



The University of Mindanao

**A PRACTICUM PORTFOLIO
Presented to the
UNIVERSITY OF MINDANAO
College of Computing Education – BSIT Program**

by

CARLOS M. ECHAVEZ JR.

April 2023

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Resume

CARLOS ECHAVEZ JR



PROFILE

📞 09956130902
✉️ echavezjr@gmail.com
📍 Buhangin, Davao City

I am a BSIT fourth-year student with qualified skills as a technical support and an entry-level programmer with experience in some specific fields. Computer literacy and familiarity with various computer programs.

SKILLS

- Programming
- Web Design
- Front-End Developer
- Web Builder Developer
- Computer Literacy
- Accuracy and attention to details
- Data Entry

EXPERIENCE

FREELANCE WEB BUILDER DEVELOPER (WIX, WORDPRESS, ETC.)

Apollo Men's Wellness Center (apolломенсswellness.com)
June 2022

- Website design
- Built with Wix website builder
- Appointment scheduling website

ECV Logistics (ecvlogistics.com)

July 2022

- Website design
- Built with Wix website builder
- Company profile website

EDUCATION

TERTIARY SCHOOL

University of Mindanao - Bachelor of Science in Information Technology
2018 - 2023

SECONDARY SCHOOL

Saint Augustin International School
2011 - 2015

INTERNSHIP

ICT Matina, University of Mindanao
September - November 2022 (120 hours)

- Technical Support

Detail Online Technology, Inc

September - January 2023 (580 hours)

- Data Validator
- Software Development

Cover Letter

Detail Online Technology, Inc.

September 1, 2022

MICHAEL PINTO

People and Talent Acquisition Lead PH
Detail Online Technology Inc.
4F Regus Topas Tower, Damosa IT Park JP Laurel Ave.
Davao City, Davao 8000, PH

Dear Mr. Michael Pinto:

Good day Mr. Pinto, I am Carlos Echavez Jr. from Buhangin, Davao City. I am excited to submit my resume and cover letter for the Internship job within Detail Online Technology, Inc.. With multiple skills and qualities, I am confident I would be an excellent fit for the role.

I am currently studying for a Bachelor's degree majoring in Information Technology at University of Mindanao. I have proficient computer skills such as MS Office, Web Development, and Technical Support skills. I've done three website projects for the past six months as a freelance web developer. And I have years of experience in data entry related jobs.

As a graduating student at the university, I need to complete 250 hours of software development and 236 hours of technical support internship starting on 1st/2nd week of September.

I look forward to meeting with you and learning more with the said matter further. You can contact me anytime through this phone number +639956130902 or through my email address, echavezjr@gmail.com. Thank you!

Sincerely,



Carlos M. Echavez Jr.

September 6, 2022

JOURDAN SALAZAR

ICT Supervisor
University of Mindanao
Matina Campus

Dear Mr. Jourdan Salazar:

Good day Mr. Salazar, I am Carlos Echavez Jr. from Buhangin, Davao City. I am excited to submit my resume and cover letter for the Technical Support Internship job within the University of Mindanao. With multiple skills and qualities, I am confident I would be an excellent fit for the role.

I am currently studying for a Bachelor's degree majoring in Information Technology at University of Mindanao. I have proficient computer skills such as MS Office, Web Development, and Technical Support skills. I've done three website projects for the past six months as a freelance web developer. And I have years of experience in data entry related jobs.

As a graduating student at the university, I need to complete 120 hours of technical support internship starting on 1st week of September.

I look forward to meeting with you and learning more with the said matter further. You can contact me anytime through this phone number +639956130902 or through my email address, echavezjr@gmail.com. Thank you!

Sincerely,



Carlos M. Echavez Jr.

Endorsement Letter

Detail Online Technology, Inc.



College of Computing Education

3rd Floor, DPT Building

Matina Campus, Davao City

Telefax: (082)

Phone No.: (082) 300-5456/300-0645 to 48 Local 116

September 1, 2022

MICHAEL P. PINTO
People and Talent Acquisition Lead PH
Detail Online Technology, Inc.
Davao City

Dear Sir,

Greetings from the University of Mindanao!

The College of Computing Education is grateful to have you as our industry partner for our Practicum/OJT Program. And with that, we are sending you the following student(s) to work as On-The-Job Trainees in your company. We hope that you can give them tasks or activities on Software Development and/or Technical Support.

We recommend the following BSIT student(s) to work as On-The-Job Trainees:

- | | |
|------------------------------|---------------------------|
| 1. Arañas, Klein Elisa Paula | 9. Nasiad, Anne Josea |
| 2. Bulanoy, Vanessa | 10. Pagandahan, Danibelle |
| 3. Catipay, Orland | 11. Pojas, Jemimah |
| 4. Echavez Jr., Carlos | 12. Quitoga, Urcelita |
| 5. Enumerables, Llane | 13. Silva, Winefredo |
| 6. Granada, Dranreb | 14. So, Ma. Patricia Mae |
| 7. Montellano Jr., Alex | 15. Taoy, Jay Marie |
| 8. Morante, Ivy Mae | 16. Tolentino, Deryllen |

For 1st Semester, SY 2022-23, the general guidelines in the delivery of the ONLINE Practicum/OJT Program are the following:

- **practicum program is via remote/virtual or work-from-home;** unless otherwise, the face-to-face classes/practicum are allowed; thus, students are prohibited from coming to the office physically;
- students are required to submit due diligence requirements (to the college) before onsite work or deployment if face-to-face classes/practicum is allowed;
- upon (remote/virtual) deployment, the HTE shall provide an orientation of the company's policies and guidelines while working from home;
- in the course of remote/virtual practicum, the HTE will provide course-related work assignments to the students;
- students will be monitored by the college Practicum Coordinator, who shall regularly coordinate and communicate with your company's OJT supervisor or point of contact in the program's duration via a video-conferencing app;



College of Computing Education

3rd Floor, DPT Building
Matina Campus, Davao City
Telefax: (082) 300-5456/300-0645 to 48 Local 116

- the company's OJT supervisor or point of contact will arrange a conference with the Practicum Coordinator should a student-intern problem arise; and,
- at the end of the practicum, the OJT Supervisor or Team Leader will evaluate the student-interns assigned to them using the University's performance evaluation instruments.

We hope that this request will merit your approval. Thank you, and we look forward to our continuing partnership in the development of our students.

Respectfully yours,

A handwritten signature in black ink, appearing to read "CMB".
Charisse P. Barbosa
Practicum Coordinator, CCE

Noted by:

A handwritten signature in black ink, appearing to read "RNV".
Ramcis N. Vilchez, DIT
Dean, CCE



College of Computing Education

3rd Floor, DPT Building
Matina Campus, Davao City
Telefax: (082) 5456-300-0645 to 48 Local 116

September 12, 2022

JOURDAN SALAZAR
ICT Matina, Supervisor
University of Mindanao

Dear Sir,

The College of Computing Education is grateful to have you as our industry partner for our Practicum/OJT Program. And with that, we are sending you the following student(s) to work as On-The-Job Trainees in your department. We hope that you can give them tasks or activities related to Technical Support for 120 hours only.

We recommend the following BSIT student(s) to work as On-The-Job Trainees:

- | | |
|----------------------------------|---------------------------|
| 1. Araneta, Franz Kenneth | 7. Catipay, Orland |
| 2. Bungabong, Kurt Vince Gregory | 8. Echavez Jr., Carlos |
| 3. Carlos, Thea Tarah | 9. Enumerables, Llane |
| 4. Diestro, Trisha Leigh | 10. Granada, Dranreb |
| 5. Marilag, Carmelo Jules | 11. Montellano , Jr. Alex |
| 6. Bulanoy, Vanessa | |

We hope that this request will merit your approval. Thank you, and we look forward to our continuing partnership in the development of our students.

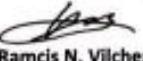
Respectfully yours,

A handwritten signature in black ink, appearing to read "CMB".

Charisse P. Barbosa
Practicum Coordinator, CCE

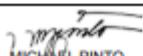
Noted by:

A handwritten signature in black ink, appearing to read "RNV".


Ramcis N. Vilchez, DIT
Dean, CCE

Acceptance Letter

Detail Online Technology, Inc.

 UM The University of Mindanao	ACADEMIC AFFAIRS [] Main [] Branch _____ ACCEPTANCE LETTER			
September 12, 2022				
<p>THE DEAN Ramcis N. Vilchez, DIT College of Computing Education University of Mindanao Bolton Street, Davao City</p>				
Sir/Madam:				
<p>This is to acknowledge acceptance of the students listed below to undergo practicum in our company as a Host Training Establishment in compliance of the provisions stated in the Memorandum of Agreement between the University of Mindanao _____ Detail Online Technology, Inc. _____ and in accordance to the company policies: Text</p>				
Name of Student	Assignment (Company Department)	Name of Company Supervisor	Inclusive Dates	No. of Hours
Arafas, Klein Elisa Paula		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Bulanoy, Vanessa		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Calipay, Orland		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Echavez Jr., Carlos		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Enumerables, Liane		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Granada, Dranreb		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Montellano Jr., Alex		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Morante, Ivy Mae		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Nasiad, Anne Josea		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Pagandahan, Danibelle		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Pojas, Jemimah		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Quitoqa, Urcelita		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Silva, Winfredo		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Se, Ma. Patricia Mae		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Taoz, Jay Marie		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
Tolentino, Beryllin		J. Laput / S. Licayan	Sep 13 - Dec 12, 2022	486
 MICHAEL PINTO (Signature above printed name of the head of Establishment)				



ACADEMIC AFFAIRS

[] Main [] Branch

ACCEPTANCE LETTER

September 12, 2022

THE DEAN

Ramcis N. Vilchez, DIT
College of Computing Education
University of Mindanao
Bolton Street, Davao City

Sir/Madam:

This is to acknowledge acceptance of the students listed below to undergo practicum in our company as a Host Training Establishment in compliance of the provisions stated in the Memorandum of Agreement between the University of Mindanao _____
ICT Matina Campus
and in accordance to the company policies: _____
Text

JOURDAN SALAZAR

(Signature above printed name of the head of Establishment)

Practicum Reflection Essay

Reflecting on my experience as an intern in the University of Mindanao, Bachelor of Science in Information Technology (BSIT) program, I am filled with a deep sense of gratitude and appreciation. This internship was not just a stepping stone in my academic and professional journey, but also a life-changing experience that has taught me so much about myself and the world around me.

One of the things I am thankful for is the opportunity to work with a talented and experienced team of professionals. I was able to observe and learn from their skills and techniques, and was even given the chance to contribute to real-life projects and make a meaningful impact. Through this, I was able to develop my own skills, such as problem-solving, communication, and teamwork, and gain confidence in my ability to contribute to the field of technology. The mentorship and guidance I received from my colleagues was invaluable, and I am grateful for the support they provided throughout my internship.

I am also grateful for the exposure to new technologies and innovative practices. During my internship, I was able to work with cutting-edge tools and software that allowed me to expand my knowledge and understanding of the industry. This gave me a glimpse of the future and what is possible, and inspired me to continue learning and growing in my field. The hands-on experience I gained in using these technologies was instrumental in helping me understand their potential and limitations.

Furthermore, I am thankful for the opportunities to network and build relationships with my colleagues and mentors. Not only did I learn from them, but I also made lifelong connections that will be invaluable as I progress in my career. The friendships and bonds I formed during my internship will be treasured forever, and I am grateful for the support and encouragement I received from everyone. The network of professionals I developed during my internship will provide me with the resources and support I need as I continue to grow in my career.

In addition, I am thankful for the challenge and growth that came with being an intern. It was a significant learning experience, and I am proud of the work I accomplished during my time there. The real-world experience I gained was incredibly valuable, and I am grateful for the

chance to apply the theories and concepts I learned in class to actual projects and problems. This allowed me to gain a deeper understanding of the field, and I am confident that it will serve me well in my future endeavors.

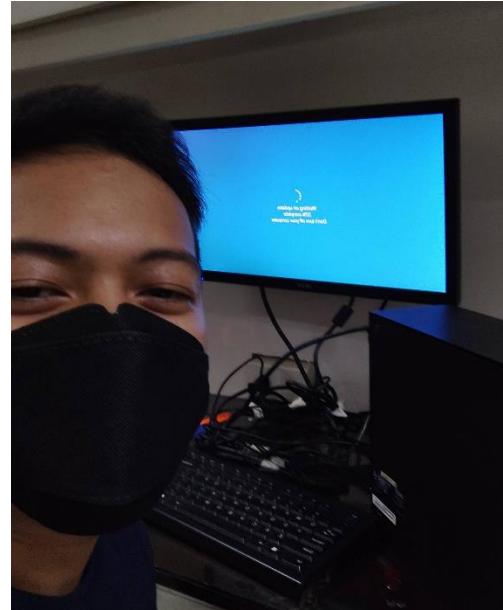
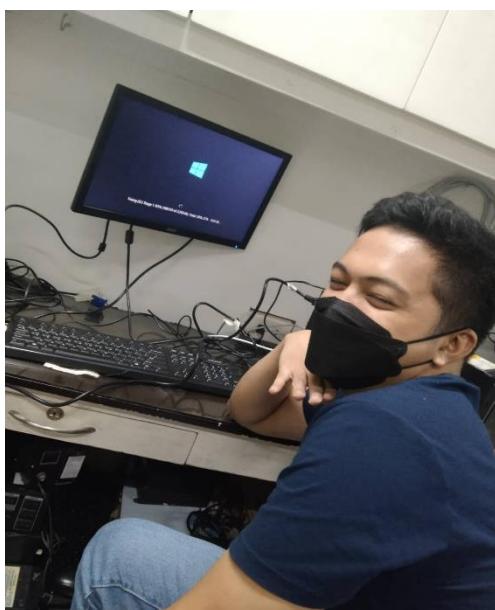
In conclusion, my experience as an intern of BSIT in ICT Matina and Detail Online Technology, inc. was truly a wonderful and transformative journey. I am thankful for the knowledge, skills, and connections I gained, and for the impact it has had on my life. I am confident that the lessons and experiences I gained during my internship will serve me well as I continue on my academic and professional journey, and I look forward to seeing where it will take me in the future. I will always look back on my time as an intern with fond memories, and I am grateful for the opportunities and experiences it provided me.

Practicum Artifacts / Documentation

ICT Matina, University of Mindanao



My intern workmates in ICT Matina are working on assembling access points and drilling holes for connections in some rooms in the PS building.



This is our usual daily work on ICT Matina to troubleshoot and upgrade the PCs in the UM laboratory from Windows 7 to 10.



Doing regular preventive maintenance in some offices and laboratories to prolong the life of the PCs and reduce potential hardware problems.

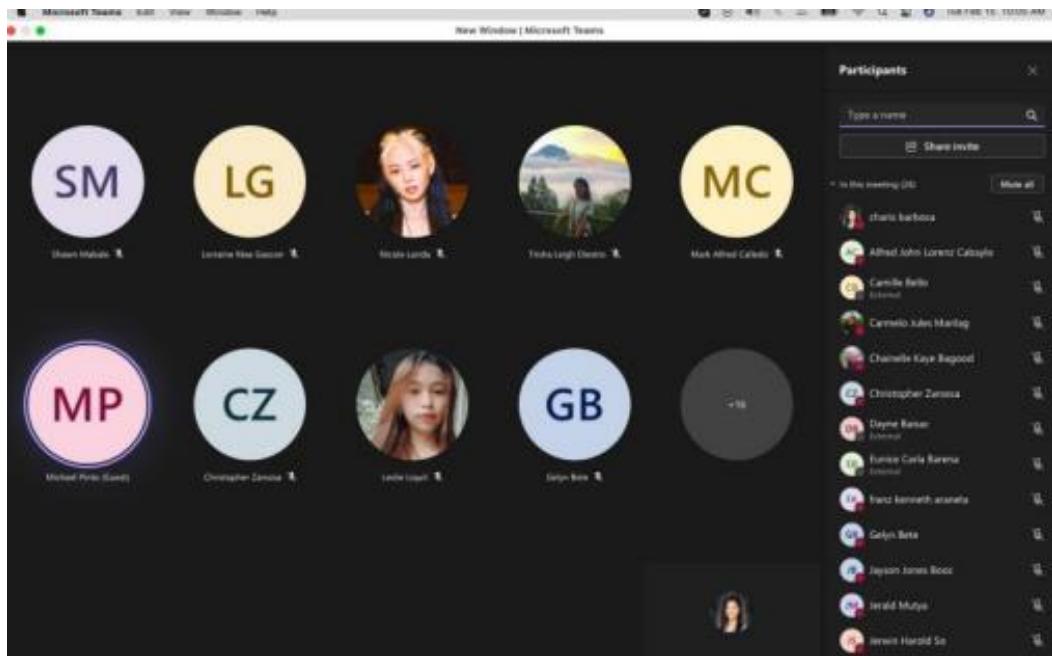


Assembling and configuring new PCs for the school laboratories.

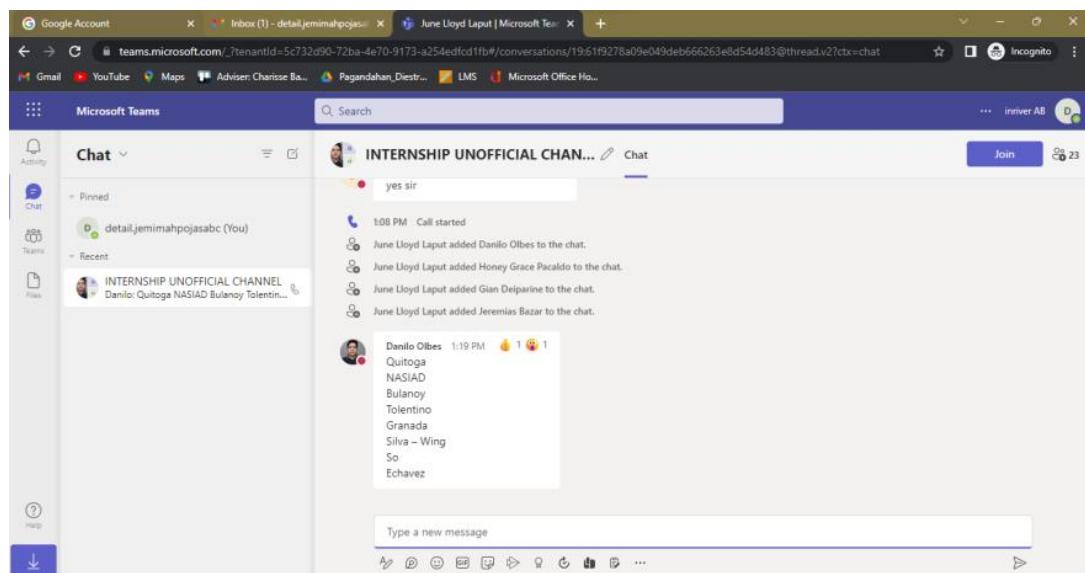


Last week as interns, we prepared some foods and drinks as a token of appreciation for our supervisor and mentors.

Detail Online Technology, Inc.



Practicum orientation with Detail Online company last September 12, 2022.



Team leaders picked interns to join their team, and I was assigned to team MS_Score 21Q.

Sep 26, 2022

DATE	Team	Assigned Task	Date Assigned	Expected Completion Date	Actual Completion Date	Comments (if applicable)
9-26-2022	MS_SCORE 21Q	MANUAL WEBSHOT	9-26-2022	9-26-2022	9-26-2022	DONE

Sep 27, 2022

DATE	Team	Assigned Task	Date Assigned	Expected Completion Date	Actual Completion Date	Comments (if applicable)
9-27-2022	MS_SCORE 21Q	MANUAL WEBSHOT	9-27-2022	9-27-2022	9-27-2022	DONE

Sep 28, 2022

DATE	Team	Assigned Task	Date Assigned	Expected Completion Date	Actual Completion Date	Comments (if applicable)
9-28-2022	MS_SCORE 21Q	AUTOMATED VALIDATION	9-28-2022	9-28-2022	9-28-2022	DONE

Sep 29, 2022

DATE	Team	Assigned Task	Date Assigned	Expected Completion Date	Actual Completion Date	Comments (if applicable)
9-29-2022	MS_SCORE 21Q	WEBSHOT VALIDATION	9-29-2022	9-29-2022	9-29-2022	DONE

Sep 30, 2022

DATE	Team	Assigned Task	Date Assigned	Expected Completion Date	Actual Completion Date	Comments (if applicable)
9-30-2022	MS_SCORE 21Q	OOS DEAD VALIDATION	9-30-2022	9-30-2022	9-30-2022	DONE

This is my usual weekly tasks as an intern in Detail Online company.

Certificate of Practicum

ICT Matina, University of Mindanao



Information and Communication Technology Center
Ground Floor, Administration Building
Bolton Street, Davao City
Telefax: (082)227-9967
Phone No.: (082)227-5456 Local 113

CERTIFICATION

This is to certify that **Mr. Carlos Echavez** has rendered 120 hours of duty in Technical Support at the Information and Communications Technology Center, Matina Campus for the period September 16, 2022 to November 18, 2022

This certification is being issued upon her request for whatever legal purpose it may serve her best.

Issued this 17th day of January 2023.

A handwritten signature in black ink, appearing to read "JBS".
Jourdan B. Salazar
Supervisor, Technical Services

A handwritten signature in black ink, appearing to read "JI".
Joseph Ibale
Manager, Technical Services

Detail Online Technology, Inc.



CERTIFICATE OF COMPLETION

is given to

Carlos Echavez Jr.

For completing four hundred eighty-six (486) hours of internship from

September 12, 2022 to December 12, 2023

at

Detail Online Technology Inc.

4th Floor Topaz Tower, Damosa IT Park, Davao City

MICHAEL PINTO
Lead – HR and Recruitment

MARK CHUA CHUI HIAN
Managing Director

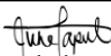
Evaluation Form - Individual Performance Evaluation

Detail Online Technology, Inc

 The University of Mindanao	ACADEMIC PLANNING & SERVICES <input checked="" type="checkbox"/> Main <input type="checkbox"/> Branch _____ INDIVIDUAL PRACTICUM EVALUATION																										
Name: <u>Carlos M. Echavez Jr.</u> College: <u>CCE</u> Program: <u>BSIT</u> Course: <u>BSIT</u> Semester: <u>1st</u> School Year: <u>2022-2023</u> Host Training Establishment (HTE): <u>Detail Online Technology, Inc.</u> Department: _____																											
Scale Rating: 5 – Very High Competent 4 – Highly Competent 3 – Moderately Competent 2 – Less Competent 1 – Not Yet Competent																											
I. PROGRAM COMPETENCIES <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="text-align: center;">Number of Hours</th> <th style="text-align: center;">Evaluation Rating</th> </tr> </thead> <tbody> <tr> <td>1. Correct handling of tasks and reports to the work.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">5 _____</td> </tr> <tr> <td>2. Manifest technique in doing data quality and validation works.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">4 _____</td> </tr> <tr> <td>3. Demonstrate ethical behavior in facilities and company rules and regulation, and responsible of the image and effectiveness of the company.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">4 _____</td> </tr> <tr> <td>4. Manipulate properly the software tools and equipment.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">5 _____</td> </tr> <tr> <td>5. Thoroughness in accomplishing tasks through concern for all areas of responsibility.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">5 _____</td> </tr> <tr> <td>6. Evaluate assigned work projects and exercise judgment in prioritizing projects under supervision.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">5 _____</td> </tr> <tr> <td>7. _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>					Number of Hours	Evaluation Rating	1. Correct handling of tasks and reports to the work.	_____	5 _____	2. Manifest technique in doing data quality and validation works.	_____	4 _____	3. Demonstrate ethical behavior in facilities and company rules and regulation, and responsible of the image and effectiveness of the company.	_____	4 _____	4. Manipulate properly the software tools and equipment.	_____	5 _____	5. Thoroughness in accomplishing tasks through concern for all areas of responsibility.	_____	5 _____	6. Evaluate assigned work projects and exercise judgment in prioritizing projects under supervision.	_____	5 _____	7. _____	_____	_____
	Number of Hours	Evaluation Rating																									
1. Correct handling of tasks and reports to the work.	_____	5 _____																									
2. Manifest technique in doing data quality and validation works.	_____	4 _____																									
3. Demonstrate ethical behavior in facilities and company rules and regulation, and responsible of the image and effectiveness of the company.	_____	4 _____																									
4. Manipulate properly the software tools and equipment.	_____	5 _____																									
5. Thoroughness in accomplishing tasks through concern for all areas of responsibility.	_____	5 _____																									
6. Evaluate assigned work projects and exercise judgment in prioritizing projects under supervision.	_____	5 _____																									
7. _____	_____	_____																									

F-13050-010 / Rev. # 3 / Effectivity: February 23, 2018

Page 1 of 2

 The University of Mindanao	ACADEMIC PLANNING & SERVICES <input checked="" type="checkbox"/> Main <input type="checkbox"/> Branch _____ INDIVIDUAL PRACTICUM EVALUATION			
PROFESSIONAL DEVELOPMENT <small>(5 highest, 1 lowest)</small>				
Professionalism <i>punctuality, commitment, knowledgeable, skillful, follows instruction, respectful</i>	Job maturity <i>positive work disposition, open to suggestions and feedback, exercises self-management</i>	Communication skills <i>able to communicate well in formula and vernacular language, proficient written and spoken English, technical writing skills</i>	Productivity <i>work efficiency and effectiveness, accomplished assigned task, demonstrated satisfactory outputs</i>	Leadership <i>takes initiative, provides direction in a group</i>
5	5	4	5	4
Excellence	Honesty & Integrity	Innovation	Teamwork	5
Comments: _____ _____ _____ 				
Supervisor: <u>June Lloyd O. Laput</u> <small>(Signature Above Printed Name)</small>				
HTE OJT Coordinator: _____ <small>(Signature Above Printed Name)</small>				

F-13050-010 / Rev. # 3 / Effectivity: February 23, 2018

Page 2 of 2

ICT Matina, University of Mindanao

 ACADEMIC PLANNING & SERVICES <input checked="" type="checkbox"/> Main <input type="checkbox"/> Branch INDIVIDUAL PRACTICUM EVALUATION	
Name: CARLOS ECHAVEZ College: CCE Program: BSIT Course: BSIT Semester: School Year: 2022 - 2023 Host Training Establishment (HTE): ICT MATINA, UNIVERSITY OF MINDANAO Department:	
Scale Rating: 5 – Very High Competent 4 – Highly Competent 3 – Moderately Competent 2 – Less Competent 1 – Not Yet Competent	
L. PROGRAM COMPETENCIES	
Number of Hours Evaluation Rating	
1. Install and/or configure software and network hardware.	✓ +20 60 5
2. Diagnose hardware and software faults and solving technical and applications problems.	✓ +20 60 5
3.	
4.	
5.	
6.	
7.	

E-1050-010/ Rev. # 3/ Effectivity: February 23, 2018

Page 1 of 2

 ACADEMIC PLANNING & SERVICES <input checked="" type="checkbox"/> Main <input type="checkbox"/> Branch INDIVIDUAL PRACTICUM EVALUATION								
PROFESSIONAL DEVELOPMENT <small>(5 highest, 1 lowest)</small>								
Professionalism <i>punctuality, commitment, knowledgeable, skillful, follows instruction, respectful</i>	Job maturity <i>positive work disposition, open to suggestions and feedback, exercises self-management</i>	Communication skills <i>able to communicate well in formula and vernacular language, proficient written and spoken English, technical writing skills</i>	Productivity <i>work efficiency and effectiveness, accomplished assigned task, demonstrated satisfactory outputs</i>	Leadership <i>takes initiative, provides direction in a group</i>	Demonstration of University core values			
5	5	5	5	4	Excellence	Honesty & Integrity	Innovation	Teamwork
Comments: <hr/> <hr/> <hr/>								
Supervisor: <u>JOURDAN CALAZAR</u> <small>(Signature Above Printed Name)</small>								
HTE OJT Coordinator: _____ <small>(Signature Above Printed Name)</small>								

E-1050-010/ Rev. # 3/ Effectivity: February 23, 2018

Page 2

Evaluation Form – Host Training Establishment

Detail Online Technology, Inc.

ACADEMIC AFFAIRS OFFICE																																																											
[x] Main [] Branch _____																																																											
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Subject: _____ Program: <u>BSCIT</u> College: <u>CCE</u>																																																											
Name of Host Training Establishment (HTE): <u>Detail Online Technology, Inc.</u>																																																											
Address of HTE: <u>1F Pegasus Tower, Damaso II Park JP Laurel Ave.</u>																																																											
Company Department: _____																																																											
Duration of Training (Inclusive Dates): <u>Sept. 12 - December 16</u> No. of Hours: <u>528</u>																																																											
<i>Direction: Check the column corresponding to your choice/response. Please do not leave any item unanswered.</i>																																																											
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Name of Student-Trainee/Coordinator: <u>Echavez, Carlito A. Jr.</u> Subject: _____ Program: <u>BSE</u> College: <u>CCE</u> Name of Host Training Establishment (HTE): <u>ICT Matina</u> Address of HTE: <u>University of Mindanao</u> Company Department: _____ Duration of Training (Inclusive Dates): <u>Sept 17 - Nov. 18</u> No. of Hours: <u>120</u>						
<i>Direction: Check the column corresponding to your choice/response. Please do not leave any item unanswered.</i>						
5 - Very Strongly Agree 4 - Strongly Agree 3 - Neither Agree nor Disagree 2 - Disagree 1 - Strongly Disagree						
The Supervisor		5	4	3	2	1
1. conducts orientation with the student trainees		✓				
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Comments/Suggestions/Recommendations: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>						

Self-Evaluation Form

2/12/23, 6:54 PM

University of Mindanao Mail - Self-Evaluation Form, 1st Sem SY 2022-2023



CARLOS JR ECHAVEZ <c.echavez.458957@umindanao.edu.ph>

Self-Evaluation Form, 1st Sem SY 2022-2023

1 message

Google Forms <forms-receipts-noreply@google.com>
To: c.echavez.458957@umindanao.edu.ph

Sat, Feb 11, 2023 at 1:17 PM

Google Forms

Thanks for filling out [Self-Evaluation Form, 1st Sem SY 2022-2023](#)

Here's what was received.

Self-Evaluation Form, 1st Sem SY 2022-2023

University of Mindanao - College of Computing Education

Your email (c.echavez.458957@umindanao.edu.ph) was recorded when you submitted this form.

The College requires all student-interns to submit a self-evaluation form in which they honestly assess their internship performance and degree of learning. This activity affords you the opportunity to reflect on your internship experiences holistically and to have faculty analyze your performance, learning, and professional development. You must submit the completed self-evaluation form to your College practicum coordinator before a final grade will be issued.

Using the scale provided, respond honestly to the following statement about your internship performance.

- 1 - Strongly disagree
- 2 - Somewhat disagree
- 3 - Neither agree nor disagree
- 4 - Somewhat agree
- 5 - Strongly agree
- N/A - Not applicable

Your Name

<https://mail.google.com/mail/u/1/?ik=bdf240aed3&view=pt&search=all&permthid=thread-f%3A1757510620994300434&simpl=msg-f%3A17575106209...> 1/7

ECHAVEZ CARLOS JR MARTINEZ ▾

Your Course *

- BSIT
- BSCS
- BSIS
- BSEMC - GD
- BSEMC - DA
- BMA

As a student-intern, I was able to ...

Achieve my internship learning objectives. ***Demonstrate necessary writing and speaking skills *****Apply classroom knowledge to the internship setting effectively ***

0 1 2 3 4 5

N/A

 Strongly agree

Demonstrate critical thinking and problem-solving skills *

0 1 2 3 4 5

N/A

 Strongly agree

Demonstrate initiative and the ability to learn *

0 1 2 3 4 5

N/A

 Strongly agree

Respond well to supervision and constructive criticism *

0 1 2 3 4 5

N/A

 Strongly agree

Show the capacity to be a self-sufficient, independent worker *

0 1 2 3 4 5

N/A

 Strongly agree

Work effectively with others on team projects *

0 1 2 3 4 5

N/A

 Strongly agree

Exhibit a sense of responsibility and dependability *

0 1 2 3 4 5

N/A

 Strongly agree

Exhibit a positive attitude toward work and co-workers *

0 1 2 3 4 5

N/A

 Strongly agree

Show creativity and originality *

0 1 2 3 4 5

N/A

 Strongly agree

Exhibit a professional attitude *

0 1 2 3 4 5

N/A

 Strongly agree

Behave ethically *

0 1 2 3 4 5

N/A

 Strongly agree

Demonstrate sensitivity to diversity in the workplace *

0 1 2 3 4 5

N/A

 Strongly agree

Adapt well to changing circumstances *

0 1 2 3 4 5

N/A

 Strongly agree

Present an appropriate professional appearance *

0 1 2 3 4 5

N/A

 Strongly agree

Make progress throughout the internship *

0 1 2 3 4 5

N/A

 Strongly agree

Complete a sufficient quantity of work *

0 1 2 3 4 5

N/A

 Strongly agree

Produce quality work *

0 1 2 3 4 5

N/A

 Strongly agree

Demonstrate awareness of strengths/weaknesses *

0 1 2 3 4 5

N/A

 Strongly agree

Has the internship clarified or confirmed your educational and career goals? *

 Yes No

Has the internship has made you decide to pursue a different career path? *

 Yes No

Has the internship enhanced your self-understanding and professional development in important ways? *

 Yes

No

Overall-internship experience *

- Excellent
- Good
- Average
- Poor

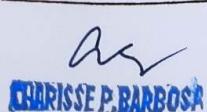
[Create your own Google Form](#)[Report Abuse](#)

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<https://mail.google.com/mail/u/1/?ik=bdf240aed3&view=pt&search=all&permthid=thread-f%3A1757510520994300434&simpl=msg-f%3A17575105209...> 7/7

Appendix A – Pre-deployment Assessment Task Scoring Rubric

A.1 Curriculum Vitae

 The University of Mindanao	<p style="text-align: right;">College of Computing Education 3rd Floor, DPT Building Matina Campus, Davao City Phone No.: (082)300-5456/300-0645 to 48 Local 116</p> <p style="text-align: center;">Curriculum Vitae Scoring Rubric</p>
Name: <u>Echavez, Carlos M. Jr.</u> Course: <u>CCE - BS IT</u>	Date Performed: _____
Legend: C: Complied; NC: Not Complied	
CRITERIA	
Correctness, Style, Appearance, & Tone - Goal: To ensure your strengths are highlighted for your specific audience and that the resume is accurate, updated, polished and easy to read.	
A. Fills one page without overcrowding; Margins are acceptable B. Font style & size is readable; Formatting is consistent C. Relevant info appears on the top ½ of the page D. Section headings reflect content and content substantiates headings (section titles & descriptions are relevant to targeted opportunity) E. CV/Resume is targeted to internship, job or program	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> C <input type="checkbox"/> NC
Grammar, Spelling, & Punctuation - Goal: To ensure your resume is polished	
A. Error-free spelling; Error-free punctuation; Error-free spacing B. Grammar is appropriate (e.g. verb, tense, pronouns)	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> C <input type="checkbox"/> NC
Contact Information - Goal: To ensure a reviewer can easily reach you and your contacts/references.	
A. Includes name, address, email, phone; Name stands out on the resume; Provides professional email	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
Education Section - Goal: To convey academic qualification and training	
A. Entries are in reverse chronological order; Degree is spelled out; Course work is listed relevant; Major(s) (if declared) and graduation date month/year are indicated B. Each institution include name, location, & dates C. Relevance of study abroad, research, certificates & honors is revealed	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> C <input type="checkbox"/> NC
Experience Section - Goal: To contextualize your skills & qualifications, showing relevance to the position desired	
A. Entries are in reverse chronological order; Organization name, position, title, location and dates are included B. Bullets begin with strong action verbs and are in correct verb tense C. Bullets are concise, direct, & indicate one's impact/accomplishments	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> C <input type="checkbox"/> NC
Skills & Interest Section - Goal: To reveal relevant or interesting information that does not appear elsewhere on the resume	
A. Listings are relevant to the reader; Listings are concise B. Level of proficiency is indicated for language or computer skills	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> C <input type="checkbox"/> NC
 <u>MARISSE P. BARBOSA</u> <u>9/5/2022</u>	
Practicum Instructor / Date and Signature	

A.2 Cover Letter



College of Computing Education
3rd Floor, DPT Building
Malina Campus, Davao City
Phone No.: (082)300-5456/300-0645 to 48 Local 116
Telefax: (082)

Cover Letter Scoring Rubric

Name: Echavez, Carlos M Jr.
Course: CCE - BSIT

Date Performed: _____

Legend: C: Complied; NC: Not Complied

CRITERIA	RATING
<i>Presentation and Format</i> – Visually appealing, proper grammar and spelling, and standardized cover letter format	
A. Uses correct business letter format with date and employer address at the top and job seeker signature/ address at the bottom	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
B. Uses an appropriate greeting and addresses the correct person and department	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
C. Header matches resume and includes name and contact information	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
D. Uses appropriate language and grammar for the position	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
E. Visually appealing	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
<i>Opening Paragraph</i> – Why you are writing and why the organization should take interest in you	
A. Identifies positions, organization and purpose for writing	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
B. Describes interest in, and brief qualifications for, position and organization being pursued	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
C. Uses a transition sentence to effectively introduce second paragraph	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
<i>Middle Paragraph(s)</i> – Present relevant qualifications, experience and skills related to the position/organizations	
A. Describes two to three ways to contribute to the position/organization based on relevant experience and qualifications	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
B. Illustrates—using examples—relevant, measurable contributions to organizations referenced in opening paragraph	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
<i>Closing Paragraph</i> – Wrap-up/action	
A. Thanks reader for considering him/her	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
B. Expresses interest in a meeting or conversation	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC

Charisse P. Barbosa
CHARISSE P. BARBOSA

9/5/2022

Practicum Instructor / Date and Signature

A.3 Application Development



The University of Mindanao

College of Computing Education

3rd Floor, DPT Building

Malina Campus, Davao City

Telefax: (065) 300-0646/300-0645 to 48 Local 116

Phone No.: (062)300-5466/300-0645 to 48 Local 116

Application Development Rubrics

Name:
Course:

Echavez, Carlos A. Jr.
CCE - BS IT

Date Performed: _____

Project instructions and specification shall be given during the actual assessment

Legend: C: Complied; NC: Not Complied

CRITERIA	RATING
Database	
A. Use of appropriate data types	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
B. The database has been normalized	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
Software Application	
A. Users can add an object	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
B. Users can modify an existing object	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
C. Users can delete an object	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
D. Main interface displays the list of all the objects in the database	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
E. Required entries are present	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
F. Additional five (5) non-required entries are present.	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
G. Users must not be able to add an object if the required fields are not completely filled-up (upon add and update)	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
H. Users can still save the object even if the additional non-required fields are not filled-up	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
I. Upon selecting an object, users can view the details assigned/linked with the selected object.	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
CRUD – Master File	
A. Users can add an object	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
B. Users can modify an object	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
C. Users can delete an object	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
D. Users cannot save an object if the object details are empty (upon saving and updating)	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
E. Object details interface displays the list of all the object details and linked information (when necessary) in the database	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
Application Design	
A. Required fields are clearly indicated in the GUI	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
B. Appropriate error messages, display icons, or alerts are displayed for user notifications	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
C. Text are clear and readable (use of fonts)	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
D. Easy navigation between one application interface to another	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC
Question and Answer (Oral defense)	
A. The student was able to explain/answer the questions regarding the application he/she developed in a clear and precise manner.	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC

Comments:

AS
CHARISSE P. BARBOSA

9/5/2022

Practicum Instructor / Date and Signature

Appendix B – Competency Certificates

B.1 ITS – Databases



Carlos Martinez Echavez

has successfully completed the certification requirements for
Databases

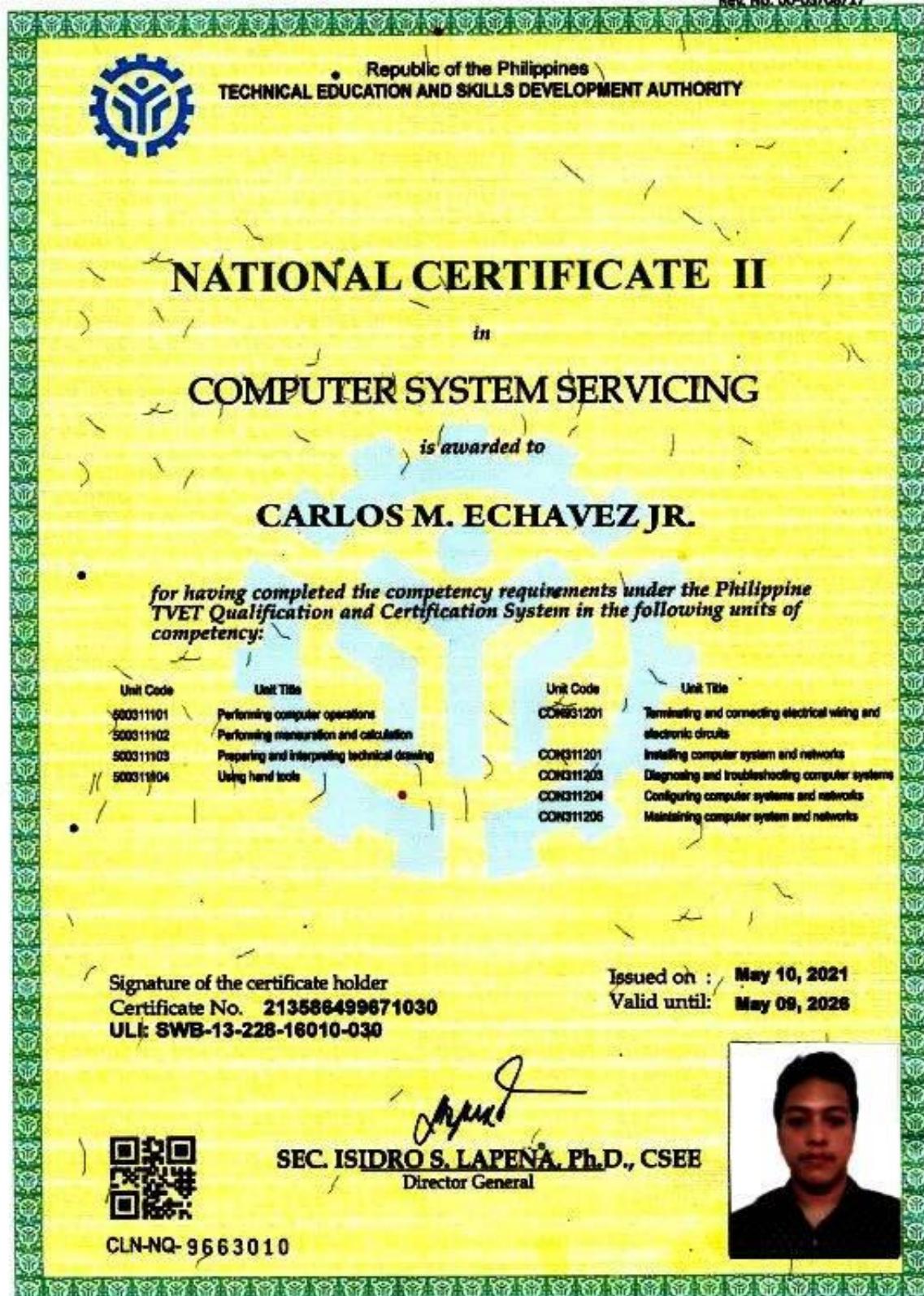
A handwritten signature in black ink.

Dr. Gary A. Gates
Managing Director
Pearson VUE

December 1, 2022
Date Awarded

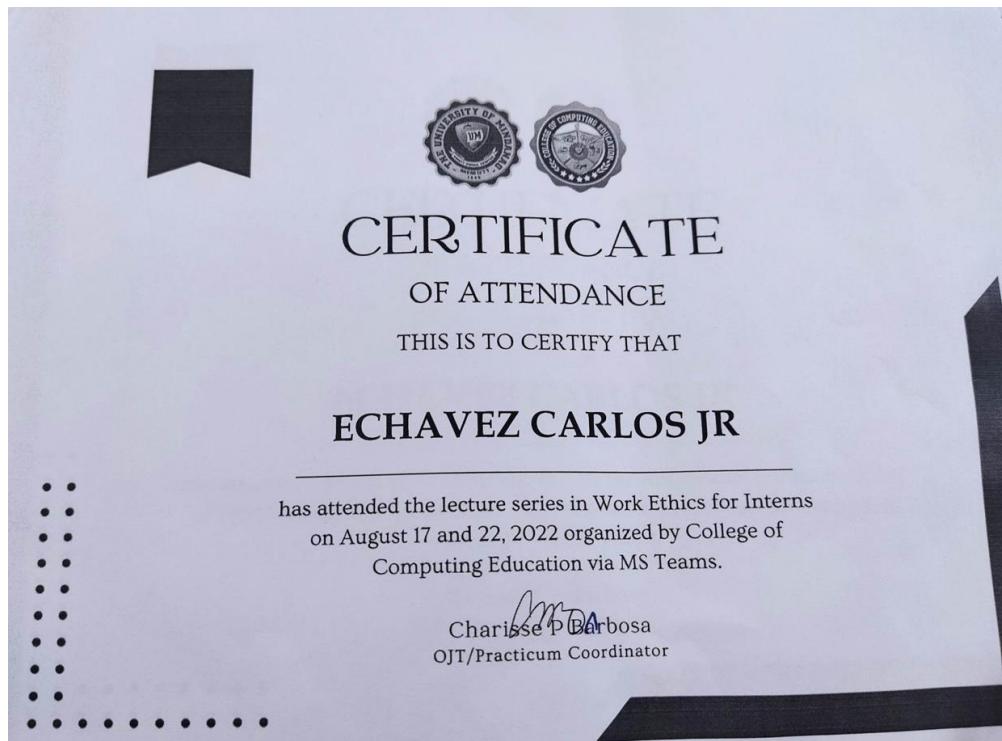
w9rd8-H94k
verify.certiport.com





Appendix C – Seminar / Training Certificate

C.1 Workplace Ethics



C.2 Anti-Sexual Harassment



C.3 Pre-Deployment Orientation



Appendix D – Due Diligence Requirements

D.1 Parental Consent



BSIT Program – College of Computing Education

PARENTAL/GUARDIAN CONSENT AND STUDENT UNDERTAKING FOR PARTICIPATING IN THE FACE-TO-FACE DEPLOYMENT OF THE PRACTICUM/INTERNSHIP/ON-THE-JOB TRAINING

I/We parent/guardian of Carlos Echavez Jr., a 4th year student of
(Printed Name of Student)
the BS INFORMATION TECHNOLOGY Program, College of COMPUTING EDUCATION give my/our full consent
and approval for him/her to participate in the face-to-face deployment in Practicum/Internship/On-the-Job
Training this EIBST semester of school year 2022-2023.

As parents/guardians, we hereby attest/agree on the following, to wit:

1. Fully understand and agree with the University and Host Training Agency (HTA) policies in the conduct of the face-to-face deployment in Practicum/Internship/On-the-Job Training;
2. If we opt not to participate in the F2F deployment, we understand the consequences and shall abide by the existing school policies on the completion of grades;
3. Find a secure place for my/our son/daughter to stay in Davao City;
4. Provide our contact numbers for emergency calls;
5. Shall be held responsible for any cost of medication/ hospitalization incurred relating to COVID-19 infections;
6. Provide PhilHealth Member Data Record or Proof of Membership in Health Maintenance Organization (HMO) if available;
7. Pay tuition and other school fees;
8. Ensure and certify that my son/daughter is fully vaccinated (2 doses) and shall provide the University a copy of the vaccination card;
9. Help in monitoring the whereabouts of my/our son/daughter; and
10. Any violation of the policies/protocols will disqualify my son's /daughter's attendance to the face-to-face OJT/ Practicum deployment at the HTA.

As a student, I hereby attest/agree on the following policies to be observed strictly, to wit:

1. Fully understand and agree with the school policies and Host Training Establishment (HTE) in the conduct of the F2F deployment of practicum/ internship/on-the-job training;
2. Attend all program/college consultations and orientations in the conduct of F2F deployment;
3. Provide a sufficient computer and Internet facilities for any online monitoring and conferences;
4. Pay all my tuition and other financial obligations to the University through the UM Cashier or accredited payment centers; faculty members and employees are prohibited from accepting any payment;
5. Always bring hygiene kits (extra face mask, 70% alcohol, sanitizer, thermometer, and others deemed necessary);
6. Bring food (meals and snacks) and drinking water and eat at the designated dining area only;
7. Report to HTE on time based on the given schedule; report only on the dates and time specified;
8. Submit a copy of my COVID-19 Vaccination Card (2 doses);
9. Practice health protocols as per UM, CHED, DOH, and IATF policies;
10. Wear face masks at all times while inside the HTE premises; a face shield is optional but shall abide if it shall be required by the HTE;
11. Always stay within the designated rooms or space in the working area;
12. Observe physical distancing of at least 1.5 meters all the time;
13. Strictly no loitering inside the HTE and its premises;



14. Observe proper disposal of wastes/waste segregation;
15. Use comfort room/washing area as designated by the HTE;
16. Strictly follow the signages and protocols of the HTE;
17. Inform the immediate HTE OJT supervisor and the HEI OJT Coordinator of any COVID 19 or flu-like signs/symptoms;
18. Any violation of the policies/protocols will disqualify my attendance to the face-to-face deployment;
19. Submit this notarized Undertaking as a requirement for F2F deployment in practicum/internship/on-the-job training; and
20. Tampering with this Undertaking is a grave disciplinary offense subject to disciplinary measures.

CARLOS ERNESTO JR.

Signature over Printed Name of Student
Date: 08-17-22

MOISES CARDO M. ECHAVEZ

Signature over Printed Name of Parent/Guardian
Date: 08-17-22

REBAN CLIFF FAJARDO, MIT

Signature over Printed Name of Program Head
Date: 08-17-22

MARICIS N. VILCHEZ,

Signature over Printed Name of Dean
Date: 08-17-22

NOTARIZATION

17 AUG 2022

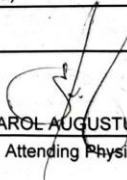
SUBSCRIBED AND SWORN to before me, this _____ by _____ who exhibited to me
(his/her) competent proof of identification _____ issued at _____
Philippines on _____

Notary Public

Doc. No. 57
Page No. 12
Book No. 44
Series of 2022

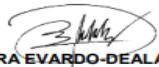
KENANCY K. RETUWA
NOTARY PUBLIC
UNIFORM ID #0412715 Davao City
Reg. No. #02295 D1A/03/2022 Davao City
IPN No. #02295 D1A/03/2022 Davao City
PTR No. #02295 D1A/03/2022 Davao City
MCLE Certificate No. #V-0021247-A
#21 Parkview St. Island Phase
2 Matina Davao City

D.2 Medical Certificate

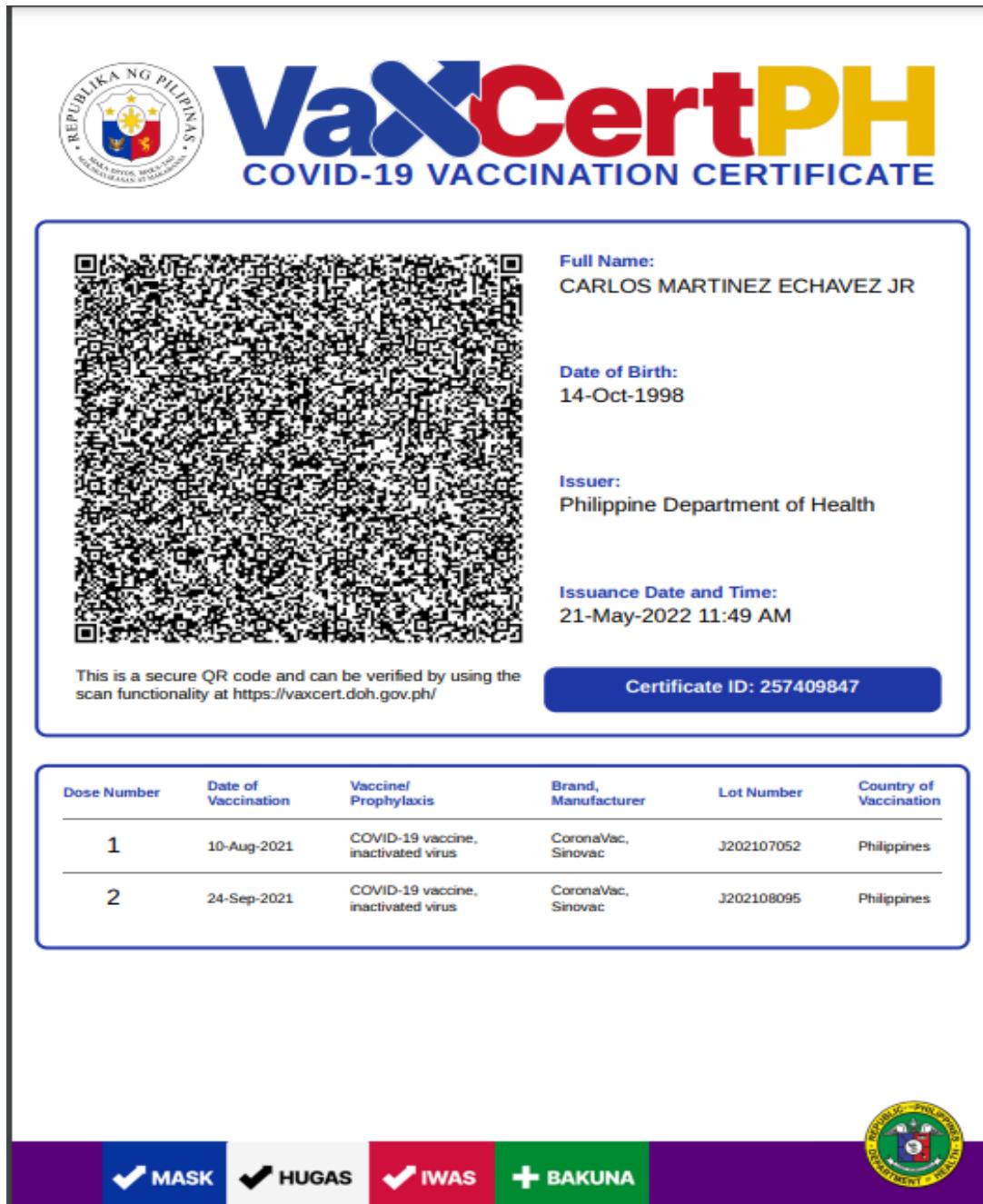
 UM The University of Mindanao	CENTER FOR HEALTH SERVICES [X]Main []Branch _____ MEDICAL CERTIFICATE
August 26, 2022 Date	
TO WHOM IT MAY CONCERN This is to certify that Mr./Ms./Mrs. <u>CARLOS JR MARTINEZ ECHAVEZ</u> has been medically examined and was found to be/have: <u>ESSENTIALLY NORMAL PHYSICAL FINDINGS</u> <u>AT THE TIME OF EXAMINATION</u>	
REMARKS: FOR OJT PRACTICUM REQUIREMENT FOR AY: 2022-2023 (1ST SEM) <u>PHYSICALLY</u> <u>FIT</u>	
 <u>DR. KAROL AUGUSTUS LESIGUEZ</u> Attending Physician	

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

D.3 Mental Fitness Certificate

 The University of Mindanao	Guidance Services and Testing Center 2nd Floor, Social Science Building Bolton Street, Davao City Telefax: (082)227-5456 Local 130
CERTIFICATE OF MENTAL FITNESS	
To Whom It May Concern:	
This is to certify that ECHAVEZ, CARLOS JR. M. , a Bachelor of Science in Information Technology student of this University, has taken the psychological testing last August 24, 2022.	
After undergoing a psychological evaluation, is hereby declared free from any psychological issues at the time of the examination, which may hereafter interfere with his/her performance as an intern.	
This certification is issued upon the request of the above-mentioned person for the sole purpose of OJT/Internship Training application.	
Given this 7 TH day of September 2022 at Davao City. This certificate is valid for six (6) months upon issuance.	
 RONADORA EVARDO-DEALAL, Ph.D., RPsy, RGC, RPm, LPT Licensed Psychologist License No. 0000986 PTR No. 5028723	

D.4 Vaccination Certificate



The image shows a digital vaccination certificate from VaxCertPH. At the top left is the seal of the Republic of the Philippines. To its right, the text "VaxCertPH" is written in large, bold letters, with "Vax" in blue and "CertPH" in red and yellow. Below this, it says "COVID-19 VACCINATION CERTIFICATE".

Full Name: CARLOS MARTINEZ ECHAVEZ JR

Date of Birth: 14-Oct-1998

Issuer: Philippine Department of Health

Issuance Date and Time: 21-May-2022 11:49 AM

Certificate ID: 257409847

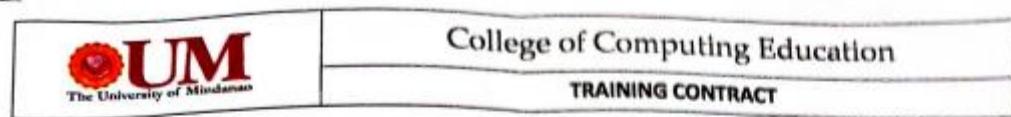
This is a secure QR code and can be verified by using the scan functionality at <https://vaxcert.doh.gov.ph/>

Dose Number	Date of Vaccination	Vaccine/Prophylaxis	Brand, Manufacturer	Lot Number	Country of Vaccination
1	10-Aug-2021	COVID-19 vaccine, inactivated virus	CoronaVac, Sinovac	J202107052	Philippines
2	24-Sep-2021	COVID-19 vaccine, inactivated virus	CoronaVac, Sinovac	J202108095	Philippines

At the bottom, there are four colored boxes: purple (MASK), blue (HUGAS), red (IWAS), and green (BAKUNA). To the right of these boxes is the official seal of the Philippine Department of Health.

Appendix E – Training Contract

E.1 ICT Matina, University of Mindanao

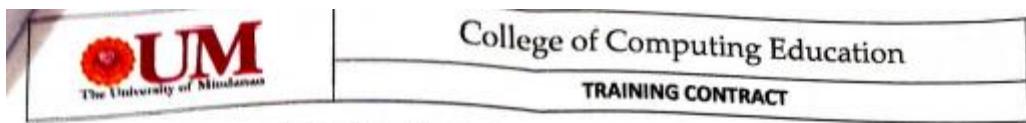


Know All Men by These Presents:

This Training Contract is made and entered in Davao City, Philippines this 12th day of September of 2022 by and between the UNIVERSITY OF MINDANAO, College of Computing Education, a duly registered institution by the Commission of Higher Education, represented by RAMCIS N. VILCHEZ, DIT (Dean, of the College) and Charisse P. Barbosa (Practicum Coordinator, of the College) hereinafter referred to as the PARTY of the FIRST PART, UM – ICT Department with the office address at University of Mindanao, Bolton St. Davao City, duly licensed company represented by ICT Supervisor JOURDAN SALAZAR, hereinafter referred to as the PARTY of the SECOND PART, and CARLOS M. ECHAVEZ, JR. hereinafter referred to as the PARTY of the THIRD PART, presently enrolled in BS Information Technology program of the 1st Semester, SY 2022-2023.

WITNESSETH

1. The INFORMATION TECHNOLOGY of the College of Computing Education of the UNIVERSITY of MINDANAO, as the PARTY of the FIRST PART agrees and allows the affiliation and training of INFORMATION TECHNOLOGY students at the PARTY of the SECOND PART subject to the policies, procedures and guidelines governing the Internship Program of the INFORMATION TECHNOLOGY and the said Host Training Establishment (HTE) of deployment; further than the FIRST, SECOND and THIRD PARTIES shall be responsible and liable to the fullest extent of their respective roles, tasks, and responsibilities, to wit as follows:
 - A. The Internship Adviser. The Internship Adviser serves the liaison function between the University and the HTE. He/she focuses on what the individual student is gaining and learning in the Internship program in relation to his/her total academic experience. Further, the Internship Adviser:
 1. Consults with the HTE Supervisor about the placement of the student(s) assigned. Among other things consultation shall aim to arrive at a feasible program of activities for the Internship Program, which considers each student's need, as well as the minimum requirements spelled out for each.
 2. Makes available to the HTE supervisor background information on the student for placement. This shall include only the minimum information that will allow the HTE supervisor to have a grasp of the student's learning needs.
 3. Holds post conferences with the students and HTE supervisor during the semester/summer with the purpose of monitoring the student's progress. The conferences should be held at least twice for the whole duration of the program.
 4. Reviews the student's records during the aforementioned interval consultations with HTE supervisor and the students.
 5. Keeps a record of student's progress based on his/her program of internship, including notes of consultations with the HTE supervisor.
 6. When necessary:
 - a. offers counselling assistance to the student when personal and/or personality difficulties block the progressive attainment of the internship learning goals.
 - b. provides assistance to the HTE supervisor in order strengthen the internship experiences of the student.
 7. Determines the evaluation of the final grade of the student and submits the same at the end of the semester.
 - B. The HTE Supervisor. The HTE Supervisor represents the company of placement in the development of INFORMATION TECHNOLOGY PROGRAM competencies of the student. He/she facilitates the provision



of learning experiences to the student who is expected to operationalize the various concepts and theories learned. He/she selects the task(s) for the student to direct the help needed and to achieve the goals of field instruction. Further, the HTE Supervisor:

1. Carefully plans the total Internship Program, keeping in mind the needs of individual students. This involves:
 - a. helping the students to be part of the HTE and encouraging the HTE's acceptance of the student.
 - b. orienting the students to the HTE and the later to the student's program.
 - c. selecting and assigning of appropriate activities geared to the student's stage of learning.
 - d. reading the student's journal entries prior to conferences and writing down marginal notes to check student's learnings on the application of information technology and information systems concepts, values, principles, techniques, skills, strategies, etc.
 - e. holding regular conferences with the student in the company, with special conferences and meetings held if necessary.
 - f. planning and facilitating the student's participation in staff meetings which he/she may find as contributory to the student's learning experiences.
 2. Evaluates the student's progress and meets regularly with the student during the term to confirm evaluation of student.
 3. Carefully submits a written evaluation on the student's progress at the end of the semester/summer.
- C. The student enrolled in the Internship Program should:
1. Know the requirements of the Internship Program, which may include submission of work reports; attendance in company meetings, conferences and functions; daily individual schedule; regular report requirements; and reports in other functions assigned.
 2. Participate in the decision-making regarding the activities he/she is assigned to, especially in the presentation of the activity to other students. If asked to participate in any discussion regarding policies and procedures being implemented by the company, he/she must appreciate and use that chance to contribute his/her thoughts. He/she should even recommend changes in the company, which they may find necessary for the welfare of the clients being served.
 3. Submit her/his reports, journals and other documents as required by the HTE supervisor and the college practicum coordinator in the preparation for the supervisor conference.
 4. Maintain the confidential nature of the records. No students must take out any record from the HTE nor discuss activities outside professional meetings. No material from HTE records should be used in school assignments, unless given official permission by the HTE supervisor.

2. TERMS AND CONDITIONS RELATIVE TO STUDENT'S PLACEMENT

The INFORMATION TECHNOLOGY of the College of Computing Education of the UNIVERSITY OF MINDANAO, will permit the undersigned to students to undergo:

1. The Internship Program according to the requirements of his/her school, the University of Mindanao for the purpose of gaining practical knowledge and experience as a student trainee.
2. The Internship Program designed to run for a minimum period of 486 hours in Information technology related HTEs (250 hours of Software Development and 236 hours of Technical Support).
3. The training will be in the accordance with the general outline arranged for the Internship program.

TRAINING CONTRACT

4. The status of the student while in the internship Program shall be that of the student trainee/learner and not an employer-employee relationship.
5. The student intern must devote 5-8 training hours per day and be constantly under the supervision of HTE supervisor and the Internship Instructor.
6. The student while in training shall progress from task to task to gain experiences in all phases of information technology/information systems operations and duties.
7. The student intern shall observe the rules and regulations of the HTE, to abide all implied and stated terms in the memorandum.
8. The student intern agrees further to exert effort to comply with all requirements (i.e. journal, DTR, outputs/projects, practicum portfolios, among others) and to notify the HTE supervisor and the program head/practicum coordinator/internship instructor concerned of any unavoidable absences.
9. The HTE agrees further to make a report to the program head through its practicum coordinator/internship instructor, on the progress of student trainees as to their work attitude and regularity of attendance

Any violation of the above responsibilities, obligations, terms, and conditions may be a legitimate ground for removal in the Internship Program and cancellation of this Training Contract.

This Training Contract shall be effective upon the commencement of the Internship Program of the Bachelor of Science in Information Technology on September 12, 2022.

IN WITNESS whereof the parties hereto have signed this contract in Davao City, Philippines, this 12th day of September 2022.

Signed:



RAMOS N. VILCHEZ, DIT
Dean, College of Computing Education



JOAQUIN SALAZAR
ICT Supervisor



CHARISSE P. BARBOSA
Practicum Coordinator, CCE



CARLOS M. ECHAVEZ JR.

Student



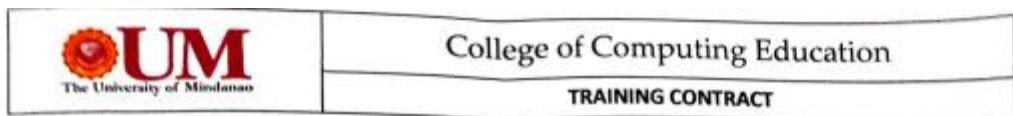
MOISES CARLO ECHAVEZ

Parent/Guardian

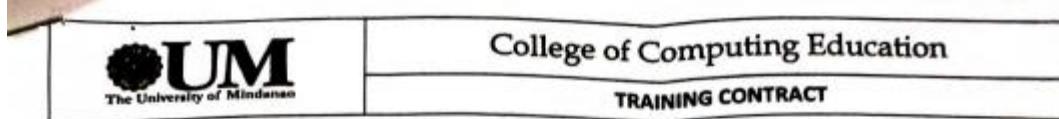
Doc. No.: 475
Page No.: IV
Book No.: Y4
SERIES OF 7000

I, ATTY. VINCENT ANTHONY L. SUNGCO,
do hereby certify that I have personally examined the
affiants and verified their identities. I FURTHER
CERTIFY that I am fully satisfied that they have
voluntarily executed and understood the contents of
the foregoing.

ATTY. VINCENT ANTHONY L. SUNGCO
Notary Public
Notary Public No. 101-1111111111
I, Atty. Vincent Anthony L. Sungco, do hereby certify
that I have examined this document with its original and
that the copy given to you is a true and correct copy of the original.
Atty. Vincent Anthony L. Sungco
Notary Public
Notary Public No. 101-1111111111
Date: Sept. 12, 2022
Atty. Vincent Anthony L. Sungco
Notary Public
Notary Public No. 101-1111111111
Date: Sept. 12, 2022
Atty. Vincent Anthony L. Sungco
Notary Public
Notary Public No. 101-1111111111
Date: Sept. 12, 2022



E.2 Detail Online Technology, Inc.



Know All Men by These Presents:

This Training Contract is made and entered in Davao City, Philippines this 12 day of Sept. of 2022 by and between the UNIVERSITY OF MINDANAO, College of Computing Education, a duly registered institution by the Commission of Higher Education, represented by RAMCIS N. VILCHEZ, DIT (Dean, of the College) and Charlisse P. Barbosa (Practicum Coordinator, of the College) hereinafter referred to as the PARTY of the FIRST PART, DETAIL ONLINE TECHNOLOGY, INC. with the office address at 4F Regus Topaz Tower, Damosa IT Park JP Laurel Ave., Davao City, 8000, a duly licensed company represented by MICHAEL PINTO. hereinafter referred to as the PARTY of the SECOND PART, and Carlos M. Echavez Jr. hereinafter referred to as the PARTY of the THIRD PART, presently enrolled in BS Information Technology / Information Systems of the 1st/2nd Sem, SY 2022-2023.

WITNESSETH

1. The INFORMATION TECHNOLOGY and INFORMATION SYSTEMS PROGRAMS of the College of Computing Education of the UNIVERSITY of MINDANAO, as the PARTY of the FIRST PART agrees and allows the affiliation and training of INFORMATION TECHNOLOGY AND INFORMATION SYSTEMS students at the PARTY of the SECOND PART subject to the policies, procedures and guidelines governing the Internship Program of the INFORMATION TECHNOLOGY and INFORMATION SYSTEMS PROGRAMS and the said Host Training Establishment (HTE) of deployment, further than the FIRST, SECOND and THIRD PARTIES shall be responsible and liable to the fullest extent of their respective roles, tasks, and responsibilities, to wit as follows:
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 2. Makes available to the HTE supervisor background information on the student for placement. This shall include only the minimum information that will allow the HTE supervisor to have a grasp of the student's learning needs.
 3. Holds post conferences with the students and HTE supervisor during the semester/summer with the purpose of monitoring the student's progress. The conferences should be held at least twice for the whole duration of the program.
 4. Reviews the student's records during the aforementioned interval consultations with HTE supervisor and the students.
 5. Keeps a record of student's progress based on his/her program of internship, including notes of consultations with the HTE supervisor.
 6. When necessary:
 - a. offers counselling assistance to the student when personal and/or personality difficulties block the progressive attainment of the internship learning goals.
 - b. provides assistance to the HTE supervisor in order strengthen the internship experiences of the student.
 7. Determines the evaluation of the final grade of the student and submits the same at the end of the semester.

B. The HTE Supervisor. The HTE Supervisor represents the company of placement in the development of INFORMATION TECHNOLOGY and INFORMATION SYSTEMS PROGRAMS competencies of the student. He/she facilitates the provision of learning experiences to the student who is expected to operationalize the various concepts and theories learned. He/she selects the task(s) for the student to direct the help needed and to achieve the goals of field instruction. Further, the HTE Supervisor:

1. Carefully plans the total Internship Program, keeping in mind the needs of individual students. This involves:
 - a. helping the students to be part of the HTE and encouraging the HTE's acceptance of the student.
 - b. orienting the students to the HTE and the later to the student's program.
 - c. selecting and assigning of appropriate activities geared to the student's stage of learning.
 - d. reading the student's journal entries prior to conferences and writing down marginal notes to check student's learnings on the application of information technology and information systems concepts, values, principles, techniques, skills, strategies, etc.
 - e. holding regular conferences with the student in the company, with special conferences and meetings held if necessary.
 - f. planning and facilitating the student's participation in staff meetings which he/she may find as contributory to the student's learning experiences.
2. Evaluates the student's progress and meets regularly with the student during the term to confirm evaluation of student.
3. Carefully submits a written evaluation on the student's progress at the end of the semester/summer.

C. The student enrolled in the Internship Program should:

1. Know the requirements of the Internship Program, which may include submission of work reports; attendance in company meetings, conferences and functions; daily individual schedule; regular report requirements; and reports in other functions assigned.
2. Participate in the decision-making regarding the activities he/she is assigned to, especially in the presentation of the activity to other students. If asked to participate in any discussion regarding policies and procedures being implemented by the company, he/she must appreciate and use that chance to contribute his/her thoughts. He/she should even recommend changes in the company, which they may find necessary for the welfare of the clients being served.
3. Submit her/his reports, journals and other documents as required by the HTE supervisor and the college practicum coordinator in the preparation for the supervisor conference.
4. Maintain the confidential nature of the records. No students must take out any record from the HTE nor discuss activities outside professional meetings. No material from HTE records should be used in school assignments, unless given official permission by the HTE supervisor.

2. TERMS AND CONDITIONS RELATIVE TO STUDENT'S PLACEMENT

The INFORMATION TECHNOLOGY and INFORMATION SYSTEMS PROGRAMS of the College of Computing Education of the UNIVERSITY OF MINDANAO, will permit the undersigned to students to undergo:

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2. The Internship Program designed to run for a minimum period of 486 hours in information technology related HTEs.

3. The training will be in the accordance with the general outline arranged for the internship program.
4. The status of the student while in the Internship Program shall be that of the student trainee/learner and not an employer-employee relationship.
5. The student intern must devote 5-8 training hours per day and be constantly under the supervision of HTE supervisor and the Internship Instructor.
6. The student while in training shall progress from task to task to gain experiences in all phases of information technology/information systems operations and duties.
7. The student intern shall observe the rules and regulations of the HTE, to abide all implied and stated terms in the memorandum.
8. The student intern agrees further to exert effort to comply with all requirements (i.e. journal, DTR, outputs/projects, practicum portfolios, among others) and to notify the HTE supervisor and the program head/practicum coordinator/internship instructor concerned of any unavoidable absences.
9. The HTE agrees further to make a report to the program head through its practicum coordinator/internship instructor, on the progress of student trainees as to their work attitude and regularity of attendance

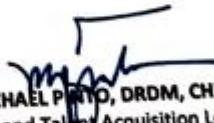
Any violation of the above responsibilities, obligations, terms, and conditions may be a legitimate ground for removal in the Internship Program and cancellation of this Training Contract.

This Training Contract shall be effective upon the commencement of the Internship Program of the Bachelor of Science in Information Technology / Information Systems on Sept. 12, 2022.

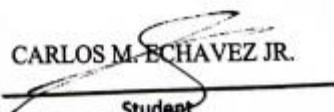
IN WITNESS whereof the parties hereto have signed this contract in Davao City, Philippines, this 12 day of Sept. of 2022.

Signed:


RAMOS N. VILCHEZ, DFT
 Dean, College of Computing Education


MICHAEL PINTO, DRDM, CHRP*
 People and Talent Acquisition Lead PH


CHARISSE P. BARBOSA
 Practicum Coordinator, CCE

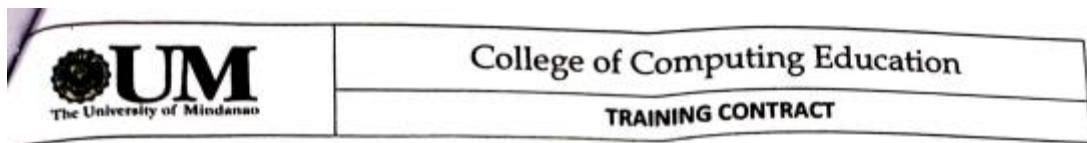

CARLOS M. ECHAVEZ JR.
 Student


MOISES CARLO ECHAVEZ
 Parent/Guardian

Doc. No.: 475
 Page No.: 14
 Book No.: YH
 SERIES OF 2022

FEB 03 2023
 I, the undersigned, a citizen of Davao City, Philippines. I hereby CERTIFY that I have personally examined the affiant and verified their identities. I FURTHER CERTIFY that I am fully satisfied that they have voluntarily executed and understood the contents of the foregoing.

ATTY. VINCENT ANTHONY L. SUNGCO
 Notary Public
 Valid December 2023
 Commission Serial No. 2812-013-1213
 Roll No. 82823
 ID# No. 381215-411022023 (Davao City)
 PDR No. 7829085-09857025 (Davao City)
 MTLE No. 82823 (Davao City)



Appendix F – Memorandum of Agreement

F.1 Detail Online Technology, Inc



Memorandum of Agreement
The University of Mindanao
And
Detail Online Technology Inc.

Bolton Campus | Matina Campus | Bangoy Campus
Bolton Street, Davao City, 8000 Philippines T-(082) 227-5456 www.umindanao.edu.ph

Details

University and its Implementing Office	University of Mindanao College of Computing Education
Partner Institution and Its Implementing Office	Detail Online Technology Inc.
Commencement Date	July 1, 2018
Completion Date	July 1, 2023
Objectives	To forge a partnership with Detail Online Technology Inc to expose students to course related work experience and experience the actual operations in the industry.
University Representative/s	DR. EUGENIO S. GUHAO, JR. Acting Chief Academic Officer University of Mindanao Bolton Street, Davao City
Partner Institution's Representative	MARK CHUA CHUI HIAN Managing Director Detail Online Technology Inc. Damosa I.T. Park, Lanang, Davao City



MEMORANDUM OF AGREEMENT

This Agreement made and entered into by and between:

UNIVERSITY OF MINDANAO, a private educational institution established under Philippine laws, with principal office at Bolton Street, Davao City, represented in this act by its Acting Chief Academic Officer, DR. EUGENIO S. GUHAO, JR., hereinafter referred to as the ACADEMIC INSTITUTION,

-and-

Detail Online Technology Inc., a privately-owned office with an address at DAMOSA I.T. Park, Lanang, Davao City, 8000 Philippines, represented herein by Managing Director Mark Chua Chui Hian, herein referred to as INDUSTRY PARTNER

WHEREAS, the ACADEMIC INSTITUTION is offering Bachelor of Science in Computer Science and Bachelor of Science in Information Technology has requested the INDUSTRY PARTNER to allow its computer science and information technology students to have their practicum at the establishment of the INDUSTRY PARTNER;

WHEREAS, the INDUSTRY PARTNER agrees to accept the computer science and information technology students of the ACADEMIC INSTITUTION as interns in its various facilities and expose them to actual practice;

NOW, THEREFORE, for and in consideration of the foregoing premises, the PARTIES agree on the following:

A. The ACADEMIC INSTITUTION shall:

1. Designate an OJT Coordinator who will supervise the Students-interns and coordinate with the INDUSTRY PARTNER in various activities under the Internship Program.
2. Submit to the INDUSTRY PARTNER the profile of the students who will undergo internship with the INDUSTRY PARTNER.
3. Orient student-interns about rules, proper decorum, and work ethics inside the INDUSTRY PARTNER's premises.
4. Coordinate with the INDUSTRY PARTNER's OJT Supervisor on the attendance, activities and performance of the students during their internship.

5. Monitor compatibility of job circumstances with the course requirements for the student-intern's attainment of advanced understanding in the program through regular interaction with the interns and regular visits in the workplace.

B. The INDUSTRY PARTNER shall:

1. Accept the student-interns recommended by the ACADEMIC INSTITUTION and deploy them work assignments related to the course that will enhance their knowledge and development in the said subject. Said work assignments, however, shall be subject to change at the sole discretion of the INDUSTRY PARTNER, provided the reassignment is related to the course.
2. Inform the ACADEMIC INSTITUTION of the work assignments of the student-interns deployed in its establishment including the period of their internship.
3. Designate from among its employees an OJT Supervisor who will assign the following responsibilities:
 - a. Serves as mentor to the interns;
 - b. Give the interns course-related work assignments and expose them to learning experience on actual operations and management;
 - c. Expose the student-interns to real situation/ problem and bottlenecks to enable them to analyze and apply scientific as well as empirical approach to the solution of technical problems; and
 - d. Arrange a conference with the OJT Coordinator should a problem with a student-intern arise.
4. Adhere to CHED CMO No. 23, s 2009 on the Guidelines for Student-Internship Program in the Philippines (SIPP) for all programs with practicum subject.
5. Provide safety instructions to the student-interns throughout the internship period.
6. Accomplish the necessary forms required by the ACADEMIC INSTITUTION in connection with the internship of a student.
7. Issue certificate of completion to student-interns who successfully finish their training under the Internship Program.

8. Adopt and enforce rules that will govern the conduct of the Internship Program. Said rules shall be made known to the ACADEMIC INSTITUTION and student-interns before the start of the training.

C. GENERAL PROVISIONS:

1. It is expressly understood that there shall be no employer-employee relationship between the INDUSTRY PARTNER and the student-interns of the ACADEMIC INSTITUTION.
2. The student-interns and/or their respective guardians shall be personally responsible for any and all liabilities for the damage to property or injury to persons which may be occasioned by the intentional or negligent acts of the student-interns in the course of the Internship Program.
3. The student-interns and the ACADEMIC INSTITUTION shall abide by the INDUSTRY PARTNER's rules and regulations and comply with those imposed for the Internship Program, otherwise, they shall be excluded from further participation.
4. The ACADEMIC INSTITUTION may pull out any student from the INDUSTRY PARTNER's establishment on reasonable grounds after a written notice is sent by the INDUSTRY PARTNER requesting the same.
5. Both parties shall exert all efforts necessary to achieve the objectives of this joint undertaking. For this purpose, the parties shall execute and delivery such instruments and documents as may be necessary to fully carry out and accomplish the purpose of this Agreement.
6. Neither of the parties shall be liable in any way or the failure to observe or perform any provision of this Agreement if shall failure shall be caused by any law, rule or regulation of any constituted authority or any event beyond the control of the party.

D. DURATION

This agreement shall take effect immediately upon signing hereof and is valid for FIVE YEARS and shall only terminate upon the request or advice in writing by either party fifteen (15) days after the receipt of the notice to the other party.

IV





IN WITNESS, WHEREOF, the Parties have hereunto affix their signature this Third day of July, 2018 at the City of Davao.

University of Mindanao
Academic Institution

DR. EUGENIO S. GUHAO, JR.
Acting Chief Academic Officer

Detail Online Technology Inc.
Industry Partner

Mark Chua Chui Hian
Managing Director

Signed in the presence of:

A handwritten signature in black ink, appearing to read "Ramcis N. Vilchez".

RAMCIS N. VILCHEZ
Dean, CCE

A handwritten signature in black ink, appearing to read "Michael Pinto".

Michael Pinto
HR Manager



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

DAVAO CITY)SS

X-----X

BEFORE ME, a Notary Public for and in the City of Davao, Philippines, personally appeared the following persons with their respective competent proofs of identification of residence certificate number as follows:

Name	Competent ID No./ CTC No.	Date Issued	Place of Issue
DR. EUGENIO S. GUHAO, JR.	CG 59-0237982-8		

Known to or identified by me to be the same persons who executed the foregoing instrument and they acknowledged to me that their signatures on the instrument were voluntarily affixed for the purposes stated therein, that the same is their own free and voluntary act and deed and they were duly authorized to sign for the organization/ institution herein represented.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on 10 2018 in Davao City, Philippines.

Doc. No. 296
Page No. 61
Book No. 248
Series of 2018

V.B. SARONA
VICTORINO B. SARONA

NOTARY PUBLIC-DAVAO CITY
UNTIL DECEMBER 31, 2019
SERIAL NO. 2018-054-2019
ROLL OF ATTORNEYS NO. 38352
PTR. NO. 9618025-1/03/2018-DAVAO CITY
IBP GR. NO. 024584-1/08/2018-DAVAO CITY
2F MERCO BLDG., RIZAL-BALTON STREETS,
DAVAO CITY

F.2 Addendum to Memorandum of Agreement Detail Online Technology, Inc.



ADDENDUM TO MEMORANDUM OF AGREEMENT

This document is in reference to a Memorandum of Agreements (MOA), between the following parties that named before in this document.

May it be known that the undersigned parties, do hereby agree to make the following changes and/or additions that outline below. These changes and/or additional shall be valid as if they are included in the original stated MOA and will only take effect during the offering of the onsite internship.

Stated Special Provisions for Onsite Internship:

1. In case of community quarantine due to pandemic, natural disasters such as but not limited to earthquake and typhoons, and other phenomena that would compromise the safety of the student-interns, both parties shall agree to have the students work from home with proper monitoring.
2. The ACADEMIC INSTITUTION must orient student-interns and parents of the existing health protocols from IATF (Inter-Agency Task Force) and local government guidelines with regard to the community quarantine.
3. The INDUSTRY PARTNER must report to the ACADEMIC INSTITUTION if an OJT/Internship/Practicum student shows symptoms or is confirmed of COVID-19 infection so that the ACADEMIC INSTITUTION may help facilitate the endorsement of the infected OJT/Internship/Practicum student to the proper agencies. The INDUSTRY PARTNER shall accept the return of the OJT student once clear of infection.

Stated Agreement for Online or Work-From-Home Internship Agreement:

Academic Institution

1. They will waive the Medical Certificate as one of the due diligence requirements.
2. The OJT Coordinator of the Academic Institution is responsible for assigning students to the industry partner that will accept an online internship or work-from-home arrangement of internship.
3. The OJT Coordinator will orient the policies on the internship program to the student and their parents using an online platform.
4. The OJT Coordinator will monitor weekly the performance of the students in their respective industry partners.
5. The monitoring includes assessing the acquired competencies of students and discussing issues and concerns in their respective tasks.
6. In case the Industry Partner has no online platform available, the OJT Coordinator will get all the documents from the Industry Partner, deliver them to the intern's residence, and return it to the Industry Partner all the documents plus the documents processed by the intern. The OJT Coordinator is responsible for the necessary safety and health protocols before all the documents are turned over to the student-intern and return to the Industry Partner. The safety and health protocols include spraying of disinfectants to all the documents, wearing of mask and face shield when going to the HTE and the residence of the students, and social distancing at all times.

Industry Partner

1. They will sign an addendum of the existing Memorandum of Agreement for the conduct of an online or work-from-home practicum program.
2. They will electronically sign the Training Contract.
3. They will allow students to use their online platform to do all the internship tasks in their respective homes.
4. They will orient the students on the use of their online platform.
5. They will provide specific deadlines for the students to finish the tasks given to them.

6. They will electronically sign the student's Daily Time Record / Weekly Practicum Report.
7. They will electronically sign the student's Daily Journal.
8. They will coordinate with the OJT Coordinator of the Academic Institution issues, concerns, and development of students.
9. At the end of the minimum **486-hour duty**, they will evaluate the performance of the students using the University's Internship Performance Evaluation (IPE). The evaluation will be facilitated using Google Form.



IN WITNESS WHEREOF, the Parties have hereunto affixed their signature this 15th day of February 2022 at the City of Davao, Philippines.

University of Mindanao
Academic Institution

Detail Online Technology, Inc.
Industry Partner

A handwritten signature in black ink, appearing to read "Eugenio S. Guhao, Jr.", is placed over a horizontal line.

DR. EUGENIO S. GUHAO, JR.
Chief Academic Officer



MICHAEL PINTO
People and Talent Acquisition Lead PH

Signed in the presence of:



DR. RAMCIS N. VILCHEZ
Dean, CCE



CHARISSE P. BARBOSA
OJT Coordinator, CCE

Appendix G – Compiled DTR

G.1 ICT Matina, University of Mindanao

No.		Pay Ending		Name		Position	
Dept.						Age	
Hours	Rate	Amount		DEDUCTIONS		ABSENCES	
eg.				Fines			
ver.				Withholding Tax			
				S.S.S.			
Total Earnings							
Less Deductions							
NET PAY				TOTAL			
Days	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	8AM	12PM	1:00PM	5:00PM			
2	8AM	12PM	1PM	5PM			
3	8AM	12PM	1PM	6PM			
4	8AM	12PM	1PM	5PM			
5	8AM	12PM	1PM	7PM			
6	8AM	12PM	1PM	5PM			
7	8AM	12PM	1PM	3PM			
8	8AM	12PM	1PM	5PM			
9	8AM	12PM	1PM	5PM			
0	8AM	12PM	1PM	5PM			
1	8AM	12PM	1PM	5PM			
2	8AM	12PM	1PM	5PM			
3	8AM	12PM	1PM	9PM			
4	8AM	12PM	1PM	5PM			
5	8AM	12PM	1PM	5PM			
I hereby certify that the above records are true and correct.							
EMPLOYEE'S SIGNATURE							

Appendix H – Practicum Weekly Report & Journal

H.1 Detail Online Technology, Inc.

Week 1



The University of Mindanao

College of Computing Education

2ndFloor, DPT Building

Matina Campus, Davao City

Telefax: (082)

Phone No.: (082)300-5456/305-0647 Local 118

PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.
Assigned HTE	Detail Online Technology, Inc.
Week #/ Date Duration	Week 1 – September 12 to 16, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Sep 12	9:00am	6:00pm	<p>Official start of practicum</p> <ul style="list-style-type: none"> - We, the interns, had an interview with the Detail Company in the morning. - In the afternoon we had a short company orientation for the interns. - Explaining briefly about our job/internship's responsibilities and company's house rules. 	8
Sep 13	9:00am	6:00pm	<ul style="list-style-type: none"> - On our second day, the interns were assigned to different teams, and I was assigned to MS_Score 21Q team. - In the afternoon, we were assigned to download some tools that are necessary for our job. 	8
Sep 14	9:00am	6:00pm	<ul style="list-style-type: none"> - I was assigned to do a Manual Validation via Webshot. - As our first day on an assigned task, we were only given around more or less 20 tasks. 	8
Sep 15	9:00am	6:00pm	<ul style="list-style-type: none"> - We had the same task as yesterday, the Manual Validation via Webshot. - I have done around 60 tasks today. 	8
Sep 16	9:00am	6:00pm	<ul style="list-style-type: none"> - Today, we were assigned to a new task. The Out Of Stock / Dead Validation task. - We were oriented that this will be our task every Friday. - The task is only to validate if the product is still out of stock or ignored. 	8
Total Hours:				40

Verified by: _____
June Lloyd Laput
 June Lloyd Laput / Sep 7, 2022

HTE Practicum Supervisor / Date

WEEKLY JOURNAL – Week #1

Achievement from this week

The goal that I achieved this week is to adjust my daily routine as an intern student who is taking a simul class. Because I have an OJT from 9 AM to 6 PM, I still have time to do my capstone system from 7 PM to 9 PM. And I adjusted my daily workout schedule to 6 AM - 7 AM.

Struggle from this week

I am having a little problem dealing with a lot of data in my tasks that causes me stress. Sometimes I forget or mistrack where I previously left my task. Hopefully, the next time I can improve my ability to manage large amounts of data.

Goal for next week

The goal for this coming week is to easily deal with a lot of data. To accomplish this, first I will manage the data by set. And with every set, I will increase the amount of data I manage until I get used to handling large amounts of data.

Learning Insights this week

I learned from my struggles. I learned what my weakness is and how to overcome it. Especially when handling stress when I have a lot of tasks to complete. I just take a short pause and play some jazz music to calm my head.

Skills developed

As I became more involved in data, I polished my skills in data management. I learned how to handle data faster than I was before. I also learned how to work as a team. When I or my teammates have some minor problem that causes us to not finish our task, we can depend on each other to finish our work.

Week 2



College of Computing Education

2nd Floor, DPT Building

Matina Campus, Davao City

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Phone No.: (082)300-5456/305-0647 Local 118

PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.
Assigned HTE	Detail Online Technology, Inc.
Week #/ Date Duration	Week 2 – September 19 to 23, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Sep 19	9:00am	6:00pm	- Manual Webshot tasks	8
Sep 20	9:00am	6:00pm	- Manual Webshot tasks	8
Sep 21	9:00am	6:00pm	- Manual Webshot tasks. - Demo for a new task.	8
Sep 22	9:00am	6:00pm	- Manual Webshot tasks.	8
Sep 23	9:00am	6:00pm	- Out Of Stock / Dead Validation.	8
Total Hours:				40

A handwritten signature in black ink, appearing to read "June Lloyd Laput".

Verified by: _____

WEEKLY JOURNAL – Week #2

Achievement from this week

What I achieved this week is that I finished a lot more tasks than last week. It became easier for me to finish the tasks. And I haven't made a single mistake about the work this week.

Struggle from this week

I still have a little problem with handling a lot of data, but it is not as difficult as I felt last week. And I can see my improvement every day that it is getting better and better.

Goal for next week

My goal for next week is to manage data faster and easily because our team leader told us that we may have a new task for next week. That's why I will be focusing on improving my skills in data management.

Learning Insights this week

I learned a lot today from my work experience as a data validator. I can see that I am improving every day in handling and managing data.

Skills Developed

What I learned this week is how to validate data for our new task next week. The demo from our seniors is really helpful and easy to understand. So, I expect that by next week I can do the job without a problem.

Week 3



The University of Mindanao

College of Computing Education
2nd Floor, DPT Building
Matina Campus, Davao City
Telefax: (082)
Phone No.: (082)300-5456/305-0647 Local 118

PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.		
Assigned HTE	Detail Online Technology, Inc.		
Week #/ Date Duration	Week 3 – September 26 to 30, 2022		

Date	Time-in	Time-out	Activities	No. of Hours
Sep 26	9:00am	6:00pm	- Manual Webshot	8
Sep 27	9:00am	6:00pm	- Manual Webshot	8
Sep 28	9:00am	6:00pm	- Automated Validation	8
Sep 29	9:00am	6:00pm	- Webshot Validation	8
Sep 30	9:00am	6:00pm	- Out of Stock / Dead Validation	8
Total Hours:				40

Verified by: _____

A handwritten signature in black ink, appearing to read "June Lloyd Laput".

WEEKLY JOURNAL – Week #3

Achievement from this week

What I achieved this week is that I finished a lot more tasks than last week. It became easier for me to do different kinds of tasks such as automated validation, webshot validation, or oos/dead validation.

Struggle from this week

I still have the same struggle from last week which is handling a lot of data especially if there's a new task which is getting more complicated. But as far as I observe myself, it's getting better and better everyday.

Goal for next week

My goal for next week is to manage data faster and to master all different kinds of tasks that are assigned to me.

Learning Insights this week

I learned a lot today from my work experience as a data validator. I can see that I am improving every day in handling and managing data.

Skills Developed

What I learned this week is how to do webshot validation and automated validation. The instructions from our seniors are easy to understand and it makes our job easier and I finished all my tasks this week without a problem.

Week 4



The University of Mindanao

College of Computing Education

2nd Floor, DPT Building
Matina Campus, Davao City
Telefax: (082)
Phone No.: (082)300-5456/305-0647 Local 118

PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.
Assigned HTE	Detail Online Technology, Inc.
Week #/ Date Duration	Week 3 – October 3 to 7, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Oct 3	9:00am	6:00pm	- Manual Webshot	8
Oct 4	9:00am	6:00pm	- Automated Validation	8
Oct 5	9:00am	6:00pm	- Blank Webshot	8
Oct 6	9:00am	6:00pm	- Out of Stock Validation	8
Oct 7	9:00am	6:00pm	- Out of Stock Validation	8
Total Hours:				40

Verified by: _____

A handwritten signature in black ink, appearing to read "June Lloyd Laput".

June Lloyd Laput

WEEKLY JOURNAL – Week #4

Achievement from this week

What I achieved this week is that I finished a lot more tasks than last week. It became easier for me to do different kinds of tasks such as manual validation or oos/dead validation.

Struggle from this week

I still have the same struggle from last week which is handling a lot of data. But as far as I observe myself, I am getting better and better every week.

Goal for next week

My goal for next week is to manage data faster and to master all different kinds of tasks that are assigned to me.

Learning Insights this week

I learned a lot today from my work experience as a data validator. I can see that I am improving every day in handling and managing data.

Skills Developed

What I developed this week is my skills in manual validation and oos dead validation. The instructions from our seniors are easy to understand and it makes our job easier and I finished all my tasks this week without a problem.

Week 5



The University of Mindanao

College of Computing Education

2nd Floor, DPT Building

Matina Campus, Davao City

Telefax: (082)

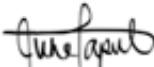
Phone No.: (082)300-5456/305-0647 Local 118

PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.		
Assigned HTE	Detail Online Technology, Inc.		
Week #/ Date Duration	Week 5 – October 10 to 14, 2022		

Date	Time-in	Time-out	Activities	No. of Hours
Oct 10	9:00am	6:00pm	- Manual Webshot	8
Oct 11	9:00am	6:00pm	- Automated Validation - Blank Webshot	8
Oct 12	9:00am	6:00pm	- Blank Webshot	8
Oct 13	9:00am	6:00pm	- Out of Stock Validation	8
Oct 14	9:00am	6:00pm	- Blank Webshot	8
Total Hours:				40

Verified by: _____


June Lloyd Laput

10-20-2022

WEEKLY JOURNAL – Week #5

Achievement from this week

What I achieved this week is that I finished a lot of tasks than last week. I've done a lot of blank webshot and manual webshot tasks.

Struggle from this week

I still have the same struggle from last week which is handling a lot of data. But as far as I observe myself, I am getting better and better every week.

Goal for next week

My goal for next week is to handle a lot of data calmly to avoid stress. And how to manage the data more efficiently and to master different kinds of tasks.

Learning Insights this week

I learned a lot this week from my work experience as a data validator. Our seniors huddle us to discuss the common mistakes we made as interns. And teach us what to do to avoid these mistakes.

Skills Developed

What I developed this week are my skills in automated validation and manual webshots. The instructions from our seniors are easy to understand and after they left us with instructions, we finished our tasks with no mistakes.

Week 6



College of Computing Education

2nd Floor, DPT Building

Matina Campus, Davao City

Telefax: (082)

Phone No.: (082)300-5456/305-0647 Local 118

PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.		
Assigned HTE	Detail Online Technology, Inc.		
Week #/ Date Duration	Week 6 – October 17 to 21, 2022		

Date	Time-in	Time-out	Activities	No. of Hours
Oct 17	9:00am	6:00pm	- Manual Webshot	8
Oct 18	9:00am	6:00pm	- Automated Validation - Blank Webshot	8
Oct 19	9:00am	6:00pm	- Blank Webshot	8
Oct 20	9:00am	6:00pm	- Out of Stock Validation - Blank Webshot	8
Oct 21	9:00am	6:00pm	- Blank Webshot	8
Total Hours:				40

Verified by: June Lloyd Laput / 10-28-2022

WEEKLY JOURNAL – Week #6

Achievement from this week

What I achieved this week is that I finished a lot of tasks than last week. I've done a lot of blank webshot and automated validation tasks.

Struggle from this week

I still have the same struggle from last week which is handling a lot of data. But as far as I observe myself, I am getting better and better every week.

Goal for next week

My goal for next week is to handle a lot of data calmly to avoid stress. And how to manage the data more efficiently and to master different kinds of tasks.

Learning Insights this week

I learned a lot this week from my work experience as a data validator. As I gained more experience on my job, I learned how to handle my stress and to be more productive.

Skills Developed

What I developed this week are my skills in automated validation and manual webshots. I am slowly familiarizing myself with the task I am assigned and it makes my job easier to finish.



The University of Mindanao

College of Computing Education

2ndFloor, DPT Building

Matina Campus, Davao City

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Phone No.: (082)300-5456/305-0647 Local 118

PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.		
Assigned HTE	Detail Online Technology, Inc.		
Week #/ Date Duration	Week 7 – October 24 to 28, 2022		

Date	Time-in	Time-out	Activities	No. of Hours
Oct 24	9:00am	6:00pm	- Manual Webshot	8
Oct 25	9:00am	6:00pm	- Automated Validation - Blank Webshot	8
Oct 26	9:00am	6:00pm	- Automated Validation - Blank Webshot	8
Oct 27	9:00am	6:00pm	- Blank Webshot	8
Oct 28	9:00am	6:00pm	- Out of Stock Validation	8
Total Hours:				40

Verified by: June Lloyd Laput

WEEKLY JOURNAL – Week #7

Achievement from this week

What I achieved this week is that I finished a lot of tasks than last week. I've done a lot of blank webshot, automated validation, and out of stock validation tasks.

Struggle from this week

I still have the same struggle from last week which is handling a lot of data. But as far as I observe myself, I am getting better and better every week.

Goal for next week

My goal for next week is to handle a lot of data calmly and how to control my stress. And how to manage the data more efficiently and to master different kinds of tasks.

Learning Insights this week

I learned a lot this week from my work experience as a data validator. As I gained more experience on my job, I learned how to handle my stress and to be more productive.

Skills Developed

What I developed this week are my skills in automated validation and manual webshots. I am slowly familiarizing myself with the task I am assigned and it makes my job easier to finish.

Week 8



The University of Mindanao

College of Computing Education

2nd Floor, DPT Building

Matina Campus, Davao City

Telefax: (082)

Phone No.: (082)300-5456/305-0647 Local 118

PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.		
Assigned HTE	Detail Online Technology, Inc.		
Week #/ Date Duration	Week 8 – October 31 to November 4, 2022		

Date	Time-in	Time-out	Activities	No. of Hours
Oct 31	9:00am	6:00pm	- Manual Webshot	8
Nov 1	9:00am	6:00pm	- Automated Validation - Blank Webshot	8
Nov 2	9:00am	6:00pm	- Automated Validation	8
Nov 3	9:00am	6:00pm	- Blank Webshot	8
Nov 4	9:00am	6:00pm	- Out of Stock Validation - Blank Webshot	8
Total Hours:				40

Verified by: _____

A handwritten signature in black ink, appearing to read "June Lloyd Laput".

June Lloyd Laput

WEEKLY JOURNAL – Week #8

Achievement from this week

What I achieved this week is that I finished a lot of tasks than last week. It became easier for me to do different kinds of tasks such as automated validation or oos/dead validation.

Struggle from this week

I still have the same struggle from last week which is handling a lot of data. But as far as I observe myself, I am getting better and better every week.

Goal for next week

My goal for next week is to handle a lot of data calmly and how to control my stress. And how to manage the data more efficiently and to master all different kinds of tasks that are assigned to me.

Learning Insights this week

I learned a lot this week from my work experience as a data validator. As I gained more experience on my job, I learned how to handle my stress and to be more productive.

Skills Developed

What I developed this week are my skills in automated validation and blank webshot. I am slowly familiarizing myself with the task I am assigned and it makes my job easier to finish.

Week 9



College of Computing Education

2ndFloor, DPT Building

Matina Campus, Davao City

Telefax: (082)

Phone No.: (082)300-5456/305-0647 Local 118

PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.
Assigned HTE	Detail Online Technology, Inc.
Week #/ Date Duration	Week 9 – November 7 to November 11, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Nov 7	9:00am	6:00pm	- Manual Webshot	8
Nov 8	9:00am	6:00pm	- Automated Validation - Blank Webshot	8
Nov 9	9:00am	6:00pm	- LOB x Live URL Checking	8
Nov 10	9:00am	6:00pm	- Blank Webshot	8
Nov 11	9:00am	6:00pm	- Out of Stock Validation	8
Total Hours:				40

Verified by: _____

A handwritten signature in black ink, appearing to read 'June Lloyd Laput'.

June Lloyd Laput

WEEKLY JOURNAL – Week #9

Achievement from this week

What I achieved this week is that I finished a lot more tasks than last week. It became easier for me to do different kinds of tasks, such as LOB live URL checking, automated validation, or oos/dead validation.

Struggle from this week

My struggle from this week is the new task which is LOB x Live URL Checking task. I struggled at first because it was new to me, but after many tries it became easier.

Goal for next week

My goal for next week is to handle a lot of data calmly and how to control my stress. And how to manage the data more efficiently and to master all different kinds of tasks that are assigned to me.

Learning Insights this week

I learned a lot this week from my work experience as a data validator. As I gained more experience on my job, I learned how to handle my stress and to be more productive.

Skills Developed

What I developed this week is my skills in LOB x Live URL checking skills, which is our new task. Our seniors explained the task clearly, and it became easier for me to finish my whole task.

Week 10



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PRACTICUM DETAILED REPORT

Intern's Name Carlos M. Echavez Jr.

Assigned HTE Detail Online Technology, Inc.

Week #/ Date Duration Week 10 – November 14 to November 18, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Nov 14	9:00am	6:00pm	- Manual Webshot	8
Nov 15	9:00am	6:00pm	- Automated Validation - Blank Webshot	8
Nov 16	9:00am	6:00pm	- Blank Webshot	8
Nov 17	9:00am	6:00pm	- Blank Webshot	8
Nov 18	9:00am	6:00pm	- Out of Stock Validation	8
Total Hours:				40

Verified by: June Lloyd Laput

WEEKLY JOURNAL – Week #10

Achievement from this week

What I achieved this week is that I finished a lot more tasks than last week. It became easier for me to do different kinds of tasks, such as manual validation or oos/dead validation.

Struggle from this week

My struggle from this week is handling a lot of data. But as far as I observe myself, I am getting better and better every week.

Goal for next week

My goal for next week is to handle a lot of data calmly and how to control my stress. And how to manage the data more efficiently and to master all different kinds of tasks that are assigned to me.

Learning Insights this week

I learned a lot this week from my work experience as a data validator. As I gained more experience on my job, I learned how to handle my stress and to be more productive.

Skills Developed

What I developed this week are my skills in automated validation and blank webshot. Our seniors explained the task clearly, and it became easier for me to finish my whole task.

Week 11



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PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.		
Assigned HTE	Detail Online Technology, Inc.		
Week #/ Date Duration	Week 11 – November 21 to November 25, 2022		

Date	Time-in	Time-out	Activities	No. of Hours
Nov 21	9:00am	6:00pm	- Manual Webshot	8
Nov 22	9:00am	6:00pm	- Automated Validation - Blank Webshot	8
Nov 23	9:00am	6:00pm	- Blank Webshot	8
Nov 24	9:00am	6:00pm	- Blank Webshot	8
Nov 25	9:00am	6:00pm	- Out of Stock Validation	8
Total Hours:				40

Verified by: _____

A handwritten signature in black ink, appearing to read "June Lloyd Laput".

WEEKLY JOURNAL – Week #11

Achievement from this week

What I achieved this week is that I finished a lot of tasks than last week. It became easier for me to do the tasks such as automated validation or oos/dead validation.

Struggle from this week

I still have the same struggle from last week which is handling a lot of data. But as far as I observe myself, I am getting better and better every week.

Goal for next week

My goal for next week is to handle a lot of data calmly and how to control my stress. And how to manage the data more efficiently and to master all different kinds of tasks that are assigned to me.

Learning Insights this week

I learned a lot this week from my work experience as a data validator. As I gained more experience on my job, I learned how to handle my stress and to be more productive.

Skills Developed

What I developed this week are my skills in automated validation and out of stock/dead validation. I am slowly familiarizing myself with the task I am assigned and it makes my job easier to finish.



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PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.		
Assigned HTE	Detail Online Technology, Inc.		
Week #/ Date Duration	Week 12 – November 28 to December 2, 2022		

Date	Time-in	Time-out	Activities	No. of Hours
Nov 28	9:00am	6:00pm	- Manual Webshot	8
Nov 29	9:00am	6:00pm	- Manual Webshot	8
Nov 30	9:00am	6:00pm	- Automated Validation - Blank Webshot	8
Dec 1	9:00am	6:00pm	- Blank Webshot	8
Dec 2	9:00am	6:00pm	- Out of Stock Validation	8
Total Hours:				40

Verified by: _____

A handwritten signature in black ink, appearing to read "June Lloyd Laput".

WEEKLY JOURNAL – Week #12

Achievement from this week

What I achieved this week is that I finished a lot more tasks than last week. And I learned a new task this week called Incart Webshot.

Struggle from this week

My struggle from this week is the new task which is the Incart Webshot task. I struggled at first because it was new to me, but after many tries it became easier.

Goal for next week

My goal for next week is to handle a lot of data calmly and how to control my stress. And how to manage the data more efficiently and to master all different kinds of tasks that are assigned to me.

Learning Insights this week

I learned a lot this week from my work experience as a data validator. As I gained more experience on my job, I learned how to handle my stress and to be more productive.

Skills Developed

What I developed this week is my skills in the Incart Webshot, which is our new task. Our seniors explained the task clearly, and it became easier for me to finish my whole task.



PRACTICUM DETAILED REPORT

Intern's Name Carlos M. Echavez Jr.

Assigned HTE Detail Online Technology, Inc.

Week #/ Date Duration Week 13 – December 5 to December 9, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Dec 5	9:00am	6:00pm	- Manual Webshot	8
Dec 6	9:00am	6:00pm	- Automated Validation - Blank Webshot	8
Dec 7	9:00am	6:00pm	- Blank Webshot	8
Dec 8	9:00am	6:00pm	- Blank Webshot	8
Dec 9	9:00am	6:00pm	- Out of Stock Validation	8
Total Hours:				40

Verified by: _____

WEEKLY JOURNAL – Week #13

Achievement from this week

What I achieved this week is that I finished a lot more tasks than last week. It became easier for me to do different kinds of tasks, such as incart validation or oos/dead validation.

Struggle from this week

My struggle from this week is handling a lot of data. But as far as I observe myself, I am getting better and better every week.

Goal for next week

My goal for next week is to handle a lot of data calmly and how to control my stress. And how to manage the data more efficiently and to master all different kinds of tasks that are assigned to me.

Learning Insights this week

I learned a lot this week from my work experience as a data validator. As I gained more experience on my job, I learned how to handle my stress and to be more productive.

Skills Developed

What I developed this week are my skills in automated validation and manual webshots. I am slowly familiarizing myself with the task I am assigned and it makes my job easier to finish.



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PRACTICUM DETAILED REPORT

Intern's Name	Carlos M. Echavez Jr.		
Assigned HTE	Detail Online Technology, Inc.		
Week #/ Date Duration	Week 14 – December 12 to December 16, 2022		

Date	Time-in	Time-out	Activities	No. of Hours
Dec 12	9:00am	6:00pm	- Manual Webshot	8
Dec 13	9:00am	6:00pm	- Automated Validation - Manual Webshot	8
Dec 14	9:00am	6:00pm	- Blank Webshot	8
Dec 15	9:00am	6:00pm	- Blank Webshot	8
Dec 16	9:00am	6:00pm	- Out of Stock Validation	8
Total Hours:				40

Verified by: June Lloyd Laut

WEEKLY JOURNAL – Week #14

Achievement from this week

What I achieved this week is that I finished a lot more tasks because it is December. It became easier for me to do different kinds of tasks, such as incart validation or oos/dead validation.

Struggle from this week

My struggle from this week is handling a lot of data. But as far as I observe myself, I am getting better and better every week.

Goal for next week

My goal for next week is to handle a lot of data calmly and how to control my stress. And how to manage the data more efficiently and to master all different kinds of tasks that are assigned to me.

Learning Insights this week

I learned a lot this week from my work experience as a data validator. As I gained more experience on my job, I can see that I am improving every day in handling and managing data and I learned how to handle my stress and to be more productive.

Skills Developed

What I developed this week are my skills in incart webshot validation and manual webshots. I am slowly familiarizing myself with the task I am assigned and it makes my job easier to finish.

H.2 ICT Matina, University of Mindanao

Week 1



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PRACTICUM DETAILED REPORT

Intern's Name Carlos M. Echavez Jr.
Assigned HTE ICT Matina Campus, University of Mindanao
Week #/ Date Duration Week 1 – September 17, 2022

Date	Time-in	Time-out	Activities	No. of Hours
<i>Official start of practicum</i>				
Sep 17	8:00am	5:00pm	<ul style="list-style-type: none">- Orientation with our ICT Supervisor- Preventive Maintenance on 50 PCs in a computer laboratory- Reformat- Installing Windows 10	8
Total Hours:				8

Verified by:

A handwritten signature in black ink that reads "JOURDAN SALAZAR". The signature is fluid and cursive, with some loops and variations in letter height.

WEEKLY JOURNAL – Week #1

Achievement from this week

My achievements from this week are refining my preventive maintenance skills and troubleshooting skills. I am proud that my group and I performed preventive maintenance on 50 PCs. And I just recalled how to reformat a PC because the last time I did that was 2 or 3 years ago.

Struggle from this week

I have a little problem with preventive maintenance tasks. I sweat a lot after cleaning around 50 system units, and I can say that I need to work my body a bit. Also, I am having a little difficulty reformatting a PC because I forgot some of the steps that need to be taken.

Goal for next week

My goal for next week is to handle some troubleshooting problems easily. As I gain more experience from this week's job, hopefully next week I could take care of some troubleshooting without asking from our supervisor/professor.

Learning insights this week

What I learned from this week is my experience with struggle. I learned that I still don't know how to do some of the basic troubleshooting and I have a lot to learn in this internship.

Skills developed

As I was doing a preventive maintenance task, I found out that my skills in cleaning a system unit had become better and faster. I also learned how to troubleshoot some minor PC problems and how to reformat a PC.

Week 2



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PRACTICUM DETAILED REPORT

Intern's Name Carlos M. Echavez Jr.
Assigned HTE ICT Matina Campus, University of Mindanao
Week #/ Date Duration Week 2 – September 24, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Sep 24	8:00am	5:00pm	<ul style="list-style-type: none">- We had a new ICT supervisor who handled us today, Sir JV.- Preventive Maintenance on Laboratories 4 and 5.- Troubleshooting Internet problems	8
Total Hours:				8

Verified by:

JORDAN SALAZAR

WEEKLY JOURNAL – Week #2

Achievement from this week

My achievement from this week is that I did preventive maintenance on more or less 100 PCs from computer laboratories 4 and 5. I felt satisfied after seeing that all the PCs we maintain are working properly.

Struggle from this week

I struggled a lot this week because the number of PCs we've done preventive maintenance on is double the amount we cleaned last week.

Goal for next week

My goal for next week is to try new troubleshooting problems. I want to gain more experience in troubleshooting because I can use this experience for my future career as a professional IT.

Learning insights this week

What I learned from this week is some troubleshooting skills that are related to internet issues. I learned a lot of ways to solve this problem, such as checking if the Ethernet cable is the reason why there's no internet connection, running the computer's internet troubleshooter, and many more.

Skills developed

This week, I refined my skills as an IT technician. I gained a lot of experience and knowledge about troubleshooting, especially with internet-related problems. And I became faster and better at cleaning system units than I was last week.

Week 3



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PRACTICUM DETAILED REPORT

Intern's Name Carlos M. Echavez Jr.
Assigned HTE ICT Matina Campus, University of Mindanao
Week #/ Date Duration Week 3 – October 1, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Oct 1	8:00am	6:00pm	- Preventive maintenance on Laboratory 3 - Reformat - Troubleshooting PCs	9
Total Hours:				9

Verified by:

JORDAN SALAZAR

WEEKLY JOURNAL – Week #3

Achievement from this week

My achievements from this week are being able to do preventive maintenance on laboratory 3, I have done reformatting 2 PCs for the school laboratory, and I diagnosed a PC with a problem for a professor from the CTE department.

Struggle from this week

My struggle from this week is diagnosing and troubleshooting a PC from the CTE department. I haven't successfully dealt with the problem, but I found out what the cause of the problem is and it is the hard drive.

Goal for next week

My goal for next week is to experience new troubleshooting problems. Just like this week, I gained new knowledge on how to troubleshoot and diagnosed a PC that has a problem on opening a file.

Learning insights this week

What I learned from this week is how to troubleshoot a PC that has a lagging issue because of the failing hard disk drive.

Skills developed

This week, I developed my skills in diagnosing and troubleshooting. I learned how to diagnose failing hardware and how to locate the source of the problem. I also developed my skills in reformatting a PC. I did it faster today than I did previously.

Week 4



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PRACTICUM DETAILED REPORT

Intern's Name Carlos M. Echavez Jr.
Assigned HTE ICT Matina Campus, University of Mindanao
Week #/ Date Duration Week 4 – October 8, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Oct 8	8:00am	5:00pm	<ul style="list-style-type: none">- We've been assigned to do preventive maintenance in the CASE Dean Office.- We troubleshoot some PC's on laboratory 2.- Troubleshooting Internet Issues	8
Total Hours:				8

Verified by: _____

JOURDAN SALAZAR

WEEKLY JOURNAL – Week #4

Achievement from this week

My achievements from this week are being able to do preventive maintenance on the CASE department Dean's Office, assisting Professor Barbosa by troubleshooting PC's from the laboratory 2 which have been used by her students, and troubleshooting internet issues on CTEs department laboratory.

Struggle from this week

My struggle from this week is troubleshooting PC problems that are new to me. Like the problem on laboratory 2, there's a PC I troubleshoot that the monitor won't turn on. And there's also a PC that has a problem with launching an application. These newly encountered problems are my struggle from this week.

Goal for next week

My goal for next week is to experience new troubleshooting problems. And to easily troubleshoot problems next time that I encountered this week.

Learning insights this week

What I learned from this week are how to troubleshoot a PC that has a problem with the monitor, troubleshooting internet issues by restarting the internet modem, and to troubleshoot an application that won't launch.

Skills developed

This week, I developed my skills in preventive maintenance, diagnosing, and troubleshooting. I learned how to diagnose failing hardware and how to locate the source of the problem.

Week 6



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PRACTICUM DETAILED REPORT

Intern's Name Carlos M. Echavez Jr.
Assigned HTE ICT Matina Campus, University of Mindanao
Week #/ Date Duration Week 6 – October 22, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Oct 22	8:00am	7:00pm	<ul style="list-style-type: none">- Connect Access Point- Configuration of Internet Connection- Checking Computer Laboratory 5	10
Total Hours:				10

Verified by: JOURDAN SALAZAR

WEEKLY JOURNAL – Week #6

Achievement from this week

My achievements from this week are configuration of internet connection through access point, assembling access point in PS building, and checking computer laboratory 5 in DPT building.

Struggle from this week

My struggle for this week is doing the manual labor for assembling the access point. We drilled holes for the access point in some rooms in the PS building. It was my first time doing it, so that's why I struggled, but it still excites me and it's a good experience for me.

Goal for next week

My goal for next week is to experience new technical problems. From what I experienced this week, I struggled a lot but still I enjoyed it and I learned a lot from it.

Learning insights this week

What I learned from this week is how to do technical work. I learned that doing technical and manual work needs to be done carefully because we might damage the things we worked on.

Skills developed

This week, I developed a lot of new skills. I developed my manual labor skills as a technical worker. I learned how to crimp rj45 and connect Ethernet cables wiring more quickly. In addition, I learned how to drill holes in walls. And how to connect access points using ENGENIUS.

Week 7



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PRACTICUM DETAILED REPORT

Intern's Name Carlos M. Echavez Jr.
Assigned HTE ICT Matina Campus, University of Mindanao
Week #/ Date Duration Week 7 – October 29, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Oct 29	8:00am	5:00pm	<ul style="list-style-type: none">- Installing Visual Studio on Computer Laboratory 3- Update Units- Reformatting PCs on Computer Laboratory 2	8
Total Hours:				8

Verified by:

JOURDAN X SALAZAR

WEEKLY JOURNAL – Week #7

Achievement from this week

My achievements from this week are installing an updated visual studio on Computer Laboratory 3 and reformatting some PCs in Computer Laboratory 2.

Struggle from this week

My struggle for this week is reformatting PCs. Sometimes I forget some steps for reformatting that require some help from my coworkers.

Goal for next week

My goal for next week is to experience new technical problems. From what I experienced this week and my struggles, my goal is that I can handle it easily next week.

Learning insights this week

What I learned from this week is how to reformat a PC faster. And how to reformat a large number of PCs in a short period of time.

Skills developed

This week, I developed my technical and formatting skills. I reformatted three PCs on my own, which sharpened my PC-reformatting skills.

Week 8



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P PRACTICUM DETAILED REPORT

Intern's Name Carlos M. Echavez Jr.
Assigned HTE ICT Matina Campus, University of Mindanao
Week #/ Date Duration Week 7 – October 29, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Oct 29	8:00am	5:00pm	<ul style="list-style-type: none">- Installing Visual Studio on Computer Laboratory 3- Update Units- Reformatting PCs on Computer Laboratory 2	8
Total Hours:				8

Verified by: _____

JOURDAN SALAZAR

WEEKLY JOURNAL – Week #8

Achievement from this week

My achievements from this week are troubleshooting printers, preventive maintenance on DPT building bookstore, checking the PCs specs in every laboratory in DPT building, and reformatting PCs on laboratory 2.

Struggle from this week

My struggle for this week is troubleshooting a lot of printers. I never had a printer at home, so it's my first time this week troubleshooting a printer. And I had a lot of fun while learning it.

Goal for next week

My goal for next week is to experience new technical problems. And to learn how to fix the printer that I haven't done this week.

Learning insights this week

What I learned from this week is how to troubleshoot printer problems. I learned how easy to clean the nozzle head of the printer, and how hard it is to clean the ink pad if it was spilled.

Skills developed

This week, I developed my technical skills on how to solve some minor printer problems. I also developed my skills in preventive maintenance, and developed how to check a data cabinet.

Week 9



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PRACTICUM DETAILED REPORT

Intern's Name Carlos M. Echavez Jr.
Assigned HTE ICT Matina Campus, University of Mindanao
Week #/ Date Duration Week 9 – Nov 10 - 12, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Nov 10	8:00am	5:00pm	<ul style="list-style-type: none">- Cleaning Professional School Data Cabinet Area- Reformat- Checking property numbers in every printer and system unit- Cleaning system unit	8
Nov 11	8:00am	5:00pm	<ul style="list-style-type: none">- Reformat- Check Skills clinic- Install SSD in some units	8
Nov 12	8:00am	5:00pm	<ul style="list-style-type: none">- Install SSD- Reformat- Crimping- Check internet connection in skills clinic	8
Total Hours:				24

Verified by:

JOURDAIN SALAZAR

WEEKLY JOURNAL – Week #9

Achievement from this week

My achievements from this week are doing maintenance on the Professional School Building's data cabinet, reformatting some PCs in laboratory 2, installing SSD in some PCs, and crimping an ethernet cable for the skills clinics PCs.

Struggle from this week

My struggle this week is installing an SSD on some PCs because it is my first time installing an SSD and I'm quite nervous about it because the SSDs are all brand new and it would cost a lot if I damaged them accidentally. Also, I struggled a bit with crimping an ethernet cable.

Goal for next week

My goal for next week is to experience new technical problems. And to hone my crimping skills so that I can do it faster the next time.

Learning insights this week

What I learned from this week is how to install an SSD and how to crimp ethernet cables. I was shocked at first that it was this easy to install an SSD, and I was also shocked that it is really hard to crimp an ethernet cable.

Skills developed

This week, I developed my technical skills on installing SSDs, polished my reformatting skills, and learned how to crimp ethernet cables.

Week 10



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PRACTICUM DETAILED REPORT

Intern's Name Carlos M. Echavez Jr.
Assigned HTE ICT Matina Campus, University of Mindanao
Week #/ Date Duration Week 10 – Nov 16- 18, 2022

Date	Time-in	Time-out	Activities	No. of Hours
Nov 16	8:00am	9:00pm	<ul style="list-style-type: none">- Reformat- Installing SSD- Cloning- Cable management- Retrieving new computer monitors	12
Nov 17	8:00am	5:00pm	<ul style="list-style-type: none">- Reformat- Installing SSD- Installing Application	8
Nov 18	8:00am	5:00pm	<ul style="list-style-type: none">- Install SSD- Reformat- Setting up new PCs on laboratory- Installing Application	8
Total Hours:				28

Verified by: JOURDAN SALAZAR

WEEKLY JOURNAL – Week #10

Achievement from this week

My achievements from this week are installing SSDs on some PCs in laboratory 2, reformatting PCs, installing new applications for new computer sets, getting the new computer sets for laboratory 2, and cable management on computer sets in laboratories 2 and 5.

Struggle from this week

My struggles this week are installing an SSD and doing manual labor when getting the new monitors. I struggle with installing SSDs because my hand is quite big, so I struggle when connecting wires on a small system unit. And I also struggled with doing manual labor by carrying the new monitors because the elevator at that time was under maintenance.

Learning insights this week

What I learned from this week is how to clone an OS drive. This skill will help me a lot in the future if I'm given the task of reformatting a lot of computers. Because what can usually be done in a day's work can be done in a few hours using cloning.

Skills developed

This week, I developed my technical skills on installing SSDs, reformatting, cloning, and cable management. We installed a lot of SSDs this week, so our supervisor taught us how to clone an OS drive to finish faster. I also developed my skills in cable management and how to do it properly.