

**ON-THE-JOB TRAINING IN FIGTREE COMPANIES – FMP FERVID  
CONSULTANCY SERVICES Corp.**

**NARRATIVE REPORT**  
Submitted to the faculty of the  
School of Computer Studies  
City College of Tagaytay

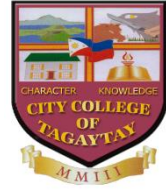
In partial fulfillment of  
The requirements for the degree,  
Bachelor of Science in Computer Science

**NEULID, PIERRE JOHN B.**

**SEPTEMBER 2023**



Republic of the Philippines  
City of Tagaytay  
**CITY COLLEGE OF TAGAYTAY**  
**SCHOOL OF COMPUTER STUDIES**



Department of Computer Science

**APPROVAL SHEET**  
**Narrative Report**

This **NARRATIVE REPORT** on **ON-THE-JOB TRAINING** from **July** to **September 2023** was undertaken at **FIGTREE COMPANIES, FMP FERVID CONSULTANCY**, and is prepared and submitted by **NEULID, PIERRE JOHN B.** in partial fulfillment of the requirement for the CSPC99(Practicum/Internship).

Approved by the PRACTICUM/INTERNSHIP COORDINATOR with a rating of \_\_\_\_\_.

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## **BIOGRAPHICAL DATA**

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At present, he is currently enrolled in the Bachelor of Science in Computer Science program at City College of Tagaytay.

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## ACKNOWLEDGEMENT

I would like to

~~The~~ <sup>my</sup> ~~trainee~~ expresses his sincere gratitude for unwavering support, guidance, and encouragement throughout the journey of preparing and completing ~~this~~ <sup>my</sup> ~~his~~ On-the-Job training to the following individuals:

To **Mr. Jay-R T. Rollo**, <sup>my</sup> ~~his~~ practicum adviser, for his guidance. His extensive knowledge, expertise, and constructive feedback have helped ~~him~~ <sup>me</sup> to sharpen ~~his~~ <sup>my</sup> skills and broaden ~~his~~ <sup>my</sup> horizons. His perseverance, dedication, and dedicated efforts to develop ~~his~~ <sup>my</sup> potential have given ~~him~~ <sup>me</sup> a deep sense of confidence and determination;

To the **City College of Tagaytay**, for the chance and channel to fulfill ~~the~~ <sup>my</sup> ~~author's~~ goals.

To **Mr. Ian Carlo Barrion**, Creatives Officer, and **Mr. Oliver Simbulan.**, Managing Director of FMP Fervid Consultancy in Figtree Companies for the opportunity and constructive criticism ~~given during the internship~~ <sup>during the</sup> and advice from time to time ~~and helps the intern in his internship program.~~

To ~~his~~ <sup>my</sup> beloved **family**, for the unconditional love, belief in ~~the trainee's~~ <sup>my</sup> abilities, and unwavering support have been the cornerstones of ~~her~~ <sup>my</sup> success. ~~He~~ <sup>I</sup> truly appreciates the sacrifices ~~you~~ <sup>they</sup> have made to ensure ~~her~~ <sup>my</sup> education and growth.

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**INTRODUCTION**

Every aspirant person's job path should have a step towards professional progress and development. This narrative report is an acknowledgment of the valuable experience the intern experienced while completing his On-the-Job Training (OJT), a crucial stage in his academic and professional development. He was able to connect theory and practice throughout his OJT time, which gave him invaluable insights into the workings of his chosen field in the actual world.

Working alongside and learning from a more seasoned employee, on-the-job training is a type of on-the-job education that takes place right there at the workplace. During OJT, the inexperienced worker uses genuine machinery, equipment, tools, processes, and procedures to do or watch real-time job tasks performed in the work space.

OJT's objective is to offer training and practice opportunities so that a novice learner can acquire the information, skills, and competencies necessary to carry out the tasks related to his work role.

## **SIGNIFICANCE OF THE ON-THE-JOB TRAINING**

On-the-job training is important because it enables trainees to directly acquire practical skills and knowledge in their actual work. Unlike a classroom setting, on-the-job training engaged in real-world settings, facilitating direct learning experiences that are highly effective in improving job performance and productivity. By being directly involved in a work environment, trainees gain a deeper understanding of their responsibilities, develop problem-solving skills, and learn job-specific skills connected to their role. In addition, hands-on training facilitates a seamless transition from academic learning to practical application, allowing the trainee to build confidence and competence while adapting quickly and efficiently to the work environment. Lastly, this kind of training promotes ongoing professional development, engaging trainee engagement and satisfaction, and contributes to the overall success of the organization.

## **OBJECTIVES OF THE ON-THE-JOB TRAINING**

On-the-job training at Figtree companies aims to make the trainee:

- Foster the ability to think critically and apply analytical skills in a corporate setting;

- Enable proficiency in various Computer Science domains to enhance versatility and adaptability;
- Enables individual to acquire and practice knowledge and skills in different fields of Computer Science;
- Help develop the skill to work well with others in a team, all working together to reach the same goals; and
- Instill a sense of responsibility, punctuality, and dedication in the work environment.

### **TIME AND PLACE OF THE ON-THE-JOB TRAINING**

The trainee rendered his on-the-job training at Figtree Companies located at Bright Star Building, Lot 7 C-10 JP Rizal Ave. Maharlika West Tagaytay started in July 10, 2023 and ended in the first week of September.

The intern initially started on the 10th day of July 2023. The trainee is expected to work, starting from 8:30 in the morning until 5:30 in the afternoon from Monday to Friday. He must complete the required 200 hours of on-the-job training to comply with the course requirement.

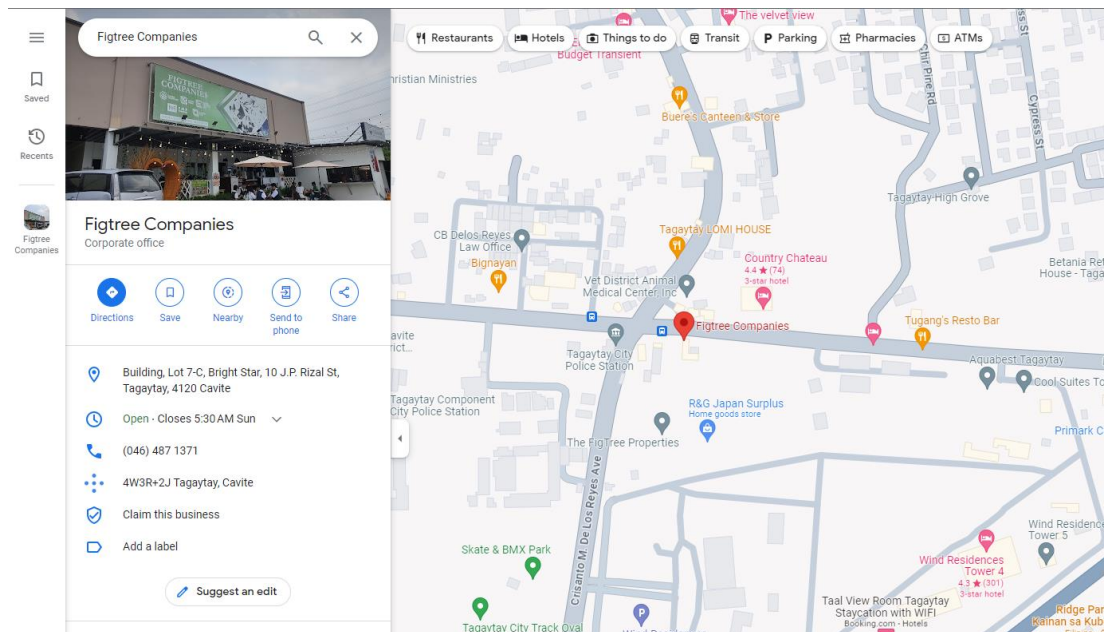
## THE LINKAGE ESTABLISHMENT

### Name and General Location



**Figure 1.** Figtree Companies Logo

Figure 1 shows the official logo of the company, The Figtree Companies is a diverse collection of companies committed to sustainable development and innovation across various industries. FMP Fervid Consultancy Services Corp. pioneers the fusion of real estate expertise and data science, providing comprehensive, sustainable real estate solutions. The Figtree Properties, OPC, an offshoot of FMP Fervid, emphasizes sustainable development to improve local communities' quality of life. Figtree Company Holdings, Inc., established in 2021, oversees all Figtree entities, focusing on property development, retail, IT, and business consultancy. Figtree Farms and Property Management Corp. leads in agricultural production, prioritizing sustainability and resilience. Figtree Technologies Corp. specializes in data management and system development for a smart, sustainable future. Kavanah Communities Membership Club, Inc. offers Filipino-style hospitality, encouraging a connection with nature. Meanwhile, Figtree Trading Corporation deals in construction supplies, and Figtree Microfinancing Corporation supports small and medium enterprises for improved livelihoods. Together, these companies share a collective mission to create a brighter, more sustainable future.



**Figure 2.** Location map of Figtree Companies

Figure 2 shows the location of the Figtree Companies, wherein the trainee performs his on-the-job training as Creatives Intern.

### **Institution's Objectives/Philosophy**

The Figtree Group, comprising FMP Fervid Consultancy Services Corp., The Figtree Properties, OPC, Figtree Company Holdings, Inc., Figtree Farms and Property Management Corp., Figtree Technologies Corp., Kavanah Communities Membership Club, Inc., Figtree Trading Corporation, and Figtree Microfinancing Corporation, shares a unified philosophy rooted in sustainable development and community betterment.

**Mission**

Our mission is to provide innovative and sustainable real estate solutions that enable our clients to achieve their investment goals while contributing to the betterment of society.

**Vision**

Our vision is to be a leader in the real estate industry, recognized for our expertise in data science and sustainable design, and for our commitment to delivering exceptional value to our clients and the communities we serve.

**Objectives**

The Figtree Company is dedicated to:

- Provide innovative and sustainable real estate solutions to help clients achieve investment goals while contributing to societal betterment.
- Enhance the quality of life for future generations by focusing on sustainable developments, including agriculture, green homes, and economic stability.
- Develop and promote smart, mixed-use communities to cultivate sustainability for a resilient future, ultimately enhancing customer's quality of life.
- Maintain a dynamic, multi-industry presence, spanning property development and management, retail, information technology, and business consultancy, to support enterprises that promote a sustainable future.

- Lead in agricultural technologies, sustainability initiatives, and smart solutions through Figtree Farms and Property Management Corp. for a healthy, green, and resilient future.
- Pioneer the growth of a smart, sustainable, and resilient future through system development and software solutions at Figtree Technologies Corp.
- Offer Filipino-style hospitality services and encourage connection with life, nature, and the beauty of the Philippines through Kavanah Communities Membership Club, Inc.
- Provide quality construction supplies through buying, selling, distributing, and marketing on a retail basis at Figtree Trading Corporation.
- Empower small and medium enterprises with greater access to life-supporting goods and services for improved livelihoods through Figtree Microfinancing Corporation.

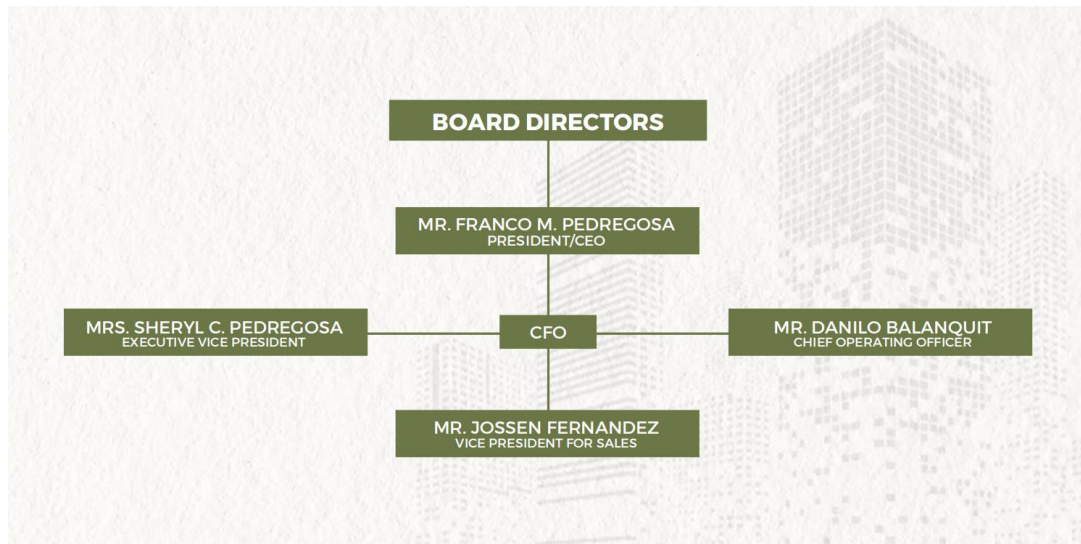
Figtree Companies philosophy revolves around creating a sustainable and resilient future through various avenues, be it in real estate, technology, agriculture, hospitality, or enterprise empowerment. We believe that by combining our expertise and values, we can contribute meaningfully to the betterment of society and the environment.

Within the Figtree, Figtree Technologies Corp. is driven by the objective at leading growth of a smart, sustainable, and resilient future through cutting-edge system development and software solutions.

## Ownership/Management

Figtree Companies started as a real estate company in 2019 and is headed by Franco Pedregosa and currently the CEO and President of the company.

## Organizational Chart



**Figure 3.** Figtree Companies Organizational Chart

Figure 3 shows a visual representation of this hierarchy, aiding in understanding roles and communication channels within the company. The Figtree Company has a clear organizational structure led by Mr. Franco M. Pedregosa as President/CEO, Mrs. Sheryl C. Pedregosa as Executive Vice President, and key executives overseeing finance, sales, and operations. The CFO manages financial matters, Mr. Jossen Fernandez leads the sales team, and Mr. Danilo Balanquit serves as the COO.

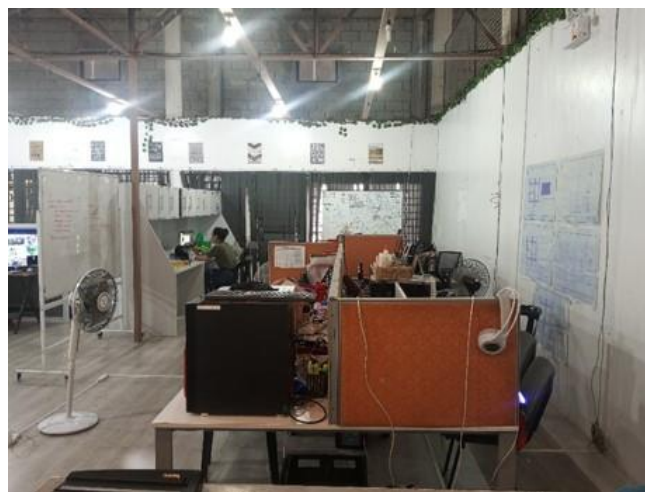


## Facilities, Number of Rooms and Types, Application Used



**Figure 4.** Kavanah Café

The Kavanah Café is located beside the main work office and this is where employees eat during their lunch breaks.



**Figure 5.** FMP Fervid Interns' Office / Figtree Farms Office

FMP Fervid Interns' Office/ Figtree Farms Office is located on the right side of the office and is where most interns who work for the Creatives Department are.



**Figure 6.** Figtree Technologies Interns' Office

This office is located on the left side of the main office and is primarily used by interns under the Information Technology Department.



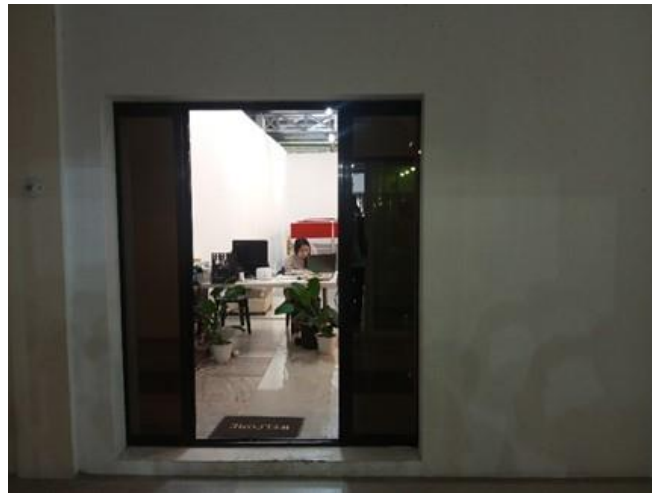
**Figure 7.** Figtree Properties / Sales Department Office

This is located on the left side of the main office and is used by employees and interns working under the Figtree Properties and Sales Department.



**Figure 8.** Side Entrance to the Main Office

This specific entrance is located on the left side of the office and is used to access other rooms outside the main office.



**Figure 9.** Co.Lab Room

Co.Lab Room is located outside the main office and is used as a meeting room and a prayer room during the daily devotion held every morning.



**Figure 10.** Canva

Figure 10 shows Canva, a powerful Design tool that can be used in creating presentations or projects that can help the students on handle the basics of digital design. The intern used this to create a visually appealing presentation and it is easy to use for quick creation of presentation.



**Figure 11.** Microsoft PowerPoint

Figure 11 shows PowerPoint, used for creating visual presentations to display information in a clear and organized manner, often including text, images, and graphics. PowerPoint was used to present the activities, the interns made.



**Figure 12.** Microsoft Excel

Figure 12 shows Microsoft Excel, primarily used for organizing, analyzing, and manipulating numerical data, making it a valuable tool for a wide range of tasks. Excel was used for asset management, collecting information about company owned computer devices.



**Figure 13.** Adobe Photoshop

Figure 13 shows Adobe Photoshop, a popular and powerful software application primarily used for image editing, photo manipulation, and graphic design. Used by intern to create designs for the company.



**Figure 14.** Google Drive

Figure 14 shows Google Drive, which is a cloud-based storage program that lets users access and save data online without charge. The intern's application to submit completed assignments and practical activities to be viewed by the supervisor.



**Figure 15.** Google Chrome

Figure 15 shows Google Chrome, which is an open-source tool used to open or execute all web-based applications and access the Internet. The intern utilized this browser to download the software needed for on-the-job training and execute it so that the assignment could be completed in a timely manner.



**Figure 16.** Adobe Illustrator

Figure 16 shows Adobe Illustrator, also a popular and powerful software application primarily used for image editing and graphic design. Used by interns to create designs for the company.

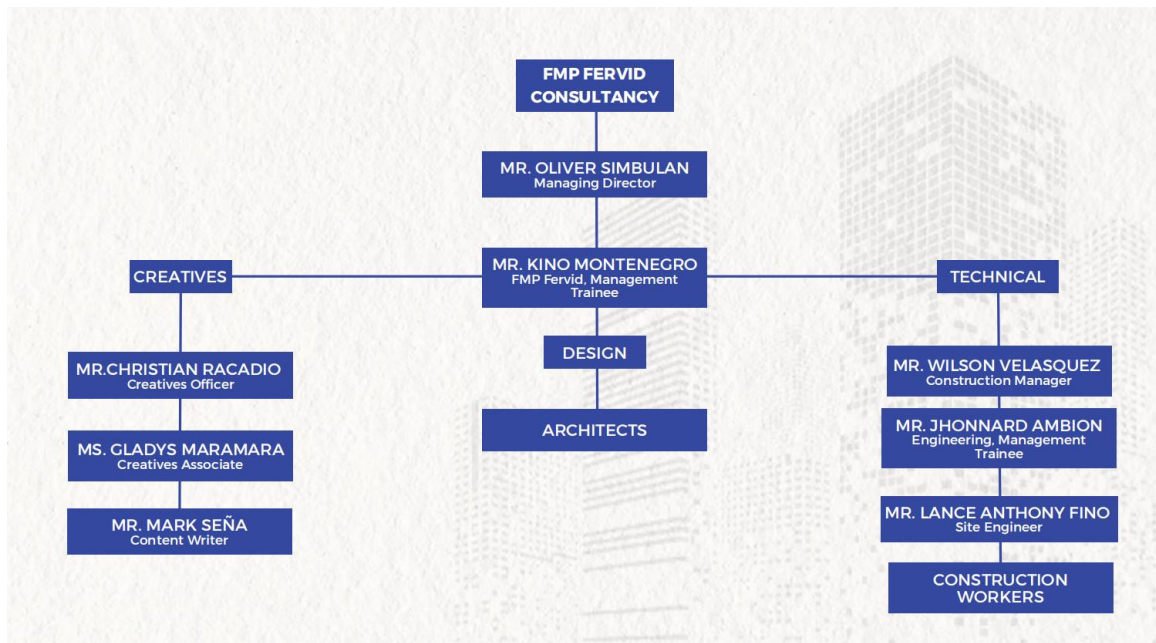
### **Outstanding characteristics of the establishment**

Figtree Companies is a real estate development company focused on sustainable land developments. Its continuous growth throughout the years diversifies its reach into multi-faceted companies whilst keeping its advocacy and aspiration to spearhead ecological and diversified ways of living.

## BUSINESS INDUSTRIES

DEPARTMENT: FMP FERVID CONSULTANCY SERVICES Corp.

### Organizational Structure



**Figure 17.** FMP FERVID CONSULTANCY SERVICES Corp. Organizational Chart

#### 1. Managing Director

A Manager Director, also known as a supervisor or team leader, is a professional within an organization who is responsible for overseeing and directing the work of a specific team, department, or group of employees. Their primary goal is to ensure that tasks and projects are completed efficiently and effectively to meet organizational objectives.



## **2. FMP Fervid, Management Trainee**

A Management Trainee is an entry-level professional in the field of Consultancy who is undergoing a structured training program to develop skills and knowledge in IT and consultancy management. Their role is to equip individuals with the skills, knowledge, and experience needed to take on leadership roles in IT management.

## **3. Creatives Department**

The FMP Fervid Creatives Department is in charge of making things look great for the company on social media, in videos, ads, and business cards. They come up with creative ideas and designs to help the company's message and brand look awesome to everyone.

## **4. Design Department**

The design team is responsible for creating the layout and structure of the house. They also make sure that the measurements and the location of the estate are accurately represented in their designs. These designs are then given to the Creatives team, who use them as a blueprint to produce their promotional video.

## **5. Technical Department**

The technical team plays a crucial role in constructing the real estate at the actual location. This team consists of skilled engineers who are experts in maintaining the property's quality. They collaborate closely with dedicated construction workers, who put in tremendous effort on various company projects.

## **Standard Operating Procedures**

This section outlines the standard operating procedures to be followed by interns during their tenure at the company.

- Interns will undergo an orientation program to familiarize themselves with the company's mission, values, and policies.
- Interns will be provided access to necessary tools, including department-specific software, internet resources, and a shared Google Drive for project storage.
- Interns are expected to promptly initiate assigned tasks at the start of the workday. Early completion may lead to additional responsibilities.
- Supervisors will closely monitor progress using a systematic tracking system to ensure tasks are completed on time and address any challenges promptly.
- Task assignments will be tailored to each intern's strengths and skills, fostering an environment of efficient collaboration and effective project handling.
- Regular team meetings will serve as a platform for open discussion, sharing insights, and offering feedback to promote continuous improvement.
- Supervisors will provide additional materials to assist interns in learning unfamiliar concepts, promoting a dynamic and supportive learning environment.

- Interns will maintain comprehensive documentation of completed tasks, ensuring transparency and accountability in project execution.
- Completed tasks will be promptly reported, with a focus on clear communication of outcomes and any relevant insights or feedback.
- Interns are encouraged to provide feedback on procedures and suggest improvements, promoting a culture of continuous enhancement.
- Interns are expected to adhere to all company policies, maintaining professionalism and upholding the company's values.
- Upon completion of the internship, interns will undergo an evaluation process to assess their contributions and receive feedback for professional development.

### **Additional Health and Safety Measures**

- Interns with allergies are advised to wear masks. If feeling unwell, interns should refrain from work until they have recovered.
- Alcohol and sanitizing materials are strategically placed throughout the premises for regular use.
- Clearly labeled garbage cans are located at appropriate points to facilitate proper waste segregation and disposal.
- A thorough cleaning schedule is observed, both in the morning and afternoon, ensuring a consistently hygienic work environment.

## Facilities and Equipment



**Figure 18.** ET-9600 Bundy Clock

This is used by both organic employees and interns to record time-ins and time-outs. A compatible time card is inserted on top to record the time displayed on the screen.



**Figure 19.** Brother MFC-J5330

Brother MFC-J5330 printer is used to print hard copies of several documents needed specifically by the technical department.



**Figure 20.** Paper Cutter

This is used to cut papers and documents to a specific size to fit the corresponding needs.



**Figure 21.** Brother HL-L8360C

This printer is used for printing documents in special types of papers used in brochures, pamphlets, and other documents that need a specific type of paper.



**Figure 22.** Behringer Xenyx Q1002USB Mixer

Behringer Xenyx Q1002USB Mixer is used mostly during morning devotions to enhance audio and microphones used for preaching.



**Figure 23.** Alto Professional TS312 Speaker

Alto Professional TS312 Speaker is used during morning devotions and miscellaneous events that require louder audio to amplify its volume.

**Manpower**

The interns promptly begin their assigned tasks at the start of the workday. This is because their supervisor may assign the interns more tasks once they finish it early. Supervisors carefully monitor progress to maintain a smooth workflow and gain a clear picture of interns' contributions to the projects. Task assignments are tailored to each intern's strengths and skills, forming an efficient scheduling system. This strategic allocation encourages collaborative teamwork and ensures effective project handling. Regular team meetings facilitate open discussion, providing a platform for sharing insights and feedback. This culture of continuous improvement enriches the collective knowledge base. Digital platforms enable real-time updates, ensuring everyone stays informed and aligned with project timelines, even in remote work settings. Interns follow well-defined procedures, breaking tasks into specific steps for a systematic approach. This promotes efficiency and upholds work quality. Supervisors are readily available for guidance and clarification, creating an environment where interns can confidently execute their responsibilities.

**Work Atmosphere**

The company's work environment is exceptionally positive and inclusive. Supervisors make extra efforts to create a welcoming space where different viewpoints are not only respected but also appreciated. The positive atmosphere enhances learning for interns in adapting to their roles. This kind of environment allows the interns to feel like there is no pressure at all in their work, and tasks

given by their respective supervisors really help them get hands-on experience for their future careers. The team's collaboration sets an exceptional standard, guaranteeing smooth client interactions while prioritizing a healthy work-life balance. The company excels in every aspect of customer service, quality assurance, and sales, demonstrating a steadfast commitment to environmental sustainability. This positive work culture is further enriched by a daily morning prayer, which contributes to the overall kindness and warmth exhibited by every employee. These practices collectively create a thriving and harmonious workplace environment.

### **Use of Materials**

The interns, specializing in computer science, adeptly familiarized themselves with the department's tools. In support of their duties, the department granted the intern access to the internet, enabling seamless communication with other departments for effective work completion. To streamline project organization and storage, a shared Google Drive was created for interns to securely store their work. This centralized platform ensures accessibility and collaboration. Supervisors actively support the interns' learning process by providing additional materials for unfamiliar concepts. This initiative promotes a dynamic learning environment. In addition, interns have the freedom to employ a range of editing and internet tools to improve their workflow. They are encouraged to choose applications that align best with their requirements, as long as they produce work



of excellent quality. This adaptability enables interns to refine their work methods for the most favorable results.

### **Strengths**

The supervisors and the company's atmosphere are exceptionally welcoming and friendly. They foster a culture where ideas and different viewpoints are embraced to enhance project processes, creating a positive and enriching experience for students. This approach is not only cost-effective but also aids employees in adapting to job-related procedures. The supervisors are approachable and use humor to handle challenging situations, while workers gain hands-on experience under the guidance of experienced trainers. One notable strength of the department lies in the supervisor's collaboration to strategize for different clients, ensuring smooth interactions. They maintain a reasonable level of pressure despite managing numerous deliverables. The department excels in customer service, product quality assurance, and sales knowledge, with a focus on environmental sustainability. They also prioritize accuracy when inputting information into their database.

### **Weaknesses and Improvement Areas**

During the intern's time at the company, they have encountered several challenges. Resource constraints, including limited time and knowledge, presented significant hurdles to addressing the organization's diverse needs. The demanding nature to their responsibilities exacerbated these limitations,

occasionally impeding access to guidance due to frequent supervisor meetings, despite their willingness to assist. The relatively short tenure prevented them from fully delving into all of the company's requirements and objectives. Additionally, they faced workload issues due to a lack of manpower, and the company's weak online presence further hindered production capabilities. Furthermore, the department's primary focus on marketing and property sales led to a sense of misalignment within the team. Lastly, their supervisor's busy schedule resulted in delays in reviewing social media postings for approval, affecting the scheduled calendar.

### **Recommendations**

The demanding nature of the intern's responsibilities, combined with frequent supervisor meetings, occasionally hindered their access to guidance. Their brief tenure with the company presented a time-related challenge, preventing them from fully addressing all requirements and objectives. Recommendations include increasing manpower to address workload issues, enhancing social media engagement and content marketing, prioritizing the recruitment of new employees, and assigning a social media manager aligned with the supervisor's goals to boost online activity. In summary, the challenges they faced were primarily related to resource limitations and time constraints, while the recommendations focused on improving workforce and digital marketing strategies.

## **PRACTICUM EXPERIENCE**

### **Task Performed**

The intern successfully fulfilled a variety of specialized assignments given by their respective supervisor within the Creatives Department, functioning as a graphic designer and in multimedia. These assignments included the creation of Publication Materials (PubMats), Tarpaulin Layouts, the piloting of drone for promotional videos, and other Layouts.

The intern needs to finish the PubMats by the given deadline. Once they are completed, the supervisor needs to approve them before they can be posted on the social media accounts of the requesting departments. Before submitting them to the requestor, the supervisor's approval is necessary.

### **Observed Strengths and Weaknesses**

The intern's strengths are as follows: The intern shows a strong commitment to the company, consistently arriving at the workplace two hours before the official start time. Additionally, punctuality is practiced by never being late. The intern displays a rapid ability to acquire new knowledge and remain open to constructive criticism. The enthusiasm shown for learning and dedication to skill development are highly remarkable.

The intern's weaknesses are as follows: An uninterrupted work environment is preferred by the intern and tends to invest a lot of time when starting a design project from scratch. Additionally, the intern is not particularly inclined towards

verbal communication and only typically responds when specifically asked and provides only the information or response requested. Also, the intern can sometimes forget about certain tasks when they have a lot of work to handle.

### **Suggestions for Self-Improvement**

Based on the feedback from the advisors, the intern can further enhance his performance as proactive and vocal with his ideas and suggestions that will contribute to the company. Furthermore, dedicating time to expanding his knowledge of design principles can improve the quality of work, especially in front-end development. Advised that the intern maintain a positive attitude and excellent attendance record, as these are assets to his performance. The intern's ability to learn is a notable strength, and they should always seek growth opportunities.

## **SUMMARY, CONCLUSION, AND RECOMMENDATION**

### **Summary**

On-the-job training is a requirement that a student must meet in order to learn relevant information and skills through hands-on experience in their chosen course or career path. The training prepares students to interact with a wide range of people, solve problems, and so on. This improves the student's understanding of the school subject as well as their ability to reflect on work issues.

The company itself will benefit from on-the-job training because, as a result, they will have a lot of promotions and investors. Furthermore, it is a tool that can assist students in identifying their abilities, strengths, and flaws. Patience and endurance are required for OJT, and learning the traits of a normal worker will improve the supervisor's perception of you.

### **Conclusion**

As Bachelor of Science in Computer Science students, we must complete on-the-job training in order to get real-world experience. On-the-job training benefits students greatly since it expands their knowledge and helps them recognize their professional strengths and weaknesses. OJT helps students advance in their professions by giving them real-world work experience to gain professional skills and competencies.

**Recommendation**

For incoming on-the-job trainees, it is important to choose a training opportunity related to their field of study. This ensures they can build on their existing knowledge and skills. They should also focus on being respectful and friendly with their colleagues and always follow the company's rules. Remember, the work environment is different from a classroom, so maintaining a professional attitude is key. Additionally, it's crucial to approach tasks with dedication, patience, and discipline.

For those interested in working with Figtree companies, being punctual and professional is highly valued. Putting in full effort to complete projects on time and to a high standard is also crucial. Use any free time to observe and learn from experienced colleagues. This will greatly enhance the learning experience.

## LITERATURE CITED

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