

	Pamantasan ng Lungsod ng Valenzuela	Document No.: CEIT-OJTF-002
	<b>INTERNSHIP PLAN</b>	Number of Pages: 2
College:	College of Engineering and Information Technology	Revised: 09/28/2025

**Name of Intern:** Pete Denzel S. Tribo **Course/Student No.:** 22-2987  
**Name of Company:** Northgate Technologies Inc.  
**Company Address:** 59 Tinagan St. San Jose Quezon City 1115  
**Site Internship Supervisor:** Ms. Roselily Vargas **Contact Details:** 09982444317

Accomplish in computerized format. Please add additional sheets, if necessary.

## I. GENERAL INFORMATION


a. Company assignment (Indicate department/production site/s where the Student Intern is assigned.)	QUALITY ASSURANCE DEPARTMENT
b. Reporting schedule (Indicate time and day of reporting of the Student Intern.)	<p>€ Monday Time: <u>8:00 AM to 6:00 PM</u></p> <p>€ Tuesday Time: <u>8:00 AM to 6:00 PM</u></p> <p>€ Wednesday Time: <u>8:00 AM to 6:00 PM</u></p> <p>€ Thursday Time: <u>8:00 AM to 6:00 PM</u></p> <p>€ Friday Time: <u>8:00 AM to 6:00 PM</u></p>
c. Site location (Address/es of site/s where will the Student Intern be assigned.)	<b>59 Tinagan Street, San Jose Quezon City. Philippines 1115</b>

## II. LEARNING INFORMATION


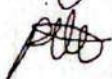
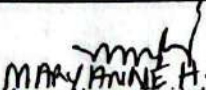
a. Agreed program of work for placement. (Provide outline of expected duties to be performed by the Student Intern.)	<ul style="list-style-type: none"> <li>• Set up and maintain hardware test benches for QA testing of UPS units (650VA / 1000VA), laptops, desktops, and digital signages (43" / 49").</li> <li>• Conducted Quality Assurance by cross-checking unit specifications with Sales Orders before opening hardware packages, ensuring accuracy of delivered products and preventing mismatches in configuration.</li> <li>• Performed functionality, performance, and acceptance checks on hardware systems (e.g., battery backup for UPS, display calibration for signages, and stress/load testing for laptops and desktops),</li> <li>• Perform basic configuration and validation such as OS installation, driver updates, firmware/BIOS flashing, and performance benchmarking.</li> <li>• Assist in QA testing of desktops, tablets, and UPS units.</li> <li>• Conduct system checks on performance, display quality, responsiveness, and physical conditions.</li> <li>• Document serial numbers and MAC addresses for inventory and tracking.</li> <li>• Perform setup and configuration of IT devices (e.g., Asus ExpertCenter All-in-One PCs).</li> </ul>
---	---

	Pamantasan ng Lungsod ng Valenzuela <b>INTERNSHIP PLAN</b>	Document No.: CEIT-OJTF-002
		Number of Pages: 2
College:	College of Engineering and Information Technology	Revised: 09/28/2025

	<ul style="list-style-type: none"> <li>• Support inventory preparation and quality validation for client orders (e.g., McDonald's corporate order).</li> <li>• Participate in troubleshooting and basic technical support.</li> </ul>
b. Agreed learning aims. (Please outline specific learning aims of the Student Intern.)	<ul style="list-style-type: none"> <li>• Develop technical knowledge in IT hardware and System Testing.</li> <li>• Gain hands-on experience in QA processes and documentation.</li> <li>• Enhance problem-solving skills through troubleshooting activities.</li> <li>• Learn workplace discipline, time management, and teamwork.</li> </ul>
c. Agreed on-placement learning opportunities. (Please provide brief details of projects to be undertaken by the Student Intern during placement.)	<ul style="list-style-type: none"> <li>• Exposure to real-world QA operations in IT hardware.</li> <li>• Participation in bulk setup projects for corporate clients.</li> <li>• Use of QA checklists, technical reports, and documentation procedures.</li> <li>• Mentorship and supervision under the QA Department Head.</li> </ul>
d. Describe the structure of supervision. (How will the Student Intern be supervised throughout the program?)	<ul style="list-style-type: none"> <li>• The Student Intern will be directly supervised by the Site Internship Supervisor, who will assign daily and weekly tasks, provide technical instructions, and evaluate performance.</li> <li>• The Supervisor will conduct regular progress checks to ensure compliance with QA protocols, documentation standards, and company procedures.</li> <li>• The Intern will be encouraged to seek guidance and clarification on tasks, promoting an open line of communication for technical and procedural concerns.</li> <li>• The Supervisor, together with other senior staff, will provide mentorship and skills coaching to enhance the intern's knowledge in hardware testing, troubleshooting, and documentation.</li> <li>• Feedback sessions will be scheduled to identify strengths, address areas for improvement, and reinforce professional growth throughout the internship.</li> <li>• The OJT Coordinator will coordinate with the Supervisor to ensure that the internship aligns with academic objectives and institutional requirements.</li> </ul>
e. Describe the range of experiences planned for the Internship. (Describe the planned and programed sequence of training activities that provide breadth and quality of training)	<ul style="list-style-type: none"> <li>• Week 1–2: Orientation and introduction to company protocols, QA processes, and inventory documentation. Perform guided hardware checks (e.g., desktops, UPS units, and tablets) under close supervision.</li> <li>• Week 3–4: Assist in bulk equipment setup and configuration, including software installation and system responsiveness testing. Begin documenting results with accuracy and consistency.</li> <li>• Week 5–6: Take responsibility for specific QA areas such as display validation, performance benchmarking, physical condition checks, and data logging (serial/MAC addresses).</li> <li>• Week 7–8: Collaborate with the QA team on large-scale client projects, supporting regression-style testing, troubleshooting, and ensuring quality</li> </ul>

	Pamantasan ng Lungsod ng Valenzuela	Document No.: CEIT-OJTF-002
	<b>INTERNSHIP PLAN</b>	Number of Pages: 2
College:	College of Engineering and Information Technology	Revised: 09/28/2025

	<p>compliance before deployment.</p> <ul style="list-style-type: none"> <li>Final Week: Consolidate testing reports, summarize learning outcomes, and provide recommendations for QA improvements. Present findings to the Site Internship Supervisor and OJT Coordinator.</li> </ul>
--	---

<b>Site Internship Supervisor:</b> (Signature Over Printed Name)	 Ms. Roselily Vargas
<b>Student Intern:</b> (Signature over printed name)	 Pete Denzel S. Tribo
<b>OJT Coordinator:</b> (Signature over printed name)	 Ms. Meanne Herrera Trinidad