

**FINAL ON-THE-JOB TRAINING REPORT**

A. Company Profile (History/Background, Mission & Vision Statement)

B. General Background of OJT work

C. Specific Description of OJT work

D. Technologies Used

Hardware (detailed description and use of hardware(s))

Software (detailed description and use of software(s))

E. Skills Learned

    Discuss the different skills learned:

    Technical

Management

Professional

F. OJT Highlights

G. Describe your work experiences that were most beneficial as an ICT/CS/IT/IS student.

H. Insights and Reflection

I. Discuss specifically how the OJT have made you prepare later in the future.

**Prepared by:**

Signature Over Printed Name by Intern

**Checked and Approved by:**

Signature Over Printed Name by Supervisor