

PRACTICUM PORTFOLIO

In partial fulfillment of
the requirement for the course of
Hospitality Management
Services

MORALITA, PAOLO VINCE C

AUGUST 2023

REPORT AND DOCUMENTATION
PRACTICUM TRAINING

Submitted by:

MORALITA, PAOLO VINCE C
HOSPITALITY MANAGEMENT SERVICES

Submitted to:

Jonel M. Rafol

Student Internship Program, Coordinator

2nd Semester

S.Y 2023-2024

TABLE OF CONTENT

I. INTRODUCTION

II. COMPANY PROFILE (Host Training Establishment)

- A. Mission & Vision
- B. Organizational Chart
- C. Staff and Personnel
- D. Outstanding Characteristics of Company (Best Features)
- E. Pictures of Physical Facilities

III. ESSAY (My Journey as A Future Course)

IV. APPENDICES (Attachments)

- A. Practicum Pictures
- B. Pre-Internship Requirements
 - 1. Certificate of Undertaking
 - 2. Updated Certificate of Grades and/or Evaluation Form
 - 3. Certificate of Registration/Enrollment Form
 - 4. Photocopy of School I.D
 - 5. PSA Birth Certificate/Marriage Contract (Married Women students)
 - 6. Parent/Guardian/Spouse Consent Form
 - 7. Medical Certificate (Issued by School Clinic)
 - 8. Practicum Recommendation Letter
- C. Post-Internship Requirements
 - 1. Practicum Weekly Report (Once a week meeting w/Practicum Faculty-in-charge)
 - 2. Practicum Daily Time Record
 - 3. Practicum Incident Report (if Applicable)
 - 4. Industry Performance Evaluation Form
 - 5. Narrative Journal Report with Photos in Action
 - 6. Post Practicum Survey Form (to be issued by the APA Office)
 - 7. Certificate of Completion
- D. Curriculum Vitae (CV)

I. PRE-INTERNSHIP REQUIREMENTS CHECKLIST

All requirements must be completed and submitted prior to the Practicum schedule. Students with incomplete requirements will not be accommodated.

REQUIREMENTS	COMPLIED	NOT COMPLIED	REMARKS
1. Attendance to the Practicum Orientation	✓		
2. Certificate of Undertaking / Letter of Intent	✓		
3. Curriculum Vitae with 2x2 Picture (Plain white background)	✓		
4. Updated Certificate of Grades and / or Evaluation Form for CHED / TVET program (To be issued by Registrar)	✓		
5. Certificate of Registration / Enrollment Form (To be issued by Registrar)	✓		
6. Photocopy of School ID	✓		
7. PSA Birth Certificate Marriage Certificate (for married women students)	✓		
8. Parent / Guardian / Spouse Consent Form (Attach photocopy of Parent's valid ID with Specimen Signature)	✓		
9. Medical Certificate (To be issued by the School Clinic) with Covid Vaccine Card	✓		
10. Practicum Recommendation Letter	✓		

4

***NOTE:** Memorandum of Agreement will be issued by the Office of the Extension and Linkages to the Industry / Host Training Partner.

I. POST-INTERNSHIP REQUIREMENTS CHECKLIST

Post Requirements are to be collated and submitted during and after the completion of Practicum.

REQUIREMENTS	COMPLIED	NOT COMPLIED	REMARKS
1. Weekly Reporting (once a week meeting with Practicum Faculty-in- Charge)	✓		
2. Practicum Daily Time Record	✓		
3. Practicum Incident Report (if applicable)	✓		
4. Industry Performance Evaluation Form	✓		
5. Narrative Journal Report with photos in action	✓		
6. Post Practicum Survey Form (To be issued by the APA Office)	✓		
7. Certificate of Completion	✓		

INTRODUCTION

Before, the City Government of Parañaque has no existing public higher education institution to cater the formal educational and training requirements needed by its constituents. Now, the city has established a higher learning institution to respond and supply the demand of the city's growing economy by providing a free and formal educational development and training needs. Thus, the creation and the birth of Paranaque City College (PCC).

Through the combined efforts of Honorable Mayor Edwin L. Olivarez; Vice Mayor Rico T. Golez; Congressman Eric L. Olivarez of 1st District; Congressman Gustavo Tambunting of 2nd District; Councilor Maritess B. De Asis, Chairwoman of Committee on Education; and the City Councils namely; Florencia N. Amurao, John Ryan G. Yllana, Vincent Kenneth M. Favis, Victor Eriko M. Sotto, Giovanni E. Esplana, Merlie S. Antipuesto, Jacqueline Bustamante-Mendoza, Rufino M. Allanigue, Joan A. Villafuerte-Densing, Ricardo L. Baes Jr., Jason P. Webb, Brillante V. Inciong, Roselle Nava-Tan, Raquel Gabriel-Velasco, Jeremy S. Marquez, and Vanessa Alma Moreno-Lacsamana. Paranaque City College (PCC) was established and created as a technical-vocational education institution by virtue of the City Ordinance No 14-02 series of 2013 enacted last February 6, 2014.

Further, a resolution authorizing PCC to offer 6-month Technical-Vocational Training Courses as an institution providing skills training and development was passed and issued through a Resolution No. 14-084 Series of 2014 last May 29, 2014. Short courses included in the resolution to offer are the: Front Office Services NC II; Contact Center Services NCII; Bookkeeping NCIII; Housekeeping NCII; Food and Beverage Services NCII; Cookery NCII; and Local Guiding Services NCII. However, PCC officially started offering short programs in Bookkeeping NCIII, Housekeeping NCII, and Food and Beverage Services NCII on September 16, 2014. These are the short programs being offered to meet the mounting demands of the growing industrial and commercial establishments in the city.

Moreover, to open up for more employment opportunities for fresh graduates with the emergence of world-class hotels, resorts, casinos and other entertainment establishments along the bay area of Paranaque, PCC also offered a 2-year diploma program on Hotel Management Services which was granted approval by TVET last 2017. The creation and establishment of this institution gives benefits to the poor constituents of the city in terms of educational opportunities and developments.

With its mission of giving academic excellence and help provide the growing industrial and commercial sectors of the city – the needed professional human resources in the future, Honorable Mayor Olivarez did not stop opening avenues to provide his citizens what the latter need most. He has thought of adding formal baccalaureate programs to be offered to the city's constituents. PCC added CHED programs and is now operating as the newest and the first formal public higher education institution in the city. PCC gained and acquired its initial permit to offer tertiary programs from the Commission on Higher Education (CHED) last June 26, 2019, thus started officially as the first formal public higher education institution in the city last August of school year 2019-2020 offering three college programs in: Bachelor of Science in Entrepreneurship, Bachelor of Science in Tourism Management, and Bachelor of Science in Real Estate Management.

II. COMPANY PROFILE

A. Vision & Mission

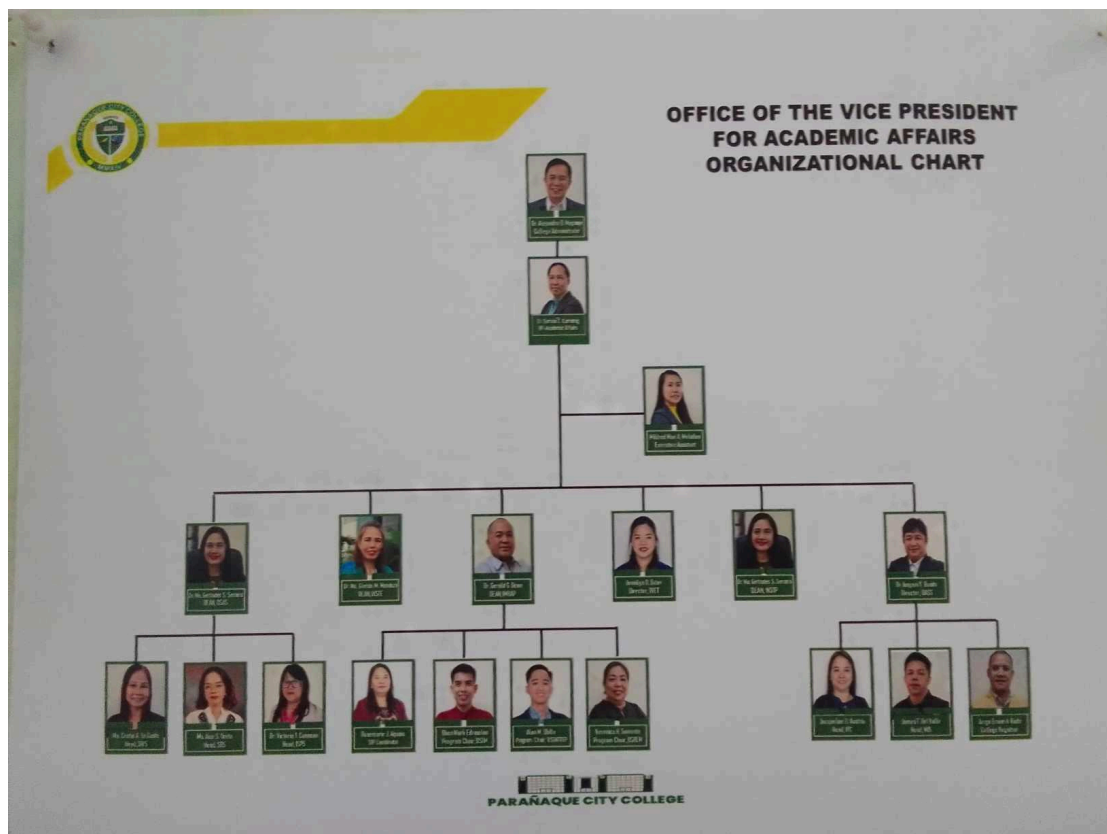
VISION

one of the premier locally funded higher educational institution in the metro south provides accessible, innovative and relevant quality higher education

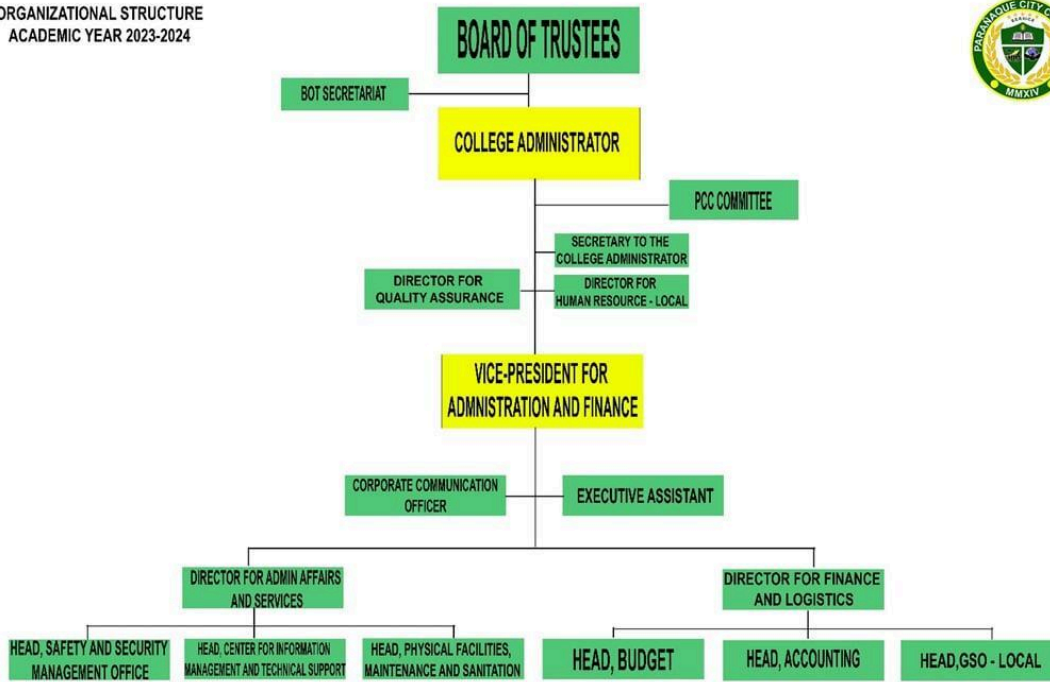
MISSION

Parañaque City College is committed to provide, serve and educate its stakeholders a research-based and student centered learning experiences through relevant responsive and innovative competencies in pursuit of the highest quality of life possible to all Parañaque City residents

B. Organizational Chart



ORGANIZATIONAL STRUCTURE
ACADEMIC YEAR 2023-2024



C. Staff and Personnel (Department Assigned only)



- ~Communication
- ~Customer Focused
- ~Engagement
- ~Teamwork
- ~Health
- ~Passion
- ~Leadership
- ~Priorities
- ~Transparency



III. ESSAY (My Journey as A Future Course)

It's not as easy as I had anticipated to start this journey. I had assumed that everything would become easier if I put in the necessary dedication and determination. I wanted to complete my work quickly, but I neglected to consider my objectives and the reasons behind my choices.

My trainers are all highly effective and efficient since they have taught me many valuable skills that I will need to keep in mind while I work in the future. I need to be knowledgeable about everything, even the most fundamental things, in order to give my customers high-quality services.

I am aware that I am in the middle of the road in this industry, and when I am committed to what I am doing, I can achieve more.

I know there will be more possibilities when I have perseverance and drive in my quest, so I want to appreciate the times I have left. I will be professional when it comes to making my ambitions come true.

IV. APPENDICES (attachment)

A. Practicum Pictures



B. Pre-Internship Requirements

1. Certificate of Undertaking & Affidavit of Undertaking

2. Updated Certificate of Grades and/or Evaluation Form
3. Certificate of Registration/Enrollment Form
4. Photocopy of School I.D
5. PSA Birth Certificate/Marriage Contract (Married Women students)
6. Parent/Guardian/Spouse Consent Form
7. Medical Certificate (Issued by School Clinic)
8. Practicum Recommendation Letter

1. Certificate of Undertaking & Affidavit of Undertaking

2. Updated Certificate of Grades and/or Evaluation Form

PARAÑAQUE CITY COLLEGE
Coastal Rd., cor. Victor Medina Street,
San Dionisio, Parañaque City, Philippines
info@paranaquecitycollege.edu.ph
(02) 85343321

DE-VET-010
Rev.0
05/30/2023

TECHNICAL-VOCATIONAL EDUCATION AND TRAINING DEPARTMENT
STUDENT GRADE REPORT

Full Name:		LOSAITA, ANDO VINCE C		School Year:		2023-2024	
Student No.:		4021-0001001		Semester:		2nd Sem	
Course Description:		HOSPITALITY MANAGEMENT SERVICES		Year Level & Section:		2-A HUS	
SUBJECT CODE	DESCRIPTION	MID TERM GRADE	Prof Initial/Date	FINAL GRADE	Prof Initial/Date	SUMMARY	REMARKS (PASSED/FAILED/UDING)
HC 5	Entrepreneurship in Tourism and Hospitality	2.0	CG 3-26				
HMS 8	Banquet & Catering Management	2.75	CG 26/28	2.25	CG 12/24		
SIL 1	Supervise Industry Learning (200 Hours)	80-47	CG 4/24				
	NSTP						
	ethics	72.2	CG	2.25	CG	2.75	Passed
	C.S.O	2.75	inst	80.72	inst	2.50	Passed
	Front office	7.00	inst	2.50	inst	2.75	Passed

* This is for student copy only.

LOSAITA 1-A

3. Certificate of Registration/Enrollment Form

23-Feb-2024

Republic of the Philippines
Commission on Higher Education

PARANAQUE CITY COLLEGE
CERTIFICATE OF REGISTRATION

UR-REG-004
Rev. 0
03/01/2022

Full Name: MORALITA, PAOLO VINCE C. Sex: MALE

Student ID #: 2021-003863T

Course Description: HOSPITALITY MANAGEMENT SERVICES-BUNDLED PROGRAM

School Year: 2023-2024
Semester: SECOND (2nd)
Year Level & Section: 1A
Admission Status: Irregular

Course Code: PCCHMS

SUBJECT CODE	DESCRIPTION	UNITS		TIME	DAYS	ROOM	PROCT. INITIAL
		LEC	LAB				
HMS 8	Banquet & Catering Management	1	2	8:30 AM - 12:00 NN 1:00 PM - 4:30 PM	T W	FBS LAB/32	
HC 5	Entrepreneurship in Tourism and Hospitality	3		1:00 PM - 4:00 PM	T	322	
SIL 1	Supervise Industry Learning (200 Hours)	2		4:00 PM - 6:00 PM	T	322	
NSTP 102	National Service Training Program 2 - CWTS	3		9:00 AM - 12:00 NN	W	322	
GE 6	Ethics	3		1:00 PM - 2:30 PM	TTH	323	
HMS 2	Coffee Services and Operations	1	2	10:00 AM - 12:00 NN	W F	307A	
HMS 3	Front Office Services and Procedures	2	1	10:00 AM - 12:00 NN	W F	209	

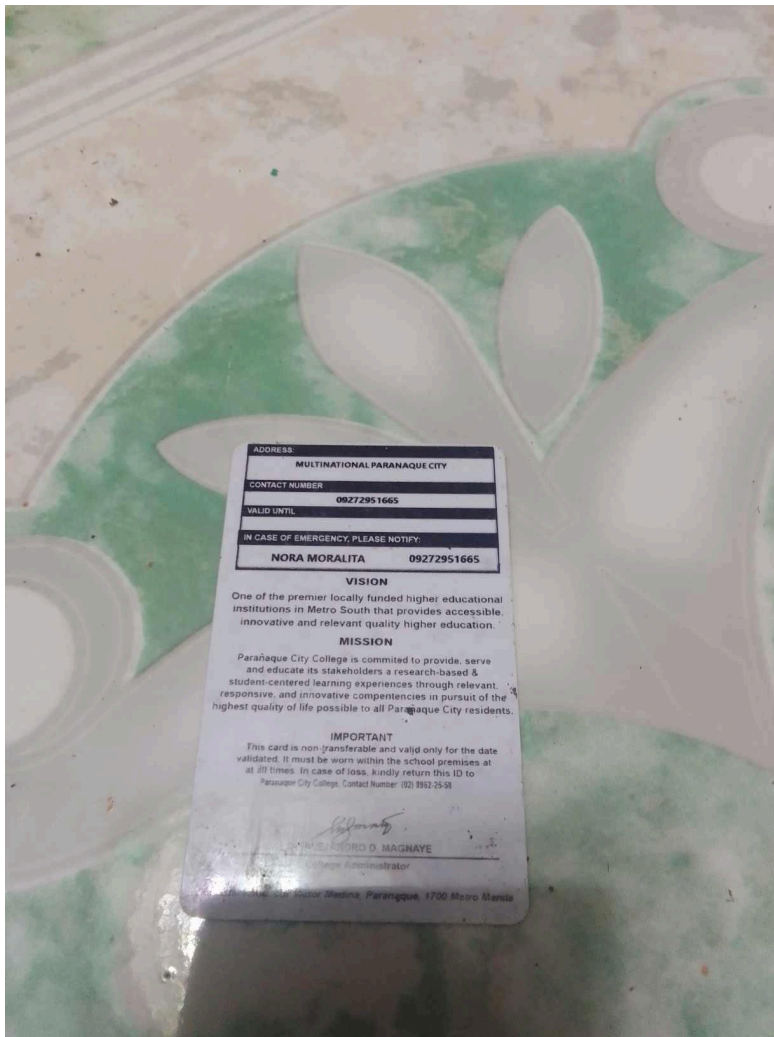
Registrar Evaluator/Print: JORGE ESMAN A. RADA, RL, MLIS, MBA
College Registrar

Total Unit: 20

Date:

STUDENT'S COPY

4. Photocopy of School I.D



5. PSA Birth Certificate/Marriage Contract (Married Women students)

Page 1 of 1 Copy

PSA Form No. 101
Revised January 2003

Republic of the Philippines
OFFICE OF THE CIVIL REGISTRAR GENERAL
BUREAU OF THE CIVIL SERVICE

CERTIFICATE OF LIVE BIRTH
(To be submitted to the Registrar General for registration)

1. NAME: MARIA
2. SEX: F
3. DATE OF BIRTH: 1970
4. PLACE OF BIRTH: Philippines
5. TYPE OF BIRTH: Normal
6. IF MULTIPLE BIRTH, CHILD WAS 1st of 1 born.
7. BIRTH LOCATION: Philippines
8. MARITAL STATUS: Single
9. CITIZENSHIP: Philippines
10. RELIGION: Catholic
11. DATE AND PLACE OF MARRIAGE OF PARENTS: February 14, 1973
12. REFERENCE: Philippines
13. NAME: Philippines
14. CITIZENSHIP: Philippines
15. RELIGION: Catholic
16. DATE AND PLACE OF BIRTH: February 14, 1973
17. NAME: Philippines
18. CITIZENSHIP: Philippines
19. RELIGION: Catholic
20. DATE AND PLACE OF BIRTH: February 14, 1973
21. PREPARED BY: Philippines
22. RECEIVED AT THE OFFICE OF THE CIVIL REGISTRAR: Philippines
23. DATE: 2/1/2002
24. SIGNATURE: Philippines
25. DATE: 2/1/2002
26. SIGNATURE: Philippines
27. DATE: 2/1/2002
28. SIGNATURE: Philippines
29. DATE: 2/1/2002
30. SIGNATURE: Philippines
31. DATE: 2/1/2002
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97. DATE: 2/1/2002
98. SIGNATURE: Philippines
99. DATE: 2/1/2002
100. SIGNATURE: Philippines

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BRN

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6. Parent/Guardian/Spouse Consent Form

7. Medical Certificate (Issued by School Clinic)

8. Practicum Recommendation Letter



**PARAÑAQUE CITY
COLLEGE**

Colasat Rd., cor. Victor Medina Street
San Dionisio, Paranaque City, Philippines
info@paranaquecitycollege.edu.ph
tel. (02) 88224333

CF-AAR-001
Rev. 3
03/01/2023

**ACADEMIC AFFAIRS
HOSPITALITY MANAGEMENT SERVICES
PRACTICUM RECOMMENDATION LETTER**

11 MARCH 2024

MS. LANIE STA. CRUZ
Restaurant Manager
TGI Fridays

Dear Ma'am:

Greetings!

Paranaque City College envisions to be one of the premier higher educational institutions in the Metro South that provides accessible, innovative, and relevant quality higher education. Currently, our institution offers three-degree programs such as BS in Entrepreneurship, BS in Real Estate Management and BS in Tourism Management regulated by the Commission on Higher Education (CHED). PCC also offers TVET programs such as Hospitality Management Services, Bookkeeping NC III, Housekeeping NC II and Food and Beverage Services NC II.

In this regard, PCC would like to offer a partnership with your establishment by accommodating our graduating students for their On-the-Job Training (OJT). PCC certainly believes that your institution can contribute immensely to the development of our future professionals.

Along with this, we are recommending the following **Hospitality Management Services (HMS)** students for his OJT for 250 training hours.

1. Paolo Vince Moralita

The said training will commence from _____ to _____ from Monday – Friday, 8:00 am – 5:00 pm. Please see attached resume for more details. For further assistance, you may contact at 09662306255.

We are anticipating your favorable approval.

Thank you very much.

Very truly yours,

JONEL M. RAFOL, MBA
Practicum Faculty In-Charge

JENNYLYN D. BOTER
Director, Technical Vocational Education and Training

PAOLO VINCE C MORALITA

Copy furnished: Placement Office / Dean's Office / File

OFFICE OF THE ADMISSION, PLACEMENT AND ALUMNI

PRACTICUM WEEKLY REPORT

(Once a week meeting with Practicum Faculty-in-charge)

Name of Student: MORALITA PAOLO VINCE

Industry Partner: TGI'S FRIDAYS BAR AND GRILL

Period Covered:

Area Assigned: F&B - FOOD AND BEVERAGES

Week Number: 1st WEEK

DAY	DUTIES	TASKS	LEARNING OUTCOME
Day 1	SEARCHING FOR INTERNSHIP	Seeking for a place to submit an internship application	I discovered that locating places for us to do an internship is challenging
Day 2	INQUIRY FOR TGI'S FRIDAYS BAR AND GRILL	MADE AN INQUIRY FOR TGI'S FRIDAYS BAR AND GRILL	I made an inquiry at TGI'S FRIDAYS BAR AND GRILL and applied for an internship
Day 3	INTERVIEW	Interview at TGI'S FRIDAYS BAR AND GRILL	They acknowledged my acceptance as an intern and proceeded all the documents that I needed to submit to complete my internship application
Day 4	COMPLETING REQUIREMENTS	I comply to our requirements	One by one, I accomplish each of the requirements

Day 5	COMPLETING REQUIREMENTS	Comply to process our Recommendation Letter and MOA	I've completed all the requirements to process our MOA and recommendation letter
Day 6	COMPLETING REQUIREMENTS	Requesting for Medical Certification	I received my Medical Certification
Day 7	COMPLETING REQUIREMENTS	I have received all necessary requirements	I got the MOA and recommendation letter.

OBSERVATIONS: (written by your supervisor)

COMMENTS & SUGGESTIONS: (written by your supervisor)

MORALITA, PAOLO VINCE C Student Trainee **MAAM LANIE STA CRUZ** Supervisor

In-Charge

JONEL RAFOL

Practicum Adviser In-Charge Date:

PRACTICUM WEEKLY REPORT

(Once a week meeting with Practicum Faculty-in-charge)

Name of Student: MORALITA PAOLO VINCE

Industry Partner: TGI'S FRIDAYS BAR AND GRILL

Period Covered:

Area Assigned: F&B - FOOD AND BEVERAGES

Week Number: 2nd WEEK

DAY	DUTIES	TASKS	LEARNING OUTCOME
Day 1	ORIENTATION	FAMILIARIZE THE TASKS	YOU HAVE TO BE AWARE OF WHAT'S GOING ON
Day 2	ONSITE CLASS	STUDY BANQUET SERVICE	LEARNED THE DIFFERENTS TYPES OF BANQUET SERVICE
Day 3	ONSITE CLASS	DISCUSSIONS	STUDY ABOUT NSTP

Day 4	ONSITE CLASS	MAKING ESPRESSO	MAKING ESPRESSO
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24

Day 5	START OF MY INTERNSHIP AT TGI'S FRIDAYS BAR AND GRILL	FAMILIARIZE	I HAVE TO KNOW THE TABLE NUMBERS
Day 6	MEMORIZING MENU	MEMORIZE MENU	WE HAVE TO BE FAMILIAR WITH THE MENU
Day 7	CLEANING AND SETTING UP TABLES	SET UP TABLES	CLEANING AND SETTING UP TABLES

OBSERVATIONS: (written by your supervisor)

COMMENTS & SUGGESTIONS: (written by your supervisor)

MORALITA, PAOLO VINCE C Student Trainee **MAAM LANIE STA CRUZ** Supervisor

In-Charge

JONEL RAFOL Practicum Adviser In-Charge Date:

25

PRACTICUM WEEKLY REPORT
(Once a week meeting with Practicum Faculty-in-charge)

Name of Student: MORALITA PAOLO VINCE

Industry Partner: TGI'S FRIDAYS BAR AND GRILL

Period Covered:

Area Assigned: F&B - FOOD AND BEVERAGES

Week Number: 3rd WEEK

DAY	DUTIES	TASKS	LEARNING OUTCOME
Day 1	FRONT DOOR	SITTING THE GUEST	COUNTING THE NUMBER OF GUEST AND SITTING THE GUEST
Day 2	ONSITE CLASS	STUDY OF BEING ENTREPRENEUR	LEARNING TO BE A GOOD OWNER AND EXPANDING YOUR BUSINESS

Day 3	ONSITE CLASS	DISCUSSIONS	STUDY ABOUT NSTP AND BANQUET SERVICE
Day 4	ONSITE CLASS	FRONT OFFICE	ROLEPLAY ABOUT FRONT OFFICE

26

Day 5	ONSITE CLASS	MAKING COLD BEVERAGES	MAKING ICE COFFEE
Day 6	BAR	CLEANING GLASSWARE IN THE BAR	you have to be gentle cleaning it, as it can easily be break
Day 7	OPENING THE STORE	PREPARING ALL EQUIPMENTS BEFORE OPENING THE STORE	all equipments must be ready before the store opens

OBSERVATIONS: (written by your supervisor)

COMMENTS & SUGGESTIONS: (written by your supervisor)

JONEL RAFOL

Practicum Adviser In-Charge Date: August 16, 2023

27

PRACTICUM WEEKLY REPORT

(Once a week meeting with Practicum Faculty-in-charge)

Name of Student: MORALITA PAOLO VINCE

Industry Partner: PARANAQUE CITY COLLEGE

Period Covered:

Area Assigned: HOUSEKEEPING

Week Number: 4th WEEK

DAY	DUTIES	TASKS	LEARNING OUTCOME
Day 1	Painting	Painting tables for library	Learning how to paint

Day 2	Cleaning hallways	Making hallways clean and tidy	Cleaning hallways to make it appealing
Day 3	Cleaning parking lot area	Making sure that the parking area is clean	Cleaning parking lot area to make it appealing

28

Day 4	Cleaning rooms	Making sure that every room is clean	Cleaning rooms to make it appealing
Day 5	Taking out the trash	Making sure that all trash cans are not full	Keeping the area clean
Day 6	Cleaning library	Making sure that library is clean	Cleaning library to make it appealing
Day 7	Cleaning hallways	Making hallways clean and tidy	Cleaning hallways to make it appealing

OBSERVATIONS: (written by your supervisor)

COMMENTS & SUGGESTIONS: (written by your supervisor)

MORALITA, PAOLO VINCE C Student Trainee Supervisor In-Charge

JONEL RAFOL

Practicum Adviser In-Charge

29

PRACTICUM DAILY TIME RECORD

Name of Trainee: MORALITA PAOLO VINCE

Industry/Host Training Partner: TGI'S FRIDAYS BAR AND GRILL/PARANAQUE CITY COLLEGE

DATE	AREA OF RESPONSIBILITY	HOURS COMPLETED
MM/DD/YY		HOURS RENDERED
March 21, 2024	DINING	6
March 22, 2024	DINING	6
March 23, 2024	DINING	9
March 24, 2024	DINING	8
March 28, 2024	DINING	16
March 29, 2024	DINING	16

March 30, 2024	DINING	8
March 31, 2024	DINING	10
May 7, 2024	HOUSEKEEPING	9
May 8, 2024	HOUSEKEEPING	9
May 9, 2024	HOUSEKEEPING	9
May 10, 2024	HOUSEKEEPING	9
May 13,, 2024	HOUSEKEEPING	9
May 14, 2024	HOUSEKEEPING	9
May 15, 2024	HOUSEKEEPING	9

30

May 16, 2024	HOUSEKEEPING	9
May 17, 2024	HOUSEKEEPING	9
May 18, 2024	HOUSEKEEPING	9
May 20, 2024	HOUSEKEEPING	9
May 22, 2024	HOUSEKEEPING	9
May 22, 2024	HOUSEKEEPING	9
May 23, 2024	HOUSEKEEPING	9
May 24, 2024	HOUSEKEEPING	9
May 25, 2024	HOUSEKEEPING	9
May 22, 2024	HOUSEKEEPING	9
		Total: 200 hours

31

Practicum Incident Report (if Applicable)

ALUMNI ACTION **DAILY NARRATIVE JOURNAL REPORT WITH PHOTOS IN**

Name: MORALITA PAOLO VINCE

Date:

Name of Industry: TGI FRIDAYS BAR AND GRILL/ PARANAQUE CITY COLLEGE

Designation: F&B/HOUSEKEEPING

Familiarizing Hotel facilities and polishing equipment For Restaurant

Student Signature: _____

Practicum Picture

DATE: MARCH 21 2024

Setting Up the Table and table ware

DATE: MARCH 22 2024

Memorizing a menu and Polishing Equipment For Restaurant

DATE: MARCH 23 2024

Taking Order and Preparing Table ware and Polishing Equipment for Restaurant

DATE: MARCH 24 2024

Setting Up the Table and table ware

DATE: MARCH 28 2024

Serving food and cleaning up tables and setting up tables

DATE: MARCH 29 2024

Helping cleaning glassware for the bar

DATE: MARCH 30 2024

Cleaning up tables

DATE: MARCH 31 2024

Serving food

DATE: MAY 7 2024

Cleaning hallways

DATE: MAY 8 2024

Cleaning parking lot area

DATE: MAY 9 2024

Cleaning library

DATE: MAY 10 2024

Cleaning rooms

DATE: MAY 11 2024

Cleaning facilities

DATE: MAY 13 2024

Cleaning rooms

DATE: MAY 14 2024

Cleaning parking loyt area

DATE: MAY 15 2024

Preparing Equipment for coming Event

DATE: MAY 16 2024

Cleaning facilities

DATE: MAY 17 2024

Cleaning library

DATE: MAY 18 2024

Cleaning facilities

DATE: MAY 20 2024

Cleaning hallways

DATE: MAY 22 2024

Cleaning parking lot area



Parade City College
1200 S. 1st St., Suite 100
Tomball, TX 77375
(281) 341-1200
www.paradecc.edu

ACADEMIC AFFAIRS
HOSPITALITY MANAGEMENT SERVICES
INDUSTRY PERFORMANCE EVALUATION FORM

Name of the student/employee: Josh, Amy, Molly
Department/Division: RESTAURANT, OFFICE
Section: RESTAURANT
Total Number of hours: 100

Direction: This form will be completed by the Supervisor/Manager/Trainer/Instructor on the basis of the responses to each criterion.

CRITERIA	EXCELLENT (4)	VERY GOOD (3)	GOOD (2)	FAIR (1)	POOR (0)
A. Personal Traits					
1. Appearance	/	/	/	/	/
2. Cleanliness	/	/	/	/	/
3. Grooming	/	/	/	/	/
4. Neatness	/	/	/	/	/
5. Attitude	/	/	/	/	/
B. Attitude Towards Work					
1. Demonstrates responsibility and accountability	/	/	/	/	/
2. Maintains positive and constructive when working with others	/	/	/	/	/
3. Displays willingness to accept criticism and suggestions for improvement	/	/	/	/	/
4. Demonstrates responsibility, integrity and accountability	/	/	/	/	/
5. Maintains maximum cooperation and capability to work with others	/	/	/	/	/
6. Professional behavior and conduct	/	/	/	/	/
7. Complies with established institutional policies and procedures	/	/	/	/	/
8. Displays the refinement, character and dignity expected of professional workers	/	/	/	/	/
9. Displays respect and confidence of superior and subordinates	/	/	/	/	/
10. Shows courtesy and respect for authority	/	/	/	/	/
11. Maintains good and effective public relation with outside of the unit and workplace	/	/	/	/	/
C. Knowledge, Skills and Abilities					
1. Job Knowledge	/	/	/	/	/
2. Knowledge of the institution	/	/	/	/	/
3. Knowledge of the laws and regulations	/	/	/	/	/
4. Knowledge of the institution's policies and procedures	/	/	/	/	/
5. Knowledge of the institution's history and traditions	/	/	/	/	/
6. Knowledge of the institution's mission and vision	/	/	/	/	/
7. Knowledge of the institution's goals and objectives	/	/	/	/	/
8. Knowledge of the institution's values and ethics	/	/	/	/	/
9. Knowledge of the institution's culture and climate	/	/	/	/	/
10. Knowledge of the institution's organizational structure	/	/	/	/	/
11. Knowledge of the institution's administrative procedures	/	/	/	/	/
12. Knowledge of the institution's financial management	/	/	/	/	/
13. Knowledge of the institution's human resources management	/	/	/	/	/
14. Knowledge of the institution's information management	/	/	/	/	/
15. Knowledge of the institution's legal and regulatory environment	/	/	/	/	/
16. Knowledge of the institution's public relations and communication	/	/	/	/	/
17. Knowledge of the institution's safety and security	/	/	/	/	/
18. Knowledge of the institution's risk management	/	/	/	/	/
19. Knowledge of the institution's environmental management	/	/	/	/	/
20. Knowledge of the institution's quality management	/	/	/	/	/
21. Knowledge of the institution's performance management	/	/	/	/	/
22. Knowledge of the institution's strategic management	/	/	/	/	/
23. Knowledge of the institution's change management	/	/	/	/	/
24. Knowledge of the institution's innovation management	/	/	/	/	/
25. Knowledge of the institution's sustainability management	/	/	/	/	/
26. Knowledge of the institution's social responsibility management	/	/	/	/	/
27. Knowledge of the institution's corporate governance	/	/	/	/	/
28. Knowledge of the institution's ethical management	/	/	/	/	/
29. Knowledge of the institution's risk management	/	/	/	/	/
30. Knowledge of the institution's crisis management	/	/	/	/	/
31. Knowledge of the institution's disaster management	/	/	/	/	/
32. Knowledge of the institution's emergency management	/	/	/	/	/
33. Knowledge of the institution's business continuity management	/	/	/	/	/
34. Knowledge of the institution's information security management	/	/	/	/	/
35. Knowledge of the institution's data management	/	/	/	/	/
36. Knowledge of the institution's network management	/	/	/	/	/
37. Knowledge of the institution's hardware management	/	/	/	/	/
38. Knowledge of the institution's software management	/	/	/	/	/
39. Knowledge of the institution's system management	/	/	/	/	/
40. Knowledge of the institution's application management	/	/	/	/	/
41. Knowledge of the institution's database management	/	/	/	/	/
42. Knowledge of the institution's security management	/	/	/	/	/
43. Knowledge of the institution's access management	/	/	/	/	/
44. Knowledge of the institution's audit management	/	/	/	/	/
45. Knowledge of the institution's compliance management	/	/	/	/	/
46. Knowledge of the institution's governance management	/	/	/	/	/
47. Knowledge of the institution's leadership management	/	/	/	/	/
48. Knowledge of the institution's management management	/	/	/	/	/
49. Knowledge of the institution's organizational management	/	/	/	/	/
50. Knowledge of the institution's process management	/	/	/	/	/
51. Knowledge of the institution's project management	/	/	/	/	/
52. Knowledge of the institution's program management	/	/	/	/	/
53. Knowledge of the institution's portfolio management	/	/	/	/	/
54. Knowledge of the institution's strategic management	/	/	/	/	/
55. Knowledge of the institution's change management	/	/	/	/	/
56. Knowledge of the institution's innovation management	/	/	/	/	/
57. Knowledge of the institution's sustainability management	/	/	/	/	/
58. Knowledge of the institution's social responsibility management	/	/	/	/	/
59. Knowledge of the institution's corporate governance	/	/	/	/	/
60. Knowledge of the institution's ethical management	/	/	/	/	/
61. Knowledge of the institution's risk management	/	/	/	/	/
62. Knowledge of the institution's crisis management	/	/	/	/	/
63. Knowledge of the institution's disaster management	/	/	/	/	/
64. Knowledge of the institution's emergency management	/	/	/	/	/
65. Knowledge of the institution's business continuity management	/	/	/	/	/
66. Knowledge of the institution's information security management	/	/	/	/	/
67. Knowledge of the institution's data management	/	/	/	/	/
68. Knowledge of the institution's network management	/	/	/	/	/
69. Knowledge of the institution's hardware management	/	/	/	/	/
70. Knowledge of the institution's software management	/	/	/	/	/
71. Knowledge of the institution's system management	/	/	/	/	/
72. Knowledge of the institution's application management	/	/	/	/	/
73. Knowledge of the institution's database management	/	/	/	/	/
74. Knowledge of the institution's security management	/	/	/	/	/
75. Knowledge of the institution's access management	/	/	/	/	/
76. Knowledge of the institution's audit management	/	/	/	/	/
77. Knowledge of the institution's compliance management	/	/	/	/	/
78. Knowledge of the institution's governance management	/	/	/	/	/
79. Knowledge of the institution's leadership management	/	/	/	/	/
80. Knowledge of the institution's management management	/	/	/	/	/
81. Knowledge of the institution's organizational management	/	/	/	/	/
82. Knowledge of the institution's process management	/	/	/	/	/
83. Knowledge of the institution's project management	/	/	/	/	/
84. Knowledge of the institution's program management	/	/	/	/	/
85. Knowledge of the institution's portfolio management	/	/	/	/	/
86. Knowledge of the institution's strategic management	/	/	/	/	/
87. Knowledge of the institution's change management	/	/	/	/	/
88. Knowledge of the institution's innovation management	/	/	/	/	/
89. Knowledge of the institution's sustainability management	/	/	/	/	/
90. Knowledge of the institution's social responsibility management	/	/	/	/	/
91. Knowledge of the institution's corporate governance	/	/	/	/	/
92. Knowledge of the institution's ethical management	/	/	/	/	/
93. Knowledge of the institution's risk management	/	/	/	/	/
94. Knowledge of the institution's crisis management	/	/	/	/	/
95. Knowledge of the institution's disaster management	/	/	/	/	/
96. Knowledge of the institution's emergency management	/	/	/	/	/
97. Knowledge of the institution's business continuity management	/	/	/	/	/
98. Knowledge of the institution's information security management	/	/	/	/	/
99. Knowledge of the institution's data management	/	/	/	/	/
100. Knowledge of the institution's network management	/	/	/	/	/



**PARAÑAQUE CITY
COLLEGE**

General Rd., San Mateo Medical Street,
San Mateo, Parañaque City, Philippines
Tel. 02-88543321

CF-AAR-004
Rev. 9
03/01/2023

3.1 Performs tasks rapidly and accurately.				✓		
3.2 Maintains rate of work consistently.				✓		
3.3 Creates an environment that optimizes time in accomplishing tasks.						
4. Work Organization						
4.1 Plans and organizes activities that represent the most positive professional gains.				✓		
4.2 Maintains an orderly system in increasing productivity.				✓		
4.3 Controls/manages unexpected situations.				✓		
5. Decision-Making						
5.1 Handles problem with originality and flexibility.				✓		
5.2 Grasps situation and correctly draws conclusions.				✓		
5.3 Executes dependable judgment.						
TOTAL SCORE:						

Rater's comments / suggestions / recommendations:

Handwritten

Evaluated by : Mr. Concepcion
Designation : HRD - PPMO
Establishment : PCO
Signature/Date : [Signature] 12/22/24

Post Practicum Survey Form

Please answer the following as factually and accurately as possible.

1. Name of Trainee: Moralita Paolo Vince Date:

2. Industry/Host Training Partner: San Dionisio Credit Cooperative

2.1.1 Date Started: August 2, 2023 2.2 Date Finished: August 26, 2023 3.

Profile:

3.1 Gender: Male 3.2 Date of Birth: December 27, 1999 3.3 Age: 24 3.2 3.4

Father's/Guardian's Name: VLADIMIR MORALITA Occupation: SEAMAN

3.5 Mother's Name: ANGELITA MORALITA Occupation: N/A

4. Which subject have helped you much in doing your Practicum?

HMS4 FOOD & BEVERAGE SERVICES

5. List your expectation prior to deployment to this Practicum

New Challenges, great Facilities, and Good Staff

6. Based on item No.5, indicate the expectation that you have met

All of them have met my expectation, good staff and friendly and also there facilities Are stunning and clean, and I met new Challenges like how to handle the guest and how to take a order properly

7. Were you given orientation in school prior to development for Practicum? YES ☒ No ☐

Do you find it sufficient? YES ☒ No ☐

If NO, write specific topics/items that should have been included.

8. Were you given sufficient orientation on-site? YES ☒ No ☐

If NO, list down what topics/items that should have been included.

9. What area's in the establishment you were assigned?

39

RESTAURANT, . BAR, MEETING ROOMS

10. List down the outstanding/strong features of this industry/host training partner

RESTAURANT,

11. List down the weak features, if any of the industry/host training partner.

N/A

12. Did you find yourself improved after the practicum? Why?

Yes, I learn a lot of things that need to improve on my skills

13. What skills have you learned from the practicum?

Multitasking, Organization, Communication

14. Do you think you have developed the competence to perform the tasks you undertook the practicum? Why?

Yes, because I learn a lot and focus on the training and develop my skills

15. What tips can you share with the students who will undergo practicum?

Stay humble, and Keep learning

16. Will you recommend the industry/host training partners to other students? Why?

Yes, Because of the features of the hotel and good staff

17. Which aspect of the Practicum did you enjoy most?

The most I enjoy in practicum is the hotel facilities and the staff are good they teach me all of the ways of how to serve properly and how to communicate with the guest

CERTIFICATE OF COMPLETION

40





Date of birth: February 02, 2002
Place of birth: Manila
Gender: Male
Nationality: Filipino
Height: 165cm (5'4)

- Good listening skills
- Outgoing and energetic attitude
- Time management
- Self- motivation
- Creative thinking
- Communication skills

CONTACT

15888 Purok 7 Ramos Compound, Dilain St.
Multinational Village, Paranaque City
+63 9272951665
Paolovincemoralita02@gmail.com

PAOLO VINCE MORALITA

EDUCATION

Elementary	2009- 2014	Children School of Tomorrow Camella homes, Bacoor City, Cavite
Secondary	2014-2017	Angelicum Primarosa Montessori School Villa de Primarosa, Buay na Tubig, Imus City, Cavite
Senior High School	2017-2019	General Flaviano Yengko Senior High School Dama de Noche St. Brgy. Pasong Buaya 2, Imus City, Cavite Senior High School Strand: Humanities and Social Sciences
Tertiary	2021-2024	Paranaque City Colleges Coastal Road, Cor Victor Medina, Paranaque, 1700 Metro Manila