems.

One of the highlights this week was setting up CCTV and backing up footage, as well as learning how to crimp a straight-through LAN cable using a crimping tool—giving me practical experience in basic network cabling. Overall, this week helped reinforce my technical foundation while giving me more real-world practice in system setup and troubleshooting.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
14 April 2025	<ul style="list-style-type: none"> • Setup the IO and lan cable 	<p>Knowledge</p> <ul style="list-style-type: none"> • Learned the purpose and functions of various I/O connections and network infrastructure. <p>Skills</p> <ul style="list-style-type: none"> • Ability to crimp, test, and manage network cables for reliable connections. <p>Values</p> <ul style="list-style-type: none"> • Responsibility in ensuring stable and secure network connections.
15 April 2025	<ul style="list-style-type: none"> • Backup the CCTV footage 	<p>Knowledge</p> <ul style="list-style-type: none"> • Gained understanding of CCTV storage systems and backup processes. <p>Skills</p> <ul style="list-style-type: none"> • Verifying the integrity and accessibility of backed-up video files. <p>Values</p> <ul style="list-style-type: none"> • Responsibility in preserving important security footage.
16 April 2025	<ul style="list-style-type: none"> • Crimped a straight through Lan cable using crimping tool 	<p>Knowledge</p> <ul style="list-style-type: none"> • Gained understanding of LAN cable types and

		<p>their uses, particularly straight-through cables.</p> <p><i>Skills</i></p> <ul style="list-style-type: none"> • Skilled in ensuring strong, secure, and reliable cable connections. <p><i>Values</i></p> <ul style="list-style-type: none"> • Patience and care when working with small components and tools.
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Prepared by:

MEDEL C. BUNALADE
Student Intern, BSIT 4A

Date: April 16, 2025

Noted by:


HERALD LERIOS
Signature Over Printed Name of Supervisor

Date: April 16, 2025



Republic of the Philippines

BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: BUNALADE, MEDEL C.

SIPP Coordinator: Mr. Dave F. Macalinao

HTE: SALES RAIN

Job Description: IT Associate

Days: April 21, 2025 – April 24, 2025

Hours: 32

1. OBJECTIVES

- To improve my skills in connecting devices such as laptops and printers.
- To enhance technical skills specially in the field of computer hardware maintenance.
- To strengthen my knowledge in user account creation and basic account management, such as renaming accounts.
- To gain hands-on experience in enrolling users into biometric systems and understanding access control procedures.
- To practice routine maintenance activities such as cleaning up and restarting system units for optimal performance.

2. REFLECTION FROM THE OBJECTIVES

In my ninth week of internship, I engaged in tasks that reinforced my technical troubleshooting and system maintenance skills. I frequently worked on resolving display problems, checking system units for proper functionality.

I also created several user accounts and even modified an account name, which allowed me to better understand user management protocols. Another valuable learning experience this week was enrolling employees in the biometric system, which introduced me to data accuracy and security management in access control systems.

Additionally, I connected a laptop to a printer strengthening my familiarity with device setup and integration. The week gave me more practical knowledge and boosted my confidence in performing IT support duties with minimal supervision.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
21 April 2025	<ul style="list-style-type: none"> Change background and Lock screen 	<p>Knowledge</p> <ul style="list-style-type: none"> Gained understanding of system personalization settings such as background and lock screen configuration. <p>Skills</p> <ul style="list-style-type: none"> Ability to select, set, and apply images based on user preferences or organizational requirements. <p>Values</p> <ul style="list-style-type: none"> Creativity in customizing system appearance.
22 April 2025	<ul style="list-style-type: none"> Connect Laptop to Printer 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned how to install printer drivers and configure settings for different printer models. <p>Skills</p> <ul style="list-style-type: none"> Ability to install and configure printer software or drivers. <p>Values</p>

		<ul style="list-style-type: none"> • Patience in ensuring proper setup and configuration.
23 April 2025	<ul style="list-style-type: none"> • Troubleshoot the System Unit and check if it is working or not 	<p>Knowledge</p> <ul style="list-style-type: none"> • Learned the step-by-step process of inspecting hardware and software components. <p>Skills</p> <ul style="list-style-type: none"> • Skills in testing and verifying the functionality of the system unit after repairs or adjustments. <p>Values</p> <ul style="list-style-type: none"> • Patience and care when working with small components and tools.
24 April 2025	<ul style="list-style-type: none"> • Troubleshoot the System Unit and check if it is working or not. 	<p>Knowledge</p> <ul style="list-style-type: none"> • Learned the step-by-step process of inspecting hardware and software components. <p>Skills</p> <ul style="list-style-type: none"> • Skills in testing and verifying the

		<p>functionality of the system unit after repairs or adjustments.</p> <p><i>Values</i></p> <ul style="list-style-type: none"> • Responsibility in ensuring that systems are safe and operational before concluding work.
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Prepared by:

MEDEL C. BUNALADE
Student Intern, BSIT 4A

Date: April 24, 2025

Noted by:


HERALD LERIOS
Signature Over Printed Name of Supervisor

Date: April 24, 2025



Republic of the Philippines

BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: BUNALADE, MEDEL C.

SIPP Coordinator: Mr. Dave F. Macalinao

HTE: SALES RAIN

Job Description: IT Associate

Days: April 28, 2025 – May 2, 2025

Hours: 40

1. OBJECTIVES

- To improve my troubleshooting skills in resolving audio, display, and power-related issues.
- To develop my ability in formatting systems, resetting networks, and using command-line tools for maintenance.
- To strengthen my experience in user account creation and account modification, such as changing usernames.
- To gain more confidence in identifying system specifications and verifying hardware components.
- To enhance my knowledge in performing regular system maintenance, including cleaning and restarting units

2. REFLECTION FROM THE OBJECTIVES

Throughout my tenth week of internship, I encountered several troubleshooting tasks that helped me improve my technical skills. I resolved audio issues, fixed display settings, and replaced faulty power cords, all of which gave me deeper insight into both hardware and software-related problems. These tasks taught me the importance of accurate diagnosis and attention to detail.

I also formatted a mini desktop and used Command Prompt tools for cleaning and restarting, helping me become more familiar with system maintenance processes. Resetting network settings and checking system unit specifications allowed me to explore a wider range of system-related tasks.

Additionally, I consistently created user accounts and updated user information, such as changing account names. This helped reinforce my understanding of system administration. Overall, this week helped me become more efficient and confident in addressing common technical issues independently.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
28 April 2025	<ul style="list-style-type: none"> • troubleshoot and Format the minidesk 	<p>Knowledge</p> <ul style="list-style-type: none"> • Learned the steps in formatting a storage device and reinstalling an operating system. <p>Skills</p> <ul style="list-style-type: none"> • Able to diagnose and resolve common hardware and software issues in a mini desktop system. <p>Values</p> <ul style="list-style-type: none"> • Showed responsibility in handling user data during troubleshooting and formatting.
29 April 2025	<ul style="list-style-type: none"> • Creating user Account 	<p>Knowledge</p> <ul style="list-style-type: none"> • Learned the importance of account security and proper access control settings. <p>Skills</p> <ul style="list-style-type: none"> • Able to create and configure new user accounts based on system requirements. <p>Values</p>

		<ul style="list-style-type: none"> Practiced confidentiality and respect for user data and privacy.
30 April 2025	<ul style="list-style-type: none"> Troubleshoot and reset the Network 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Learned common causes of connectivity issues and appropriate troubleshooting steps. <p><i>Skills</i></p> <ul style="list-style-type: none"> Proficient in resetting network settings, configuring adapters, and renewing IP addresses. <p><i>Values</i></p> <ul style="list-style-type: none"> Demonstrated initiative and problem-solving in restoring network functionality.
1 May 2025	<ul style="list-style-type: none"> Troubleshoot the System Unit and check if it is working or not. 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Learned the step-by-step process of inspecting hardware and software components.

		<p>Skills</p> <ul style="list-style-type: none"> Skills in testing and verifying the functionality of the system unit after repairs or adjustments. <p>Values</p> <ul style="list-style-type: none"> Responsibility in ensuring that systems are safe and operational before concluding work.
2 May 2025	<ul style="list-style-type: none"> Reformat the minidesk 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned the proper procedure for reformatting a mini desktop, including OS installation and driver setup. <p>Skills</p> <ul style="list-style-type: none"> Skills in installing software and checking system performance after reformatting. <p>Values</p> <ul style="list-style-type: none"> Responsibility in ensuring the system is clean, functional, and ready for use.

Prepared by:

MEDEL C. BUNALADE

Student Intern, BSIT 4A

Date: May 2, 2025

Noted by:


HERALD LERIOS

Signature Over Printed Name of Supervisor

Date: May 2, 2025



Republic of the Philippines

BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: BUNALADE, MEDEL C.

SIPP Coordinator: Mr. Dave F. Macalinao

HTE: SALES RAIN

Job Description: IT Associate

Days: May 5, 2025 – May 9, 2025

Hours: 40

1. OBJECTIVES

- To strengthen my skills in troubleshooting system units, display issues, and connectivity problems.
- To gain more experience in replacing hardware components such as monitors and DP ports.
- To improve my proficiency in configuring devices like printers, including renaming and reconnecting them.
- To deepen my understanding of user management through the creation of user accounts and biometric enrollment.
- To enhance my ability to use system tools such as Command Prompt for system diagnosis and fixes.

2. REFLECTION FROM THE OBJECTIVES

During my eleventh week of internship, I handled a variety of tasks that allowed me to further develop my technical problem-solving abilities. I troubleshooted and fixed display issues, replaced faulty hardware like monitors and DP ports, and used Command Prompt to resolve specific system concerns. These activities helped reinforce my understanding of both hardware components and system tools.

I also assisted in enrolling names and IDs into the biometric system, which emphasized the importance of accuracy and data management in access control. In addition, I performed

several user account creations, which improved my consistency in system administration tasks.

I was also responsible for connecting laptops to printers, reconnecting Wi-Fi, and renaming printers for easier identification. These tasks improved my efficiency in managing both network and peripheral devices. Overall, this week allowed me to apply my technical knowledge more confidently and handle real-world issues with greater independence.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
5 May 2025	<ul style="list-style-type: none"> Enrolled name and ID for Biometrics 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned the process and requirements for enrolling user information, including name and ID, into the biometric database. <p>Skills</p> <ul style="list-style-type: none"> Able to create user accounts using system settings efficiently. <p>Values</p> <ul style="list-style-type: none"> Showed responsibility in ensuring data accuracy during the enrollment process.
6 May 2025	<ul style="list-style-type: none"> Creating user Account 	<p>Knowledge</p> <ul style="list-style-type: none"> Gained understanding of different user account types and their roles in system security and management. <p>Skills</p> <ul style="list-style-type: none"> Able to create user accounts using system

		<p>settings or control panel efficiently.</p> <p><i>Values</i></p> <ul style="list-style-type: none"> Practiced accountability and accuracy when handling user credentials.
7 May 2025	<ul style="list-style-type: none"> Connecting a Printer to a Laptop 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Learned how printer drivers and software affect printer functionality. <p><i>Skills</i></p> <ul style="list-style-type: none"> Able to connect a printer to a laptop using wired or wireless methods. <p><i>Values</i></p> <ul style="list-style-type: none"> Showed patience and attention to detail during installation and testing.
8 May 2025	<ul style="list-style-type: none"> change connections and rename the Printer 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Learned how to access and modify printer properties through system settings. <p><i>Skills</i></p> <ul style="list-style-type: none"> Able to change printer connection methods based on network or user requirements. <p><i>Values</i></p>

		<ul style="list-style-type: none"> Demonstrated adaptability in reconfiguring devices to meet user needs.
9 May 2025	<ul style="list-style-type: none"> Replace new Monitor 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned proper procedures for safely disconnecting and connecting display hardware. <p>Skills</p> <ul style="list-style-type: none"> Able to replace a monitor by properly disconnecting the old unit and connecting the new one. <p>Values</p> <ul style="list-style-type: none"> Replaced desktop units with care to ensure proper setup.

Prepared by:

MEDEL C. BUNALADE

Student Intern, BSIT 4A

Date: May 9, 2025

Noted by:


HERALD LERIOS

Signature Over Printed Name of Supervisor

Date: May 9, 2025



Republic of the Philippines

BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: BUNALADE, MEDEL C.

SIPP Coordinator: Mr. Dave F. Macalinao

HTE: SALES RAIN

Job Description: IT Associate

Days: May 14, 2025 – May 16, 2025

Hours: 24

1. OBJECTIVES

- To improve my technical knowledge in troubleshooting and replacing hardware components such as RAM.
- To gain hands on experience in configuring and updating system units and laptops.
- To enhance my skills in setting up and managing remote desktop access for users.
- To strengthen my familiarity with user account creation and system connectivity, including Wi-Fi and printer setup.
- To develop efficiency in performing system maintenance tasks like cleanup, restart, and network troubleshooting

2. REFLECTION FROM THE OBJECTIVES

On my twelfth week of internship, I continued to build on my technical foundation by performing a variety of essential IT support tasks. I replaced RAM modules and troubleshooted several laptop issues, which allowed me to deepen my confidence in hardware replacement and diagnosis.

I also installed and configured remote desktop access, which was a great opportunity to understand how remote tools are set up for user convenience and system control. Connecting devices such as Wi-Fi and printers was another repeated task this week that helped improve my accuracy and efficiency in peripheral setup.



Additionally, I created user accounts and performed routine system updates, cleanups, and restarts. These tasks highlighted the importance of maintaining smooth system performance and accessibility. Overall, this week helped me learn more about handling software and hardware in real IT work

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
14 May 2025	<ul style="list-style-type: none"> Troubleshoot and replace new Ram 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned how to identify RAM-related issues through troubleshooting steps, including system diagnostics and hardware testing. <p>Skills</p> <ul style="list-style-type: none"> Successfully replaced faulty RAM modules and ensured proper installation of new RAM to restore system performance. <p>Values</p> <ul style="list-style-type: none"> Demonstrated carefulness and accountability in handling sensitive hardware components during the replacement process.
15 May 2025	<ul style="list-style-type: none"> Troubleshoot and replace new Ram 	<p>Knowledge</p> <ul style="list-style-type: none"> Learned how to identify RAM-related issues through proper

		<p>troubleshooting techniques.</p> <p>Skills</p> <ul style="list-style-type: none"> • Able to replace and install new RAM modules correctly to improve system performance. <p>Values</p> <ul style="list-style-type: none"> • Practiced caution and responsibility when handling internal computer components.
16 May 2025	<ul style="list-style-type: none"> • Setup remote Desktop 	<p>Knowledge</p> <ul style="list-style-type: none"> • Learned the configuration process and requirements for enabling and securing Remote Desktop access. <p>Skills</p> <ul style="list-style-type: none"> • Able to set up and connect to a remote desktop environment

		<p>successfully using network and system settings.</p> <p><i>Values</i></p> <ul style="list-style-type: none"> • Demonstrated reliability and trustworthiness in managing remote access to ensure data privacy and security.
--	--	---

Prepared by:

MEDEL C. BUNALADE
Student Intern, BSIT 4A

Date: May 16, 2025

Noted by:


HERALD LERIOS
Signature Over Printed Name of Supervisor

Date: May 16, 2025



Republic of the Philippines

BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso, Bulacan 3010

ATTACHMENTS

PRE-INTERNSHIP/ OJT DEPLOYMENT



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP APPLICATION FORM



INSTITUTE OF COMPUTER STUDIES

Name of Student: MEDEL C. BUNALADE

Course: B.S. in Information Technology Major: N/A, Sex: Male Civil Status: Single

Academic Status: Regular Irregular

Academic History: Old Returning Transferee BASC Shiftee

Home Address: Birya, Balaong, San Miguel, Bulacan

Contact Number/FB Messenger: 09977325599/ Medel C. Bunalade

Name of Parent/Guardian: Manolito P. Bunalade

Address of Parent/Guardian: Birya, Balaong, San Miguel, Bulacan

Contact Number/FB Messenger: 09678631597/Manolito P. Bunalade

MEDEL C. BUNALADE

Signature Over Printed Name of Student

Date: January 21, 2025

DO NOT FILL BELOW THIS LINE

APPROVED for enrolment DISAPPROVED for enrolment.

DAVE F. MACALINO
SIPP Coordinator/Program Chairperson, BSIT

Date: January 21, 2025

QRDI-COP-INST17-002/Rev.00 (08.01.2024)

ISO 9001

BUREAU VERITAS
Certification



www.basc.edu.ph / Email: info@basc.edu.ph
Telefax Nos: (044) 762-1427 / (044) 762-0120





Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

LETTER OF INTENT FOR STUDENT'S INTERNSHIP

Medel C. Bunalade

Biryia, Balaong, San Miguel Bulacan

Medelbunalade3@gmail.com

February 06, 2025

(63)997-732-5599

Christian Derrick Cruz
IT Team Lead,
Sales Rain BPO, Inc.
11/F One Corporate Center, J. Vargas, San Antonio, Ortigas Center, Pasig City.

Dear Christian Derrick Cruz
IT Team Lead,

I am **Medel C. Bunalade**, a fourth-year Bachelor of Science in Information Technology (BSIT) student at **Bulacan Agricultural State College**. I am writing to express my strong interest in the on-the-job training (OJT) program at **Sales Rain BPO, Inc.**, particularly a program that fulfills the **486-hour** OJT requirement for my BSIT degree.

I am eager to gain practical experience in various IT-related fields and apply my academic knowledge in a real-world setting. I believe that an OJT opportunity at **Sales Rain BPO, Inc.** would provide me with valuable hands-on learning while allowing me to contribute meaningfully to your team. I am highly motivated to learn, adapt, and collaborate in a professional environment, and I am open to any IT-related position where I can develop my skills and contribute to the organization's goals.

For further inquiries, you may contact me at medelbunalade3@gmail.com. I look forward to the opportunity to discuss how I can be a valuable addition to your team.

Thank you for your time and consideration.

Sincerely yours,

Medel C. Bunalade
OJT Applicant



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

RESUME

MEDEL C. BUNALADE

0997-732-5599
medelbunalaude@gmail.com
Biryia, San Miguel Bulacan

WORK EXPERIENCE

2023-2024
Capstone Project I and II, Student internship program Management System Researcher/Analyst

2017-2018
Municipality of San Miguel Bulacan
Record Management officer

EXPERTISE

- Web development: HTML, CSS
- Networking(TCP/IP, LAN, WAN)
- PC Assembler
- Problem Solving
- Computer troubleshooting
- Communication
- Teamwork
- Time Management

LANGUAGE

English
Tagalog

CAREER OBJECTIVES:

To contribute to a dynamic team while learning and applying theoretical knowledge acquired during my studies to real-world IT projects and to secure a challenging position that utilize my years of experiences.

EDUCATION

2018-2025
TERTIARY: BULACAN AGRICULTURAL STATE COLLEGE
Bachelor of Science in Information Technology

2012-2018
SECONDARY: SAN MIGUEL NATIONAL HIGH SCHOOL
Senior High: TVL (Information and Communication Technology)

2006-2012
ELEMENTARY: BALAONG ELEMENTARY SCHOOL

REFERENCES

DR. MYRTLE S. BERNARDO
Associate Dean, ICS
Bulacan Agriculture State College
Email: myrtlebernardo@basc.edu.ph

MRS. JERMYN G. EVANGELISTA
Associate Professor
Bulacan Agriculture State College
Email: jermyn.basc@gmail.com

MR. DAVE MACALINAO
Instructor I, BSIT Department
Bulacan Agriculture State College
Email: Davemacalinao@gmail.com



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

CERTIFICATE OF REGISTRATION (COR)

Republic of the Philippines
Bulacan Agricultural State College
Pinaod, San Ildefonso, Bulacan 3010

CERTIFICATE OF REGISTRATION

Registration No. 270476 Academic Year/Term: 2nd Semester AY 2024-2025

STUDENT GENERAL INFORMATION

Student No: 2018100593	College: Institute of Engineering and Applied Technology				
Name: BUNALADE, Medel Cebdog	Program: Bachelor of Science in Information Technology				
Gender: M	Major: N/A				
Age: 26	Year Level: 4th Year				
CODE	SUBJECT TITLE	UNIT	SECTION	SCHEDULE / ROOM	FACULTY
IT 500	Internship/Practicum	6 0 5	BSOT 4A	M 1:00 PM - 4:30 PM/102 Tu 9:30 AM - 12:00 PM	Dave Macadang Dave Macadang
Total Subjects:	1	Total Unit(s)	6 0 6		

A S S E S S E D F E E S

Book Tax	60.00
Student Council (SC) Fee	30.00
Research Journal	30.00
Science Fair	30.00
Medical Fee	50.00
Athletic Fee	30.00
Cultural Fees	100.00
Lab Fee	100.00
Guidance Counseling Fee	25.00
Computer Fee	200.00
Tuition Fee	960.00
TOTAL ASSESSED	2,075.00
DISCOUNT	0.00
NET ASSESSED	2,075.00
TOTAL PAYMENT	2,075.00
OUTSTANDING BALANCE	0.00

RULES GOVERNING REFUND

(Part III, Chapter I of Student Manual (verland 1999))

Article 1. No refund shall be granted for dropping of subjects.

Article 2. Students who drop the entire course within the first month after enrollment are entitled to refund of tuition fees as follows:

- a. within 1 week from the opening of classes, 50%
- b. within the 1st week from the opening of classes, 50%
- c. within the 1st week from the opening of classes, 75%
- d. after the 1st week, no refund

Article 3. No refund shall be made after a month.

In consideration of the admission to the Bulacan Agricultural State College and of the privileges of students in this institution, I hereby abide by and comply with all the rules and regulations laid down by competent authorities in the Bulacan Agricultural State College and the Institute in which I am enrolled.

SCHEDULE OF PAYMENTS

Upon Enrollment	Month	Period
0.00	0.00	0.00

SIGNATURE OVER PRINTED NAME
STUDENT / GUARDIAN

APPROVED BY:

JAN MICHAEL A. RAMOS
Registrar

ENROLLED

QR No.: Amount: _____
Payment Validation Date: 1/13/25 9:02 AM Date Printed: January 13, 2025 2018100593

KEEP THIS CERTIFICATE. YOU WILL BE REQUIRED TO PRESENT THIS IN ALL YOUR DEALINGS WITH THE COLLEGES.



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

COPY OF STUDENT'S IDENTIFICATION (ID) CARD



[Handwritten signature]





Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
 Pinaod, San Ildefonso, Bulacan 3010

TRAVEL, MEDICAL, OR HEALTH INSURANCE

ProtekTODAY Form ESKWELA MAX 50		FATNESHOP ALAWAN EXPRESS
INSURED'S COPY		PA-PAO-HO-21-0000002-00
		DATE: 2021-05-18
MASTER POLICY NO. PAO-HO-21-0000002-00		COR NO.
Mr./Ms. _____ is insured under the PPS - PEPP .		
COVERAGE	PRINCIPAL	
Accidental Death	₱30,000.00	
Accidental Disablement and Dismemberment	up to ₱30,000.00 (subject to schedule)	
Unprovoked Murder and Assault	₱30,000.00	
Accidental Medical Reimbursement	up to ₱4,000.00	
Burial Benefit due to Accidental Death	₱3,000.00	
Daily Hospital Confinement Benefit Due to Accident (max of 15 days)	₱100.00/day	
Death Due to Motorcycling Accident	₱15,000.00	
Cash Assistance - Due to Residential Fire	₱2,000.00	

This confirmation is governed by the terms and conditions of said Master Policy and all claims will be adjusted in accordance therewith.

BIRYA BALAONG SAN MIGUEL
[Signature]
 Insurance Customer
[Signature]
 ProtekTODAY Authorized Personnel Name & Signature

V.05.2021

TERMS and CONDITIONS																																																					
<ul style="list-style-type: none"> Minimum age is 18 years old to be insured. Age limit: Principal: 5 to 70 years old. Medical Reimbursement and Daily Hospital Confinement Allowance as a result of an Accident. Fire Assistance Benefit – pays a lump sum of benefits for the residential fire caused by accidental in nature. Scale of Benefits - Permanent Disablement or Dismemberment as a result of an accident: 																																																					
<table border="1"> <thead> <tr> <th>Loss of both hands, or all fingers and thumbs of both hands</th> <th>100%</th> <th>Loss of middle finger</th> <th>6%</th> </tr> </thead> <tbody> <tr> <td>Loss of both feet</td> <td>100%</td> <td>Loss of ring finger</td> <td>5%</td> </tr> <tr> <td>Total loss of both eyes</td> <td>100%</td> <td>Loss of little finger</td> <td>45%</td> </tr> <tr> <td>Injuries resulting in being permanently bedridden</td> <td>100%</td> <td>Loss of one toe, 1st, or 2nd (additional)</td> <td>3%</td> </tr> <tr> <td>Any injury causing permanent total disfigurement</td> <td>100%</td> <td>3rd, 4th, or 5th (additional)</td> <td>2%</td> </tr> <tr> <td>Loss of one arm between elbow and wrist</td> <td>70%</td> <td>Any leg at or above knee</td> <td>60%</td> </tr> <tr> <td>Loss of one arm between elbow and shoulder</td> <td>50%</td> <td>Loss of leg below knee</td> <td>40%</td> </tr> <tr> <td>Loss of one hand</td> <td>40%</td> <td>Loss of leg one foot</td> <td>40%</td> </tr> <tr> <td>Loss of four fingers and thumb of one hand</td> <td>42.5%</td> <td>Loss of one toe</td> <td>5%</td> </tr> <tr> <td>Loss of four fingers</td> <td>35%</td> <td>Loss of any other than Big Toe each</td> <td>.1%</td> </tr> <tr> <td>Loss of one toe</td> <td>10%</td> <td>Loss of hearing both ears</td> <td>50%</td> </tr> <tr> <td>Loss of index finger</td> <td>2.5%</td> <td></td> <td></td> </tr> <tr> <td>One eye</td> <td>25%</td> <td></td> <td></td> </tr> </tbody> </table>		Loss of both hands, or all fingers and thumbs of both hands	100%	Loss of middle finger	6%	Loss of both feet	100%	Loss of ring finger	5%	Total loss of both eyes	100%	Loss of little finger	45%	Injuries resulting in being permanently bedridden	100%	Loss of one toe, 1st, or 2nd (additional)	3%	Any injury causing permanent total disfigurement	100%	3rd, 4th, or 5th (additional)	2%	Loss of one arm between elbow and wrist	70%	Any leg at or above knee	60%	Loss of one arm between elbow and shoulder	50%	Loss of leg below knee	40%	Loss of one hand	40%	Loss of leg one foot	40%	Loss of four fingers and thumb of one hand	42.5%	Loss of one toe	5%	Loss of four fingers	35%	Loss of any other than Big Toe each	.1%	Loss of one toe	10%	Loss of hearing both ears	50%	Loss of index finger	2.5%			One eye	25%		
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<ul style="list-style-type: none"> Total Permanent loss of the use of a member shall be treated as loss of such member. Motorcycling is covered except under any of the following instances: for racing purposes, under the influence of drugs or alcohol; driving without a crash helmet and driving without a valid driver's license. 																																																					
EXCLUSIONS The policy will not cover any loss or expense caused by or resulting from: <ul style="list-style-type: none"> The injuries from any kind of sports, games, exercise, student competitions like Intramurals etc. Injuries from any kind of the insured engaging in Dangerous sports which means fighting or self-defence sports, (semi) professional sports, racing of any kind other than on foot, mountaineering expeditions and any other sport involving an exceptional risk of accidents are NOT COVERED. Work related Injuries/Disabilities of Persons who belong under the following categories are NOT covered under the proposed plan: Security/Military personnel, people in the Police force, Barangay/Tanods, crewmembers of vessels/aircraft, professional athletes, professional entertainers, performers, clowns, clergymen, clergymen, clergymen, acrobats, magicians, comedians, cartoonists, journalists/news reporters, off-shore oil or gas rig worker, tree feller, politicians, other known celebrities/personalities, asylum attendants, aviators, balloonist, divers, explosive makers, dynamite, loggers, miners, sailors, sawmill workers, secret service personnel, wood working machine and unskilled manual workers, while performing their task as such. Provided: Assault. Sabotage, members and any offshore activities/trainings. Total Asbestos Exclusion Clause. Death or disablement of bodily injury, occasioned by or happening through: <ul style="list-style-type: none"> War, Invasion, Rebellion, Insurrection, Hostilities, Civil War, Revolution, Insurrection, Military, Military or usurped Power, Riot, Strike, Military or Popular Rising; Self-inflicted Injury, Insanity, Diseases Bacterial or Viral or Infectious (except pyogenic infections which shall occur through an accidental cut or wound and due to coronavirus (COVID-19)). Explosives, Poisons, Chemicals, Drugs, Narcotics, Heroin, Alcoholism, Intoxications, Drugs, Intentional Self-injury, Insanity, Diseases Bacterial or Viral or Infectious (except pyogenic infections which shall occur through an accidental cut or wound and due to coronavirus (COVID-19)). Death or disablement or bodily injury occurring whilst the insured is travelling in an aircraft other than those licensed for public passenger service and operated by a regular Air Line on a public scheduled flight over a regular air route between two definitely established points in any country. Death or disablement or bodily injury consequent upon the insured engaging in the making or handling of explosives or upon sale, purchase or otherwise taken, administered, absorbed, or inhaled. Death or disablement or bodily injury, consequent upon the insured's commission of or attempt to commit a felony or consequent upon the insured's being engaged in an illegal occupation or performing an unlawful act. Arson. 																																																					





Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

MEDICAL CERTIFICATE

Republic of the Philippines
Province of Bulacan
Municipality of San Miguel
MUNICIPAL HEALTH OFFICE
Poblacion, San Miguel, Bulacan

Date: 3/10/75

MEDICAL CERTIFICATE

To Whom It May Concern,

This is to certify that MEDEL BUNALADE, _____ years old,
Female/Male and Single / Married (er) from BALANG, SAN MIG. BUL.
has been examined by the undersigned at Eladia Health Center and was found to be
PHYSICALLY FIT at the time of examination.

REMARKS:

bjt

This certification is being issued in his/her behalf for whatever legal purpose it may serve his/her.

Very truly yours,

[Signature]
HAMIRCHIN HECHANNOVA, M.D.
Municipal Health Officer
Lic. No. 0128332

REFORMA AT TAGUMPAY SA SEKTOR NG KALUSUGAN





Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

MEDICAL CERTIFICATE (X-RAY)

SANTA ELENA DIAGNOSTIC CENTER

• MEDICAL AND DRUG TESTING LABORATORY • X-RAY • ULTRASOUND
• ECG • CT SCAN • PHYSICAL THERAPY AND DIAGNOSTIC MOBILE CLINIC

Main:
M.D. Building, Burgos Ave.
Cabanatuan City
Tel. No.: 463-3857

Extension /
#024 Mabini Arcade, Mabini St.
Cabanatuan City
Tel. No.: 463-5559

Baliuag Branch
Dr. Gonzales Street, Tibag
Baliuag, Bulacan
Tel. No.: 786-4526

San Ildefonso Branch
Bar Juan, San Ildefonso,
Bulacan
Tel. No.: 0943-606-2161

San Miguel Branch
Teson St., Poblacion,
San Miguel, Bulacan
Tel. No.: 0943-606-2684

Accredited by Department of Health / Bureau of Research and Laboratories / Dangerous Drugs Board / Radiation Health Services

X RAY REPORT

CHEST PA VIEW

Lung fields are clear
Heart is not enlarged.
Aorta is unremarkable.
Hemidiaphragm, sulci and bony structures are intact.

IMPRESSION: NORMAL CHEST FINDINGS

FILE NO: SMB-330
DATE: February 3, 2025
NAME: MEDEL BUNALADE
ADDRESS: SAN MIGUEL BULACAN
AGE: 26 YEARS OLD SEX: MALE
REFERRED BY:

Hazel L. Romero
HAZEL L. ROMERO-GARCIA MD, DPBR FUSP
Radiologist

HAZEL L. ROMERO-GARCIA MD, DPBR FUSP
RADIOLOGIST SONOLOGIST

No. 81540

This form is for X-Ray, Ultrasound and CT-Scan results only.





Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

MEDICAL CERTIFICATE (URINALYSIS)

SANTA ELENA DIAGNOSTIC CENTER

* MEDICAL AND DRUG TESTING LABORATORY * X-RAY * ULTRASOUND
* ECG * CT SCAN * PHYSICAL THERAPY AND DIAGNOSTIC MOBILE CLINIC

Main:	Gloria Building, Burgos Avenue, Cabanatuan City	463-3857
Extension I:	#024 Mabini Arcade, Mabini Street, Cabanatuan City	463-5559
Baliuag Branch:	Dr. Gonzales Street, Tibag, Baliuag, Bulacan	766-4526
San Ildefonso Branch:	San Juan, San Ildefonso, Bulacan	0943-606-2161
San Miguel Branch:	Tecson St., Poblacion San Miguel, Bulacan	0943-606-2604

Accredited by Department of Health / Bureau of Research
and Laboratories / Dangerous Drugs Board / Radiation Health Services

U R I N A L Y S I S

MACROSCOPIC EXAMINATION

Color:	YELLOW	Character:	SL. CLOUDY
Reaction:	pH 6.0	Specific Gravity:	1.005
Protein:	NEGATIVE	Sugar:	NEGATIVE

MICROSCOPIC EXAMINATION

WBC:	0-1 ./HPF	RBC:	0-1 ./HPF
Epithelial Cells:	FEW	Bacteria:	FEW
Mucus Threads:	FEW	Amorphous:	FEW

Crystals:
Casts:
Others:

REMARKS:

Claim Slip No. 227775
Date: FEBRUARY 3, 2025

Patient's Name: MEDEL BUNALADE
Address: SAN MIGUEL BULACAN
Gender: M F Age : 26 YEARS OLD

Referred by:

[Signature]

[Signature]

KRISHIA MAROU G ABES, RMT
(Medical Technologist)
LICENSE NO: 0125180

EMEDITA L REYES, M.D., F.P.S.P.
(Pathologist)
License No. 54435
Nº 301991





Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

CERTIFICATE OF UNITS EARNED



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE

OFFICE OF THE REGISTRAR
Telefax No.: (044) 801-1427, Telephone No.: (044) 677-0571

January 14, 2025

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that as per record of this College and as filed in the Office of the Registrar; **Mr. Medel C. Bunalade** is enrolled leading to **Bachelor of Science in Information Technology** curriculum during First Semester Academic Year 2018-2019 to Second Semester Academic Year 2024-2025 and earned a total of 125.0 units.

This certification is being issued to **Mr. Bunalade** for all legal intent and purposes that may serve him best.

Certified True & Correct:

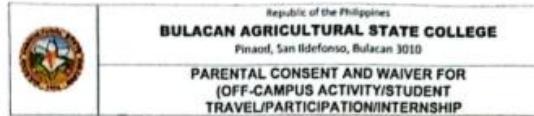
JAN MICHAEL A. RAMOS
College Registrar

*Not valid w/o
College Seal*



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

**PARENTAL CONSENT AND WAIVER
(OFF CAMPUS ACTIVITY/STUDENT
TRAVEL/PARTICIPATION/INTERNSHIP)**



I/We, the undersigned parent/s/guardian whose name and signature appear below, hereby declare and state:

1. I/we am/are the parent/s/guardian of:
NAME OF STUDENT: MEDEL BUNALADE
2. A bona-fide student of Bulacan Agricultural State College (BASC);
COLLEGE/INSTITUTE: INSTITUTE OF COMPUTER STUDIES
PROGRAM: BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
3. I/we am/are aware that my/our child/ward shall take part in a school/program/class-related activity outside BASC, as follows:
 - a. Destination:
Sales Rain BPO, Inc.
 - b. Purpose:
Practicum/Work/Integrated Learning
 - c. Date of departure and return:
February 12, 2025 to May 09, 2025
 - d. Mode of transportation:
Public Transportation
 - e. Accommodation:
Condominium
 - f. Monetary contribution/expense:
Bk Per Month
4. I/we understand that the trip/travel/participation is part of an academic requirement, as such I/we hereby give our permission and consent for said student to travel as above described and specified.
5. I/we unconditionally waive any and all claims or causes of actions against BASC, or any of its officials, faculty, employee, or personnel, that may arise as a result of said trip/travel/participation such as accident, fortuitous event, acts of God, any other similar unforeseen event in whatever nature or form and any loss damage or injury resulting from the fault or act of the student concerned. This waiver does not however cover intentional acts or negligence; loss, damage or injury that results therefrom shall be the liability of the person who intentionally caused the damage, loss or injury.

AUTHENTICITY CLAUSE OF STUDENT

I, MEDEL C. BUNALADE certify that the signature of my parent/s/guardian is/are genuine. Attached is the photocopy of his/her/their government-issued identification card with three (3) specimen signatures. I likewise undertake to suffer the penalty provided for in the BASC Student's Handbook and the Revised Penal Code, if her/his/their signature/s is/are not authentic.

<i>Norma C. BUNALADE</i> (Signature over printed name) MOTHER Date: _____	<i>Manolito P. BUNALADE</i> (Signature over printed name) FATHER Date: _____	<i>Medel C. BUNALADE</i> (Signature over printed name) STUDENT Date: _____	<i>Anela Manolito P. BUNALADE</i> (Signature over printed name) GUARDIAN Date: _____
---	--	--	--



www.basc.edu.ph / Email: info@basc.edu.ph
Telefax Nos: (044) 762-1427 / (044) 762-0120

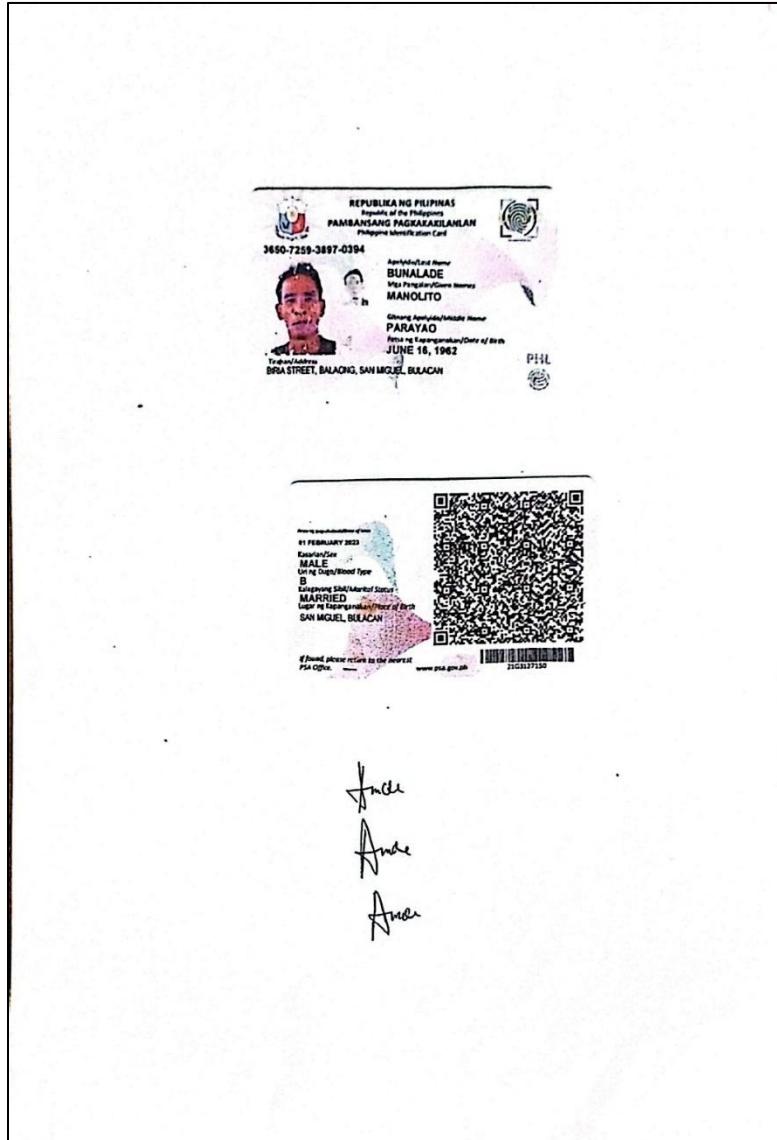


	<p style="margin: 0;">Republic of the Philippines</p> <p style="margin: 0;">BULACAN AGRICULTURAL STATE COLLEGE</p> <p style="margin: 0;">Pinaod, San Ildefonso, Bulacan 3010</p>
PARENTAL CONSENT AND WAIVER FOR (OFF-CAMPUS ACTIVITY/STUDENT TRAVEL/PARTICIPATION/INTERNSHIP)	
<p><i>Please state below the reason why the other parent/s signature was not obtained. By affixing his/her signature the signing parent/guardian hereby takes full responsibility for this consent/waiver. If a guardian will sign, state the relationship with the student:</i></p> <hr/> <hr/>	
<p>REPUBLIC OF THE PHILIPPINES) PROVINCE OF BULACAN) S.S.</p>	
<p>18 FEB 2023 SUBSCRIBED and SWORN to before me, in the Province of Bulacan, this by affiants with their government-issued IDs and/or school IDs, as competent evidence of their identities.</p>	
<p>JOEL P. DELCOSANTO <i>Notary Public 9016 Dr Leon St, Padre Garcia, San Ildefonso, Bulacan Re'l of Attorneys and Notary IDP Member No. 495711, 01-03-25, Bulacan PTB No. 4719715, 01-03-25, San Ildefonso MCCLI Compliance No. VII-08-7777-00000004 Notarial Commission No. 14, C 82 Junc 2013 Last 12 months 2023</i></p>	
<p>Doc No. <u>201</u>: Page No. <u>41</u>: Book No. <u>XIV</u>: Series of <u>2023</u></p>	
<p>www.basc.edu.ph / Email: info@basc.edu.ph Telefax Nos: (044) 762-1427 / (044) 762-0120</p>	
	
	



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

COPY OF PARENT'S IDENTIFICATION (ID) CARD





Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
 Pinaod, San Ildefonso, Bulacan 3010
PSA BIRTH CERTIFICATE

Page 1 of 1, 1 Copy

OCSIS No.: 18-177771
 030202018 11:10:20 AM

PURSUANT TO THE DECISION RENDERED BY MCR-ELIOSA G. MANABAT DATED JANUARY 05, 2018 AND AFFIRMED BY CRG UNDER OCSIS NO. 18-1727721, THE CHILDS AND FATHER'S LAST NAMES ARE HEREBY CORRECTED TO "BUNALADE".

(To be accomplished in quadruplicate)			REMARKS/ANNOTATION
Municipal Form No. 102 (Revised January 1998)			
Republic of the Philippines OFFICE OF THE CIVIL REGISTRAR GENERAL CERTIFICATE OF LIVE BIRTH (Please print clearly, legibly and completely. Use ink or typewriter. Print X before the appropriate answer in Boxes 2, 3c, 6c and 18c.)			
Province	Bulacan	Registry No.	98-00568
City/Municipality	San Miguel		
1. NAME (First) Medel (Middle) Cabidog (Last) Bunaladi			1421-A98C701-9
2. SEX <input checked="" type="checkbox"/> 1 Male <input type="checkbox"/> 2 Female	3. DATE OF BIRTH Year: 1998 Month: Feb Day: 7		98-00569
4. PLACE OF BIRTH (Name of Hospital/Clinic/Residence/ House No., Street, Barangay) Balsong	(City/Municipality) San Miguel	(Province) Bulacan	
5a. TYPE OF BIRTH <input checked="" type="checkbox"/> 1 Single <input type="checkbox"/> 2 Twin <input type="checkbox"/> 3 Triple, etc.	b. IF MULTIPLE BIRTH, CHILD WAS <input type="checkbox"/> 1 First <input type="checkbox"/> 2 Second <input type="checkbox"/> 3 Others, Specify _____		
5b. BIRTH ORDER (Five birth and total deaths including this delivery) 5th	c. WEIGHT AT BIRTH 2,500 grams	d. LENGTH AT BIRTH 51 cm	
6. MAREN NAME Norma Anover	(First) Norma (Middle) Anover (Last) Cabidog	e. RELIGION RC	1 070298
7. CITIZENSHIP Fil.	f. RELIGION RC		14217
8. CITIZENSHIP Fil.	g. No. of children born alive but are now dead: 0		1
9. Total number of children born, including this birth: 5	10. OCCUPATION Housekeeper	11. Age at the time of this birth: 35 years	1
12. RESIDENCE (House No., Street, Barangay) Balsong	(City/Municipality) San Miguel	(Province) Bulacan	0102500
13. NAME (First) Manolito (Middle) Parayo (Last) Bunaladi			
14. CITIZENSHIP Fil.	15. RELIGION RC		1
16. OCCUPATION Tri-driver	17. Age at the time of this birth: 35 years		0100500
18. DATE AND PLACE OF MARRIAGE OF PARENTS (If not married, accomplish Affidavit of Admission/Admission of Fidelity at the back.) June 20, 1990 San Miguel, Bulacan			
19a. ATTENDANT <input type="checkbox"/> Physician <input type="checkbox"/> Nurse <input type="checkbox"/> Midwife <input type="checkbox"/> Head Traditional Midwife <input type="checkbox"/> Others (Specify) _____			2 20 35
19b. CERTIFICATION OF BIRTH I hereby certify that I witnessed the birth of the child who was born alive at 7:00AM anytime on the date stated above.			14217
Signature _____ Name in Print Jesusita P. Sanchez Title or Position RHM	Address Balsong, San Miguel, Bulacan Date 2-12-98		
20. INFORMANT Signature _____ Name in Print Norma Bunaladi Title or Position Mother	Address Balsong, San Miguel, Bulacan Date 1502-12-98		975 35
21. PREPARED BY Signature _____ Name in Print Jeordesa P. Sanchez Title or Position RHM Date 2-12-98	22. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR Signature _____ Name in Print Dolando Alibatua Title or Position LOR Date 2412-98		1
06660-67-004JCD-00396-BI005 BEST POSSIBLE IMAGE T004066600040039603272018005 AM200144918		BRN 01421-A98C702-4	Lisa Grace S. Bersales LISA GRACE S. BERSALES, Ph.D. National Statistician and Civil Registrar General Philippine Statistics Authority
Scanned with CamScanner			





Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP ENDORSEMENT LETTER



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP ENDORSEMENT LETTER

January 27, 2025

Christian Derrick Cruz
IT team Lead
11/F One Corporate Center, J. Vargas,
San Antonio, Ortigas Center, Pasig City,

Dear Mr. Christian Derrick Cruz,

I hope this letter finds you well.

In accordance with the requirements of the Bachelor of Science in Information Technology curriculum at the Institute of Computer Studies, Bulacan Agricultural State College, students are required to complete a minimum of four hundred eighty-six (486) hours of On-the-Job Training (OJT) in an Information Technology-based agency or company.

In this regard, we respectfully request your kind consideration in accepting Medel C. Bunalade as an intern in your esteemed office. This opportunity will allow him/her to apply theoretical knowledge in a real-world setting, enhancing practical skills and professional growth. We believe that your organization provides an excellent learning environment that fosters the development of future IT professionals, contributing to a highly skilled workforce in the industry.

The student may be assigned to any of the following areas based on your company's needs:

IT Technician	Web Designer & Developer	IT Security Specialist
Computer Programmer	Web Developer	Database Analyst

We sincerely appreciate your time and consideration in supporting our students' professional development. Your generosity in providing them with a platform for learning and skill-building is invaluable.

Thank you very much for your support and cooperation.

Very truly yours,

Mr. Dave F. Macalinao
SIPP Coordinator

MICHELLE M. CORTEZ, MIT
Dean, Institute of Computer Studies



www.basc.edu.ph / Email: info@basc.edu.ph
Telefax Nos: (044) 762-1427 / (044) 762-0120





Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP CONTRACT (IC)

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INTERNSHIP CONTRACT AGREEMENT

I. **THE PARTIES.** This Internship Contract Agreement ("Agreement") is entered into on February 12, 2025 ("Effective Date") by and between:

Employer: Sales Rain, with a mailing address of itsupport@salesrain.com ("Employer"), and

Intern: Medel Bunalade, with a mailing address of medelbunalade3@gmail.com ("Intern").

Name & Address of school: Bulacan Agricultural State College/Pinaod, San Ildefonso, Bulacan

Employer and Intern are each referred to herein as a "Party" and, collectively, as the "Parties."

II. **POSITION.** The Employer requires and the Intern agrees that the internship position is described as follows:

a.) **Role/Title:** IT Associate Intern
b.) **Duties & Responsibilities:** Technical Support
c.) **Location:** One Corporate Center, Ortigas Center

III. **TERM.** The Parties agree that the internship shall begin on 02-12, 2025 and terminate:

(Check one)

On a Specific Date: The internship shall end on May 09, 2025.

Upon Notice: The internship shall end upon notice being given to the Intern of at least 1 day(s) notice.

Furthermore, this Agreement can be terminated at any time if the Intern breaches any portion or section of Agreement.

IV. **SCHEDULE.** The Parties agree to the following work schedule:

MAKATI ORTIGAS	EASTWOOD BRIDGETOWNE	MANDALUYONG BONIFACIO GLOBAL CITY	CEBU PALAWAN
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<p>www.salesrain.com</p> <p>info@salesrain.com</p> <p>a) <u>Hours:</u> The Intern agrees to work up to <u>40</u> hours per week.</p> <p><input type="checkbox"/> Those mentioned in the Employer's handbook.</p> <p>b) <u>Workweek:</u> The Parties agree to the following workweek: (check all that apply)</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Monday</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Tuesday</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Wednesday</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Thursday</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Friday</p> <p style="margin-left: 20px;"><input type="checkbox"/> Saturday</p> <p style="margin-left: 20px;"><input type="checkbox"/> Sunday</p> <p>V. COMPENSATION&BENEFITS</p> <p>The Company hereby offers the Intern the position of <u>IT</u> in the <u>Ortigas</u> on a temporary and paid basis.</p> <p>a) <u>Allowance:</u> 150 pesos per day.</p> <p>V. ABSENCE</p> <p>If the Intern is unable to attend to assigned duties any reason, including sickness, he/she shall inform the <u>IT Superior</u>.</p> <p>An absence of 3 consecutive days or more: a) without notification to the company; and b) without a medical certificate shall be considered a breach of the Internship and may lead to a termination of this Agreement at the Company's option.</p> <p>VI. PARTIES' ACKNOWLEDGMENTS. The Parties hereby agree that:</p> <p>a) <u>Training.</u> The extent to which the internship provide training would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.</p> <p>b) <u>Formal Education.</u> The extent to which the internship is tied to the Intern's formal education program by integrated coursework or the receipt of academic credit.</p> <p>c) <u>Beneficial Learning.</u> The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.</p>	<p style="text-align: right;">sales rain Seat Leasing • Coworking • Private Offices</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; padding: 5px;">MAKATI ORTIGAS</td> <td style="width: 25%; text-align: center; padding: 5px;">EASTWOOD BRIDGETOWNE</td> <td style="width: 25%; text-align: center; padding: 5px;">MANDALUYONG BONIFACIO GLOBAL CITY</td> <td style="width: 25%; text-align: center; padding: 5px;">CEBU PALAWAN</td> </tr> </table>	MAKATI ORTIGAS	EASTWOOD BRIDGETOWNE	MANDALUYONG BONIFACIO GLOBAL CITY	CEBU PALAWAN
MAKATI ORTIGAS	EASTWOOD BRIDGETOWNE	MANDALUYONG BONIFACIO GLOBAL CITY	CEBU PALAWAN		

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4) Complements Work. The extent to which the Intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the Intern.

VII. CONFIDENTIALITY. All materials provided to the Intern during the term of this Agreement must be kept confidential unless disclosure is allowed by the Employer or if required by law. Furthermore, the Intern agree that any intellectual property provided to them by the Employer will remain the sole property of the Employer, including, but not limited to, copyrights, patents, trade secret rights, and other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, confidential information, or trade secrets. If the Intern should breach this section of the Agreement, the maximum penalties shall be enforced by the Employer under local and federal laws.

VIII. RETURN OF MATERIALS. It is required that when this Agreement terminates that the Intern return all The Employer's materials, products, or any other items at their earliest convenience.

IX. ADDITIONAL TERMS & CONDITIONS.

X. ENTIRE AGREEMENT. This Agreement contains all the terms agreed to by the Parties relating to its subject matter, including any attachments or addendums. This Agreement replaces all previous discussions, understandings, and oral agreements. The Employer and Intern agree to the terms and conditions of this Agreement and shall be bound until its termination.

Immediate supervisor signature:  Date: February 10, 2025
 Print Name: Christian Derrick Cruz

Intern's Signature:  Date: February 10, 2025
 Print Name: Meidel C. Bunalade

Coordinator:  Date: February 10, 2025
 Print Name: Dave F. Macalinao

SUBSCRIBED AND SWORN TO before me this 03 day of MAR 2025
 In San Miguel, Bulacan, Philippines. I am a Notary Public of the said government
 -Issued Identification bearing his/her photograph and signature as,
 competent evidence of his/her identity.

MAKATI ORTIGAS	EASTWOOD BRIDGETOWNE	MANDALUYONG BONIFACIO GLOBAL CITY	CEBU PALAWAN
-------------------	-------------------------	--------------------------------------	-----------------

JOEL P. DELA SANTOS
Notary Public
 9016 De Leon St., Pandacan, 5316 Manila, Philippines
 Roll of Attorney No. 7000
 ICP Member No. 097118, DLS 03-25, San Miguel, Bulacan
 PTK No. 4710718, DLS 03-25, San Miguel, Bulacan
 MCLB Compliance No. VII 0007715, DLS 26-2024
 National Government No. PTC 02-MP-2023
 Valid till December 2025

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 Series of 2023



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

MEMORANDUM OF AGREEMENT (MOA)

MEMORANDUM OF AGREEMENT
(OJT/Practicum for the Bachelor of Science in Information Technology (BSIT))

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into this _____ in counterpart originals by and between:

The **BULACAN AGRICULTURAL STATE COLLEGE (BASC)**, a state college created by virtue of Republic Act (RA) No. 8548, as amended, with principal office at Administration Building, BASC Main Campus, Brgy. Pinaod, San Ildefonso, Bulacan, represented by its SUC President III, DR. JAMESON H. TAN, CESE, hereafter referred to as "FIRST PARTY".

-AND-

SALES RAIN BPO, INC., a corporation duly organized and existing under, and by virtue of, the laws of the Republic of the Philippines, with business address at 11/F One Corporate Center, J. Vargas, San Antonio, Ortigas Center, Pasig City, represented herein by its IT Team Lead, CHRISTIAN DERRICK CRUZ, hereafter referred to as the "SECOND PARTY";

(collectively referred to as "PARTIES", whenever applicable)

WITNESSETH, THAT:

WHEREAS, the FIRST PARTY primarily provides advance instruction and professional training in agriculture, forestry, veterinary medicine, agricultural engineering, geodetic engineering, fisheries, education, science and technology, arts and humanities, information and communications technology, and other relevant fields of study;

WHEREAS, the FIRST PARTY instituted an internship program, as part of the curriculum for its students, that aims to apply and enhance their acquired knowledge and skill in actual industry work operations, to develop their life skills, and to improve their professional work ethics related to their chosen courses;

WHEREAS, the SECOND PARTY is a duly authorized Host Training Establishment that is capable of providing appropriate training program and has the capacity to provide technical training to the student intern;

WHEREAS, both PARTIES agree to undertake a collaborative project which shall utilize their technical, financial, physical, and manpower resources for the student interns of Bachelor of Science in Information Technology (BSIT) in order to acquire and apply new knowledge learned in current trends and business techniques; gain an understanding of real-world business experience through a specific position; develop skills for organizing assigned responsibilities and managing time and multiple priorities; utilize communication skills, interpersonal skills and teamwork; utilize problem-solving techniques; and demonstrate the ability to integrate and apply knowledge and skills in solving real-world management and business problems.

WHEREAS, both PARTIES agreed to establish an institutional partnership in order to attain the goals above-mentioned;

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants hereinafter stipulated, the parties hereto agree as follows:

Section 1. OJT Service Agreement and Objectives.

- 1.1. This Agreement shall cover the training of qualified students enrolled in IT 500 OJT/Practicum/Internship of Bachelor of Science in Information Technology at BASC – Institute of Computer Studies (ICS). This Agreement is valid for a period of one (1) year from the date of signing of the authorized representatives of both parties.

Memorandum of Agreement between BASC and SALES RAIN BPO, INC. for Internship Linkage
Page 1 of 5



	<p>Section 2. Obligations of the FIRST PARTY. The FIRST PARTY shall have the following duties and responsibilities:</p> <ol style="list-style-type: none"> 2.1. Jointly develop with the SECOND PARTY an internship plan in compliance with CMO No. 25, s 2015 and CMO No. 104, s. 2017. Such internship plan shall be made an integral part of this Agreement. 2.2. Assign a responsible Internship Coordinator, as duly designated by the College President, who shall perform the following functions: <ol style="list-style-type: none"> a. Provide pre-internship orientation in collaboration with the SECOND PARTY; b. Inspect internship venues and sites; c. Monitor and assess student interns, periodically; d. Coach, mentor, or assist student interns in resolving problems or issues encountered during the internship; and e. Validate the result of the internship of students per batch, at the end of the internship period. 2.3. Provide the student applicants the necessary scholastic record such as, but not limited to: <ol style="list-style-type: none"> a. One (1) copy of the Permanent Records of the Student Intern; b. Two (2) copies of Recommendation or Endorsement Letters; or c. Other school records as may be required. 2.4. Jointly conduct pre-internship orientation and/or training to the student interns on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.
	<p>Section 3. Obligations of the SECOND PARTY. The SECOND PARTY shall have the following duties and responsibilities:</p> <ol style="list-style-type: none"> 3.1. Jointly develop an internship plan in accordance with Section 2.1 hereof, and dutifully implement the same. 3.2. Interview, qualify, select, and process the application of students to determine their capability to be accepted as practicum interns of their company. 3.3. Advise the FIRST PARTY of the status of application for OJT and furnish the same with the final list of the qualified students within a reasonable period from the date of final interview. 3.4. Conduct an orientation on students' general duties and responsibilities under the OJT Program prior to their deployment, specifically on the policies, rules, and/or work guidelines of their office for the participating students endorsed and processed by the FIRST PARTY and in harmony with Section 2.4 hereof. 3.5. Deploy the student interns to any of the operating units of the SECOND PARTY for a period of four hundred and eight-six (486) hours, in no case shall the internship period exceed the maximum limit of five (5) months, except for highly technical programs which may require longer internship hours. BASC Student Interns deployed to the SECOND PARTY for their OJT Program will be assigned and/or required to perform duties and functions within their area of specialization and in compliance with the requirements of their academic program. 3.6. Provide relevant instruction, exposure, and training to the student intern, consistent with the internship plan, their office policies, and industry standards. 3.7. Treat the student intern in a professional manner and ensure that student interns shall work in a safe environment that is conducive to learning, and shall not, at any time, expose the student interns to any work, project, or activity that may pose an imminent threat or danger to their safety or well-being, nor subject the student intern to any form of harassment or unethical actions. 3.8. Assign personnel who will serve as an Internship Coordinator who shall coordinate with the Internship Coordinator of the FIRST PARTY and shall conduct counterpart orientation, supervision, and monitoring of student interns during the OJT Program, especially those which pertains to safety and security precautions. 3.9. Prior to the SECOND PARTY's suspension or termination of internship, the SECOND PARTY shall notify, at least thirty (30) days, the FIRST PARTY of the following: <ol style="list-style-type: none"> a. Student Intern's breach of contract; b. Misconduct, misbehavior, or unsatisfactory performance of the student; 3.10. Allow the duly authorized representative/s of the FIRST PARTY to periodically visit and observe the student interns while on internship, to ensure the safety and well-being of the students.

Memorandum of Agreement between BASC and SALES RAIN BPO, INC. for Internship Linkage
Page 2 of 5

- [Signature]*
- HERALD LERIOS**
Senior IT Associate
- [Signature]*
- CHRISTIAN DERRICK CRUZ**
IT Team Lead
- [Signature]*
- DR. CECILIA S. SANTIAGO**
Vice President for Academic Affairs
- [Signature]*
- DR. JAMESON H. TAN**
SUC President III
- 3.11. Develop a feedback mechanism to the student interns and the FIRST PARTY regarding the performance of student interns and overall implementation of the internship plan.
- 3.12. At the end of the internship period, the SECOND PARTY, shall transmit within ten (10) to fifteen (15) days to the FIRST PARTY, the following documents:
- Certificate of Completion;
 - Duly accomplished evaluation sheet; and
 - Other pertinent reports, information, and/or documents which may be included for purposes of describing the performance of student interns.

Section 4. General conditions.

- The PARTIES shall endeavor to work together in maintaining a quality learning experience for the student interns. The development and implementation of specific activities not covered by this Agreement will be separately negotiated and agreed upon by the parties. Both PARTIES agree to carry out these activities in accordance with the internship plan, laws, and regulations and after full consultation and approval from the other party.
- Neither the PARTY, nor any of their respective agents, employees, officers, directors, or independent contractors shall be considered as an agent, partner, joint venture, or employee, of the other party by reason of this Agreement. Except as herein provided, neither party has the authority to bind the other with respect to agreements with third parties.
- The SECOND PARTY is not obliged to employ the student intern upon completion of the training. However, the SECOND PARTY upon consultation with the FIRST PARTY, may invite qualified students to submit themselves to examinations, interviews, and file pertinent documents in support of their employment application after their graduation.
- This Agreement shall not, in any way, constitute an employee-employer relationship between the SECOND PARTY and the Student Intern;
- The parents or legal guardian of each student intern shall co-sign the Internship Contract to signify their approval or consent to the internship.

Section 5. Violations. Any violation of the terms and conditions of this Agreement and CMO No. 104, s. 2017, shall be dealt with in accordance with Articles XI and XII of the said memorandum order, without prejudice to the applicable remedies under the law.

Section 6. Confidentiality of data and personal information. The PARTIES shall respect the privacy and confidentiality of any personal data and/or information shared in the course of the implementation of this Agreement, and even after its termination. The Parties shall abide by the requirements of RA No. 10173, otherwise known as the Data Privacy Act of 2012, in the collection, use and processing of data or information.

In addition, the PARTIES agree that all confidential information furnished by the other, under or in connection with this Agreement, shall be treated in strict confidence and shall not be disclosed to any third party. The receiving party shall not use any information, form, document, or material furnished by disclosing party for any purpose other than the performance of its responsibilities under this Agreement.

Section 7. Non-discrimination clause. It shall be unlawful for either PARTY, their faculty, non-teaching personnel, employees, partners, affiliates, clients, guests, or any other party with transaction or dealings with the parties, to discriminate against student interns or employees of the other, in the conduct of training and activities, on the basis of race, religion, sex, creed, age, national origin, or disability.

Section 8. Force Majeure

- None of the parties shall be considered in breach of an obligation under this Agreement to the extent such party can establish that fulfilment of the obligation has been prevented by *force majeure*.
- Force majeure* shall include acts of God, war (declared or undeclared), hostilities, rebellion, insurrections, acts of terrorism, actual or threatened, any act of any government, any instrumentality or agency thereof, or any act or cause which is reasonably beyond the control of such party; Provided, that the party prevented from or hindered or delayed in performance by any such cause shall have used its best efforts to avoid, overcome, mitigate and offset its effects. The Party/ies so prevented from or hindered or delayed in complying herewith shall immediately give written notice thereof to the other Party and shall continue to take any action within its power to comply as fully as possible with its obligations hereunder.



Section 9. NOTICES under this AGREEMENT may be delivered by hand, by registered mail, or through official electronic mails, to the contact information as herein provided:

FIRST PARTY	Internship Coordinator:	Dave F. Macalinao
	Telephone or mobile numbers:	09751823441
	Email:	Davemacalinaof@gmail.com
SECOND PARTY	Internship Coordinator:	Christian Derrick Cruz
	Telephone or mobile numbers:	0976 037 7653
	Email:	derrick@salesrain.com

Section 10. Miscellaneous Provisions.

- 10.1. **Non-Assignment of Rights.** This Agreement shall not be assignable by any party without prior written consent of the other.
- 10.2. **Severance and Separability.** If any provision of this Agreement or part hereof is declared void, illegal or unenforceable, it shall be rendered void only up to such extent. The invalidity or unenforceability of any provision of this Agreement shall not affect or impair other provisions that are otherwise valid, binding, and effective.
- 10.3. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties, their successors and assignees. Any and all matters or things that the parties may have agreed, but have not reduced in writing herein, shall be void and ineffective.
- 10.4. **Amendments.** All amendments hereof shall not be valid and binding unless the same is in writing and duly signed by the parties hereto. This Agreement may, at any time during its period of validity, be terminated by the parties, upon prior notice to the other party in writing, at least 60 days before the termination date.
- 10.5. **Language.** All documents to be furnished and communication to be given or made under this Agreement shall be in English language.
- 10.6. **Governing Laws.** This Agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines.

IN WITNESS WHEREOF, the parties have hereunto set their signatures this _____, in the Province of Bulacan, Philippines.

BULACAN AGRICULTURAL STATE COLLEGE

DR. JAMESON H. TAN, CESE
SUC President III

Date: _____

SALES RAIN BPO, INC.

CHRISTIAN DERRICK CRUZ
IT Team Lead

Date: _____

SIGNED IN THE PRESENCE OF:

DR. CECILIA S. SANTIAGO
Vice President for Academic

HERALD LERIOS
Senior IT associate

Memorandum of Agreement between BASC and SALES RAIN BPO, INC. for Internship Linkage
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REPUBLIC OF THE PHILIPPINES
PROVINCE OF BULACAN) S.S.

FIRST ACKNOWLEDGEMENT

BEFORE ME, a Notary Public, for and in the Province of Bulacan personally appeared the following:

Name	Competent evidence of identity	Date/Place of Issue
JAMESON H. TAN	Philippine National ID	30 November 2021
CHRISTIAN DERRICK CRUZ	Philhealth ID	

Known to me to be the same person who executed the foregoing instrument, and acknowledged to me to that the same are their free and voluntary acts and deeds, including that of the entities that they represent, and that they have the proper authority to act in such representative capacity.

This instrument which consists of five (5) pages, including this page whereon this acknowledgement is written, and signed by the parties and their witnesses on each and every page thereof, refers to a Memorandum of Agreement.

WITNESS MY HAND AND NOTARIAL SEAL, on 03 MAR 2025 and at the place first written above.

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Book No. XIV
Series of 2025.

JOEL P. DELLO SANTOS
Notary Public
9016 De Leon St., Poblacion, San Miguel, Bulacan
Roll of Attorneys No. 7607
IBP Member No. 49511; 01-06-25; Bulacan
PTRN No. 4716718; 01-03-25; San Miguel, Bulacan
MCLE Compliance No. VII-2019-01-28-A-4
Notarial Commission No.: PYC 82-134-2025
Until 31 December 2026

(Signature)

(Signature)

Memorandum of Agreement between BASC and SALES RAIN BPO, INC. for Internship Linkage
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Republic of the Philippines

BULACAN AGRICULTURAL STATE COLLEGE

Pinaod, San Ildefonso, Bulacan 3010

ATTACHMENTS

DURING INTERNSHIP/ OJT



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

**ATTENDANCE LOG SHEET
(DAILY TIME RECORD/BIOMETRICS)**

DAILY TIME RECORD				
DATE	TIME IN	TIME OUT	WORK HOURS	REMARK
1 Wed, Feb 19, 2025	7:00 AM	4:00 PM	8	
2 Thu, Feb 20, 2025	7:00 AM	4:00 PM	8	
3 Fri, Feb 21, 2025	7:00 AM	4:00 PM	8	
4 Sat, Feb 22, 2025	—			
5 Sun, Feb 23, 2025	—			
6 Mon, Feb 24, 2025	7:00 AM	4:00 PM	8	
7 Tue, Feb 25, 2025	7:00 AM	4:00 PM	8	
8 Wed, Feb 26, 2025	7:00 AM	4:00 PM	8	
9 Thu, Feb 27, 2025	7:00 AM	4:00 PM	8	
10 Fri, Feb 28, 2025	7:00 AM	4:00 PM	8	
11 Sat, Mar 01, 2025	—			
12 Sun, Mar 02, 2025	—			
13 Mon, Mar 03, 2025	—			
14 Tue, Mar 04, 2025	—			
15 Wed, Mar 05, 2025	7:00 AM	4:00 PM	8	SUBMIT TO HR
16 Thu, Mar 06, 2025	7:00 AM	4:00 PM	8	
17 Fri, Mar 07, 2025	7:00 AM	4:00 PM	8	
18 Sat, Mar 08, 2025	—			
19 Sun, Mar 09, 2025	—			
20 Mon, Mar 10, 2025	7:00 AM	4:00 PM	8	
21 Tue, Mar 11, 2025	7:00 AM	4:00 PM	8	
22 Wed, Mar 12, 2025	—			
23 Thu, Mar 13, 2025	—			
24 Fri, Mar 14, 2025	—			
25 Sat, Mar 15, 2025	—			
26 Sun, Mar 16, 2025	—			
27 Mon, Mar 17, 2025	—			
28 Tue, Mar 18, 2025	—			
29 Wed, Mar 19, 2025	—			
30 Thu, Mar 20, 2025	—			SUBMIT TO HR
31 Fri, Mar 21, 2025	—			

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R. USTIA
5/27/2025

NAME	Medel Bunalade			
DEPARTMENT	IT - Intern			
SITE	OCC			
DAILY TIME RECORD				
DATE	TIME IN	TIME OUT	WORK HOURS	REMARK
1 Thu, Mar 06, 2025	7:00 AM	4:00 PM	8	
2 Fri, Mar 07, 2025	7:00 AM	4:00 PM	8	SUBMIT TO HR
3 Sat, Mar 08, 2025	-			X
4 Sun, Mar 09, 2025	-			
5 Mon, Mar 10, 2025	7:00 AM	4:00 PM	8	
6 Tue, Mar 11, 2025	7:00 AM	4:00 PM	8	
7 Wed, Mar 12, 2025	7:00 AM	4:00 PM	8	
8 Thu, Mar 13, 2025	7:00 AM	4:00 PM	8	
9 Fri, Mar 14, 2025	-			
10 Sat, Mar 15, 2025	-			
11 Sun, Mar 16, 2025	-			
12 Mon, Mar 17, 2025	7:00 AM	4:00 PM	8	
13 Tue, Mar 18, 2025	7:00 AM	4:00 PM	8	
14 Wed, Mar 19, 2025	7:00 AM	4:00 PM	8	
15 Thu, Mar 20, 2025	7:00 AM	4:00 PM	8	SUBMIT TO HR
16 Fri, Mar 21, 2025	7:00 AM	4:00 PM	8	
17 Sat, Mar 22, 2025	-			
18 Sun, Mar 23, 2025	-			
19 Mon, Mar 24, 2025	7:00 AM	4:00 PM	8	
20 Tue, Mar 25, 2025	7:00 AM	4:00 PM	8	
21 Wed, Mar 26, 2025	7:00 AM	4:00 PM	8	
22 Thu, Mar 27, 2025	7:00 AM	4:00 PM	8	
23 Fri, Mar 28, 2025	-			
24 Sat, Mar 29, 2025	-			
25 Sun, Mar 30, 2025	10 PM	7:00 AM	8	
26 Mon, Mar 31, 2025	10 PM	7:00 AM	8	
27 Tue, Apr 01, 2025	10 PM	7:00 AM	8	
28 Wed, Apr 02, 2025	9 PM	6:00 AM	8	
29 Thu, Apr 03, 2025	9 PM	6:00 AM	8	
30 Fri, Apr 04, 2025	—			
31 Sat, Apr 05, 2025	—			

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itsupport@salesrain.com

BVR
A. Verde
5/27/2025

NAME Medei Bunalade
 DEPARTMENT IT - Intern
 SITE OCC

DAILY TIME RECORD					
	DATE	TIME IN	TIME OUT	WORK HOURS	REMARK
1	Sun, Mar 30, 2025	10 AM	7:00 PM	8	
2	Mon, Mar 31, 2025	10 AM	7:00 AM	8	
3	Tue, Apr 01, 2025	10 AM	7:00 AM	8	
4	Wed, Apr 02, 2025	9 AM	6:00 AM	8	
5	Thu, Apr 03, 2025	9 AM	6:00 AM	8	
6	Fri, Apr 04, 2025	-			
7	Sat, Apr 05, 2025	-			
8	Sun, Apr 06, 2025	10 AM	7 AM	8	
9	Mon, Apr 07, 2025	10 AM	7 AM	8	
10	Tue, Apr 08, 2025	9 AM	6 AM	8	
11	Wed, Apr 09, 2025	9 AM	6 AM	8	SUBMIT TO HR
12	Thu, Apr 10, 2025	9 AM	6 AM	8	
13	Fri, Apr 11, 2025	-			
14	Sat, Apr 12, 2025	-			
15	Sun, Apr 13, 2025	-			
16	Mon, Apr 14, 2025	10 AM	7 PM	8	
17	Tue, Apr 15, 2025	10 AM	7 PM	8	
18	Wed, Apr 16, 2025	10 AM	7 PM	8	
19	Thu, Apr 17, 2025	-			
20	Fri, Apr 18, 2025	-			
21	Sat, Apr 19, 2025	-			
22	Sun, Apr 20, 2025	-			
23	Mon, Apr 21, 2025	10 AM	7 PM	8	
24	Tue, Apr 22, 2025	10 AM	7 PM	8	
25	Wed, Apr 23, 2025	10 AM	7 PM	8	
26	Thu, Apr 24, 2025	9 AM	6 PM	8	SUBMIT TO HR
27	Fri, Apr 25, 2025	-			
28	Sat, Apr 26, 2025	-			
29	Sun, Apr 27, 2025	-			
30	Mon, Apr 28, 2025	11 AM	8:30 PM	8	3/24/2025
31	Tue, Apr 29, 2025	11 AM	8:30 PM	8	

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RC
H. LERDOS
5/27/2025



NAME Medel C. Bunalade
 DEPARTMENT IT - Intern
 SITE OCC

DAILY TIME RECORD					
	DATE	TIME IN	TIME OUT	WORK HOURS	REMARK
1	Mon, Apr 28, 2025	11 AM	8 PM	8	
2	Tue, Apr 29, 2025	11 AM	8 PM	8	
3	Wed, Apr 30, 2025	11 AM	8 PM	8	
4	Thu, May 01, 2025	11 AM	8 PM	8	
5	Fri, May 02, 2025	11 AM	8 PM	8	Goy
6	Sat, May 03, 2025	-			
7	Sun, May 04, 2025	-			
8	Mon, May 05, 2025	11 AM	8 PM	8	
9	Tue, May 06, 2025	11 AM	8 PM	8	
10	Wed, May 07, 2025	11 AM	8 PM	8	Play
11	Thu, May 08, 2025	11 AM	8 PM	8	
12	Fri, May 09, 2025				
13	Sat, May 10, 2025	-			
14	Sun, May 11, 2025	-			
15	Mon, May 12, 2025	-			SUBMIT TO HR
16	Tue, May 13, 2025	-			
17	Wed, May 14, 2025	1 PM	10 PM	8	
18	Thu, May 15, 2025	11 AM	8 PM	8	
19	Fri, May 16, 2025	11 AM	8 PM	8	
20	Sat, May 17, 2025				
21	Sun, May 18, 2025				
22	Mon, May 19, 2025				
23	Tue, May 20, 2025				
24	Wed, May 21, 2025				
25	Thu, May 22, 2025				
26	Fri, May 23, 2025				
27	Sat, May 24, 2025				
28	Sun, May 25, 2025				
29	Mon, May 26, 2025				
30	Tue, May 27, 2025				
31	Wed, May 28, 2025				SUBMIT TO HR

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 H. Berior
 5/24/2025



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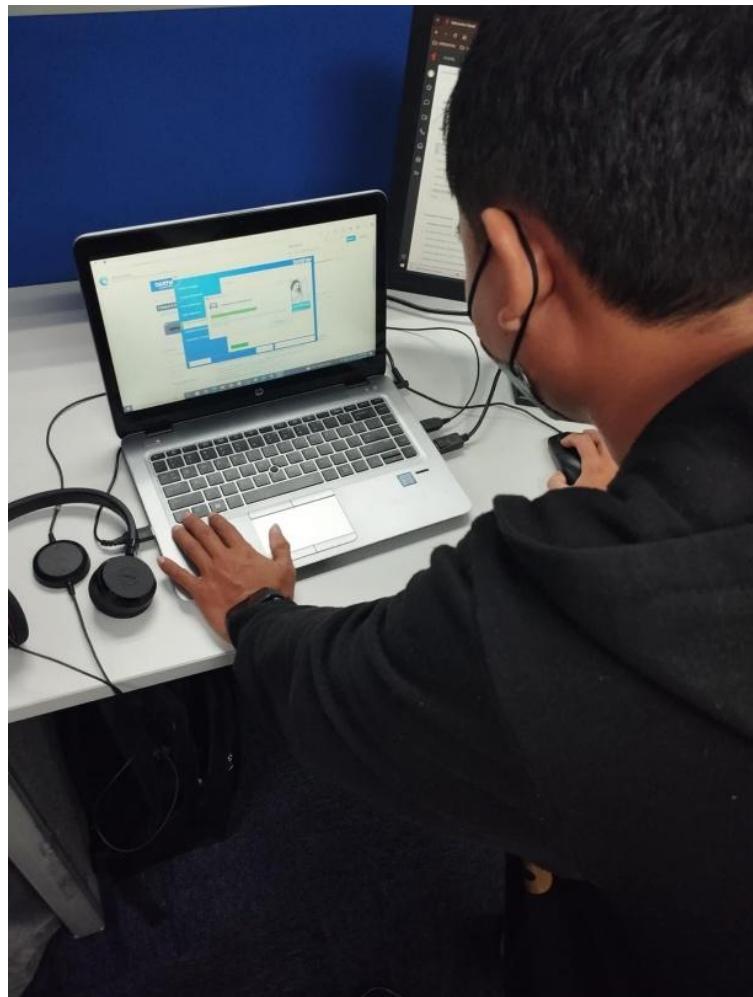
CALENDAR OF ACTIVITIES

DATE	TRAINING COMPONENTS
January 21, 2025	Internship Pre-Orientation
January 22, 2025	Looking for an On-The-Job Training company
February 03, 2025	Initial and Final Interview Process Conducted by the Company
February 10, 2025	Sales Rain and BASC Student Internship Discussion
February 11, 2025	Initial checking for Pre-Internship Documents
February 12, 2025	
February 13, 2025	Final Checking, Printing, Submission of Pre-Internship Documents
February 16, 2025	
February 19, 2025	Conducting Training Orientation
February 19, 2025	Online Submission of 1 st Week Journal
February 21, 2025	
February 24, 2025	Online Submission of 2 nd Week Journal
February 28, 2025	
March 03, 2025	Online Submission of 3 rd Week Journal
March 07, 2025	
March 10, 2025	Online Submission of 4 th Week Journal
March 13, 2025	
March 17, 2025	Online Submission of 5 th Week Journal
March 21, 2025	
March 24, 2025	Online Submission of 6 th Week Journal
March 27, 2025	
March 30, 2025	Online Submission of 7 th Week Journal
April 03, 2025	
April 06, 2025	Online Submission of 8 th Week Journal
April 10, 2025	
April 14, 2025	Online Submission of 9 th Week Journal
April 16, 2025	
April 21, 2025	Online Submission of 10 th Week Journal
April 24, 2025	
April 28, 2025	Online Submission of 11 th Week Journal
May 02, 2025	
May 05, 2025	Online Submission of 12 th Week Journal
May 09, 2025	
May 14, 2025	Online Submission of 13 th Week Journal
May 16, 2025	
May 20, 2025	Completion of 486 hours
May 21, 2025	Preparation of Post-internship Documents
May 29, 2025	
June 02, 2025	Checking, Printing, and Submission of Post-Internship Documents



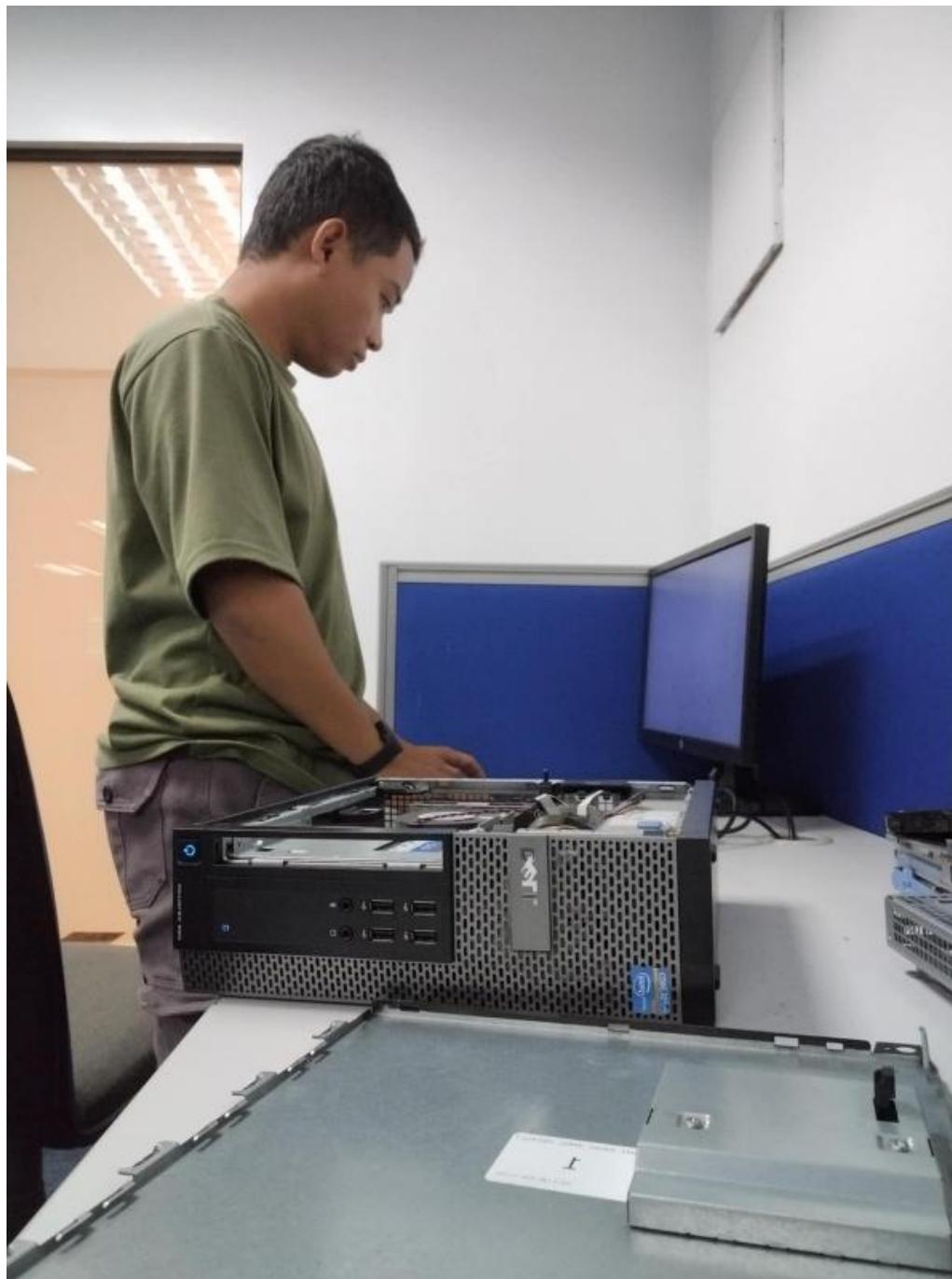
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DOCUMENTATIONS



Troubleshooting the laptop and printer to enable printing via Wi-Fi

February 24, 2025



Performed troubleshooting on the system unit to determine if it is functioning properly

March 6, 2025

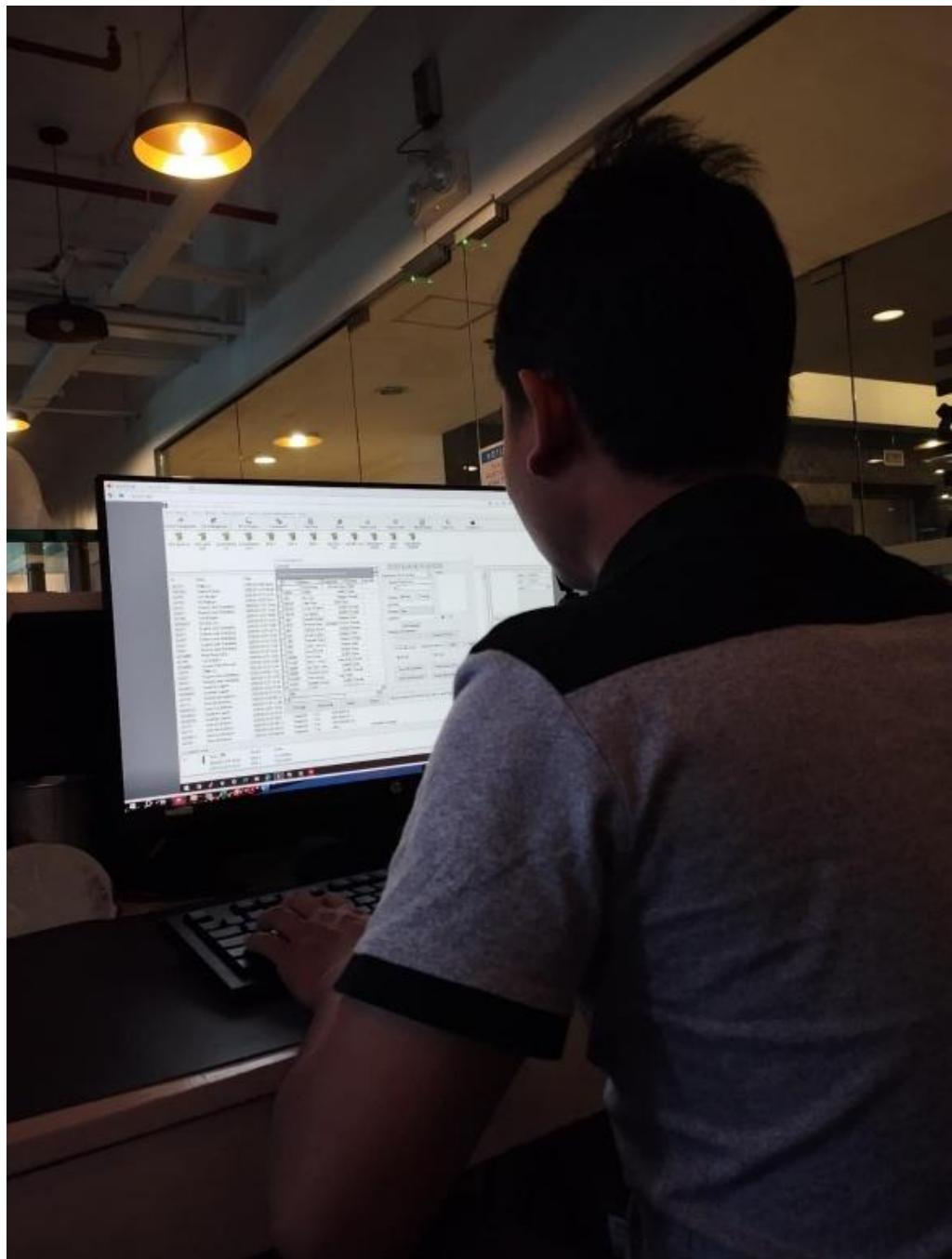
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Enrolled the employee using a biometric application

March 10, 2025

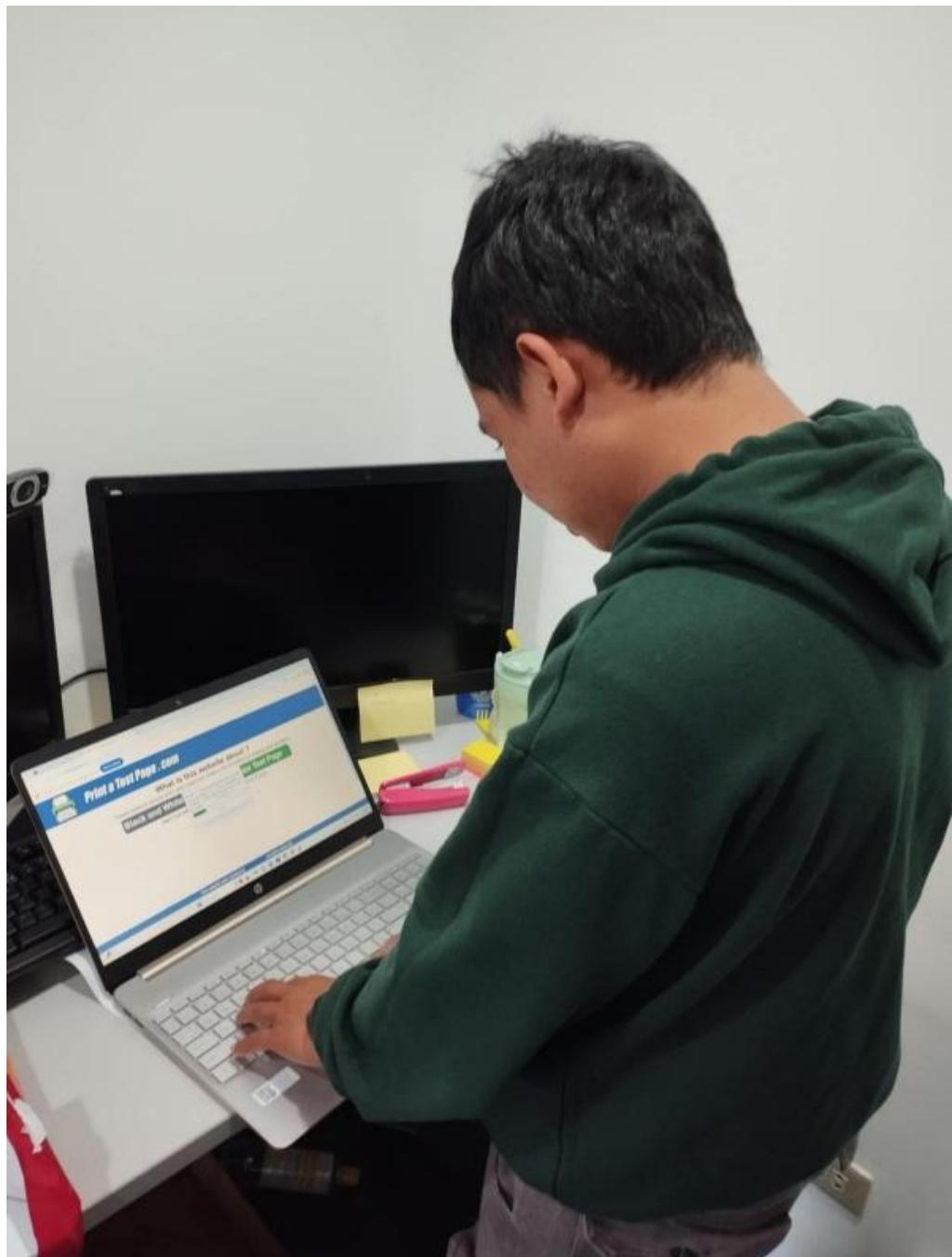
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Installed and set up the Brother application to connect the laptop to the printer.

March 18, 2025

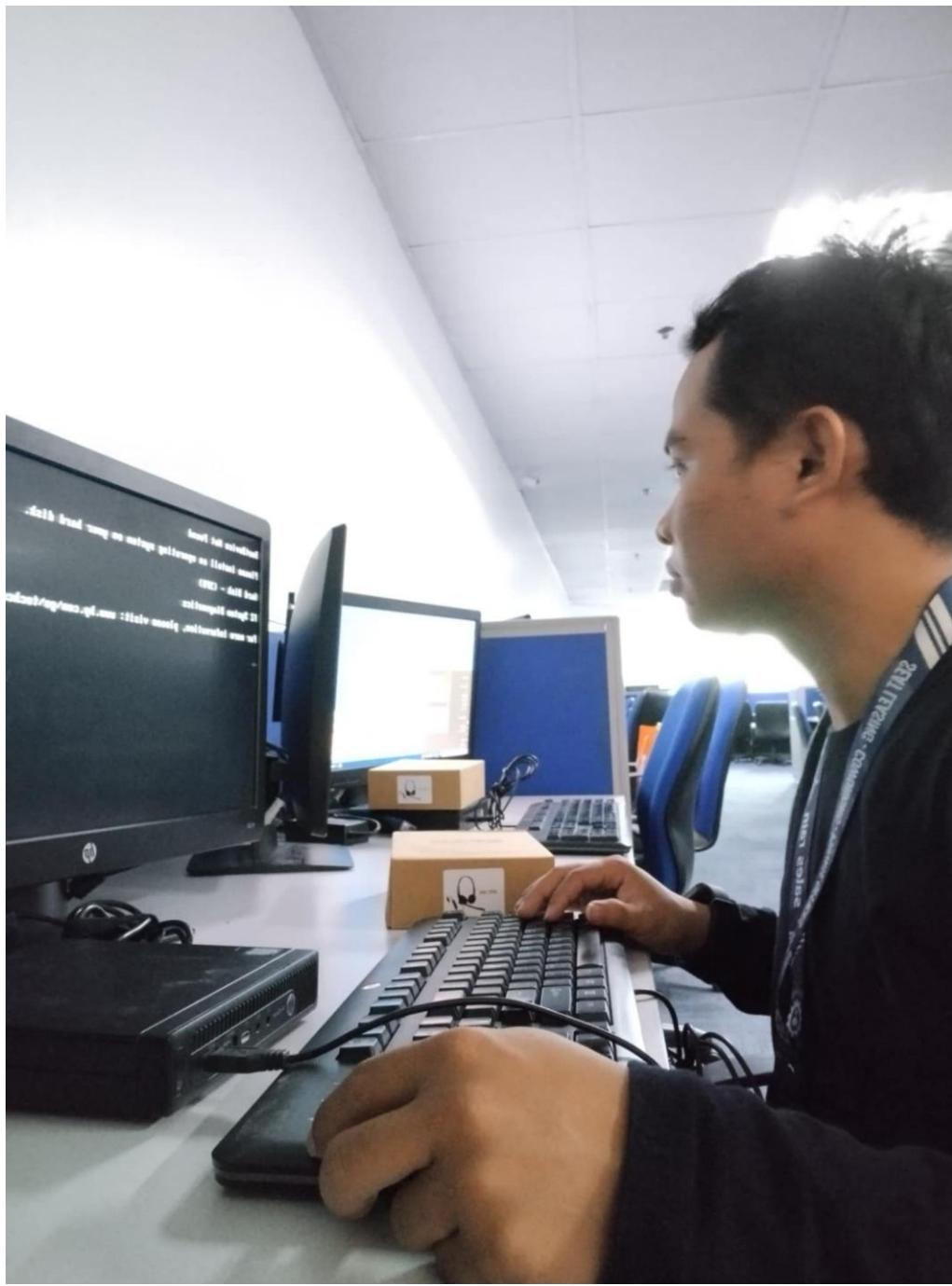
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Performed troubleshooting and formatting of the system unit

March 27, 2025

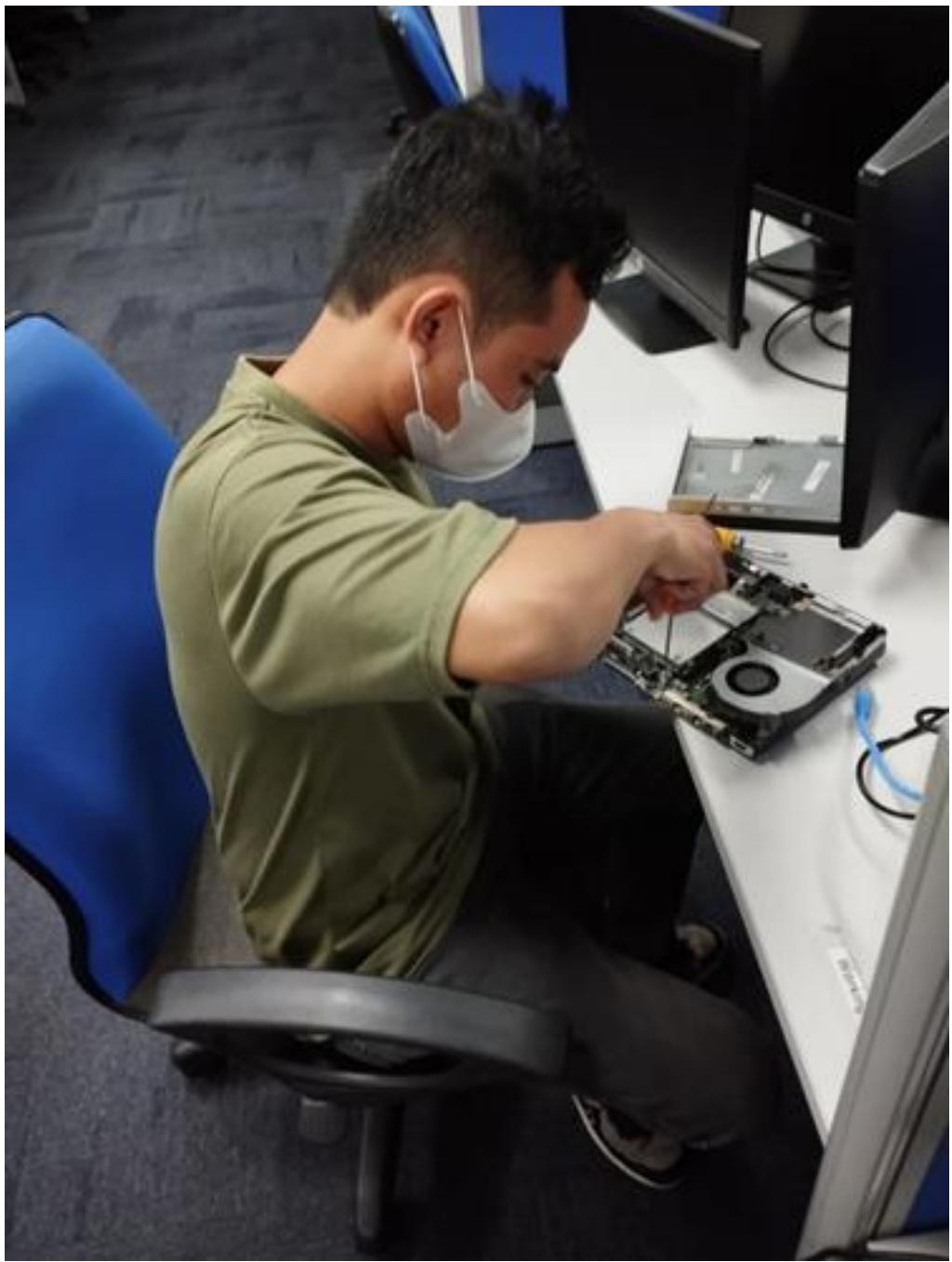
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Performed a RAM upgrade to enhance system performance

April 1, 2025

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Troubleshoot system issues and replaced the SSD to restore functionality

April 7, 2025

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Performed troubleshooting on the system unit to check if it was working

April 23, 2025

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ATTACHMENTS

POST INTERNSHIP/ OJT DEPLOYMENT

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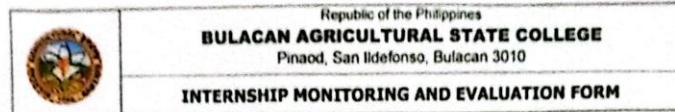




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Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP MONITORING AND EVALUATION FORM



INTERNSHIP MONITORING AND EVALUATION FORM

Institute of Computer Studies
Bachelor of Science in Information Technology

Name of Student Intern: Medel C. Bunalade _____ Date: _____
Course: Bachelor of Science in Information Technology Major: _____
HTE: SALESRAIN INC.

CRITERIA		PERCENTAGE	SCORE
Attendance		5%	3
Monitoring and Performance		10%	4
a. Quality of Work		5%	2
b. Punctuality and Time Management		3%	2
c. Team Collaboration and Communication		2%	1
Monitoring and Observation		5%	3
a. Adaptability and Learning		2%	1
b. Professionalism and Attitude		3%	2
TOTAL		20%	12

Criteria	Perfect Attendance (5 points)	Excellent Attendance (4 points)	Good Attendance (3 points)	Fair Attendance (2 Poor Attendance (1 point))	Unacceptable Attendance (0)
Attendance (5 points)					
	Intern attended all scheduled days without any absences or tardiness.	Intern had one excused absence or was late once.	Intern had two excused absences or was late twice.	Intern had three excused absences or was late three times.	Intern had more than three excused absences or was late more than three times.
Monitoring and Performance (10 points)					
Quality of Work (5 points)	Outstanding (5 points) Consistently exceeds expectations, demonstrates exceptional skills and initiative.	Very Good (4 points) Often exceeds expectations, shows strong skills and initiative.	Good (3 points) Meets expectations, shows adequate skills and initiative.	Needs Improvement (2 points) Occasionally meets expectations, requires additional guidance and improvement.	Poor (1 point) Rarely meets expectations, requires significant guidance and improvement.
Punctuality and Time Management (3 points)	Excellent (3 points) Always completes tasks on time, manages time efficiently.	Good (2 points) Usually completes tasks on time, generally manages time well.	Needs Improvement (1 point) Often struggles with meeting deadlines, needs to improve time management skills.	Unacceptable (0 points) Consistently misses deadlines, poor time management.	Unacceptable (0 points) Does not meet expectations, lacks necessary skills and initiative.
Team Collaboration and Communication (2 points)	Excellent (2 points)	Good (1 point)	Needs Improvement (0 points)		

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INTERNSHIP MONITORING AND EVALUATION FORM

Effectively collaborates and communicates with team members. Contributes positively to team dynamics.

Generally, collaborates and communicates well with team members.

Struggles to collaborate and communicate effectively with team members.

Monitoring and Observation (5 points)

Adaptability and Learning (2 points)	Excellent (2 points)	Good (1 point)	Needs Improvement (0 points)	
	Outstanding (3 points)	Good (2 points)	Needs Improvement (1 point)	Unacceptable (0 points)
Professionalism and Attitude (3 points)	Consistently displays a professional attitude, is respectful and positive.	Generally, displays a professional attitude, is usually respectful and positive.	Occasionally displays unprofessional behavior, needs to improve attitude.	Frequently displays unprofessional behavior, has a negative attitude.

Dave R. Micalinao
SIPP Coordinator

Date: May 29, 2025

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INTERNSHIP FEEDBACK MECHANISM



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INTERNSHIP FEEDBACK MECHANISM FORM

Instruction: Please provide your honest feedback on the trainee's performance. Your input is valuable for their professional development and for the improvement of our program.

Trainee Details:

Name of Student Intern: Bunalaode, Medel C.
Department: Sales Rain

Immediate Supervisor: Herald Lerios

Direction: Please check the corresponding rating, with 4 being the highest and 1 being the lowest

	RATE THE INTERN'S PROFICIENCY IN THEIR ROLE			
	UNSATISFACTORY (1)	NEEDS IMPROVEMENT (2)	SATISFACTORY (3)	EXCELLENT (4)
ATTITUDE				
a. Regularity in attendance/reporting				✓
b. Timeliness in the submission of reports				✓
c. Social relation with co-practicum				✓
MONITORING AND OBSERVATION				
a. Sense of responsibility				✓
b. Level of interest				✓
c. Level of cooperation				✓
KNOWLEDGE AND SKILLS				
a. Mastery of the nature of work			✓	
b. Quality of work/report			✓	
c. Physical and mental alertness			✓	
TOTAL				

COMMENTS AND RECOMMENDATIONS

Comments:

Thanks for All your Help and Keep up the Good Work!

Recommendations:

Be Mindful in taking some Technical Issues. Always Apply the Root – Cause Analysis and it will Ease the Troubleshooting Process.
We're Looking Forward for the Good Progress towards Your Next Career.

I hereby confirm that the above statement is true and correct.

[Signature]
Supervisor's Signature and Date
Herald Lerios May 15, 2025

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INTERNSHIP PERFORMANCE RATING FORM



Republic of the Philippines
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Pinaod, San Ildefonso, Bulacan 3010
INTERNSHIP PERFORMANCE RATING FORM

Name of Student Intern: Medel C. Bunalade
Course: Bachelor of Science in Information Technology Major:
HTE: SALESRAIN INC.
Address of HTE: 11th Floor, One Corporate Center, Ortigas, Pasig City
Designated Supervisor: Sr. IT – Herald Larios
Period Covered by Evaluation: From: To: February 19, 2025 to May 16, 2025
Number of Hours Rendered: 486 Hours

This form must be completed by the on-site supervisor during the student's last week with the Partner Agency. The results should be returned to the Practicum/OJT Adviser in a sealed envelope with the signature on the flap. The final evaluation will be used to determine the overall performance and development of the Intern/Student Trainee from the start of their on-the-job training with the agency.

Rating Scale:

96 – 100	Excellent	81 – 85	Fair
91 – 95	Very Good	75 – 80	Poor
86 – 90	Good		

PERFORMANCE CATEGORY/CRITERIA	POINTS EARNED
1. Professional Behavior	
a. Professional appearance (e.g. neatness, appropriate dress)	100
b. Seeks responsibility	100
c. Demonstrates initiative	98
d. Dependability (e.g. punctual, carries work through to completion)	98
e. Accepts direction and constructive criticism	97
f. Ability to work independently	98
g. Motivation (e.g. enthusiasm, attitude towards duties)	100
h. Resourcefulness (e.g. use of resources, varied approaches/ideas)	100
2. Professional Relations	
a. Rapport with staff (e.g. co-workers, virtual classmates)	100
b. Interaction with the public (e.g. clients, participants)	99
c. Understands the needs of clients	99
d. Ability to plan for client's needs	100
e. Adaptability (e.g. adjust plans/actions according to the situation)	100
3. Professional Performance	
a. Planning and organizing work schedule (e.g. time management)	98
b. Judgment (e.g. common-sense, problem-solving skills)	98
c. Task accomplishment	100
d. Oral communication	100

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INTERNSHIP JOURNAL EVALUATION FORM

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CERTIFICATE OF COMPLETION

sales rain
Seat Leasing • Coworking • Private Offices

CERTIFICATE

OF COMPLETION

This is to certify that.

Medel C. Bunalade

A senior College of Bachelor of Science in Information Technology had undergone 486 hours of On-The-Job Training with our company Sales Rain BPO, Inc. from February 19, 2025 up to May 16, 2025, under the Office of the IT Department.

This certification is being issued upon the request of Mr. Bunalade is for school requirement purposes only.

Any concerns regarding this matter, please contact the Human Resource Department for assistance at office number (02) 7625 - 2490.

Given this 13th day of May 2025 in Quezon City, Philippines.


HERMAN L. FRANCIA
HR MANAGER


JOHN NIEL D. SANTOS
HR SPECIALIST

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