

Technological Institute of the Philippines
938 Aurora Blvd., Cubao, Quezon City

College of Engineering and Architecture
Computer Engineering Department

On-the-Job Training FINAL WRITTEN REPORT
1st Semester, S.Y. 2024-2025
Department of Social Welfare and Development

Submitted by:
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CPE41S1

Submitted to:
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OJT Faculty-in-Charge

April 2025

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I. COMPANY DATA

A. Brief History/Background of the Company/Company Profile

Discuss briefly the history of the company. Include the kind services/products



Department of Social Welfare and Development

Figure 1. Department of Social Welfare and Development logo

The Department of Social Welfare and Development (DSWD) is a dynamic, service-oriented government agency committed to empowering the Filipino people through responsive and inclusive social protection programs. From disaster relief to poverty alleviation, DSWD delivers a broad range of welfare services aimed at uplifting the lives of the poor, vulnerable, and marginalized.

With a dedicated team of social workers, development professionals, and humanitarian responders, DSWD has the capacity to implement large-scale programs such as cash assistance, feeding initiatives, emergency relief, and community development—ensuring no Filipino is left behind.

DSWD takes pride in being a leader in social welfare and development, continuously innovating and collaborating with other government agencies, non-profits, and local communities to bring lasting impact across the nation.

Company Vision and Mission

Mission Statement

As the authority in the social welfare and development sector, the DSWD shall develop and advocate policies, plan, and standards and responsive programs, capacitate partners, and empower stakeholders for a more accessible, efficient, effective, and accountable service delivery.

Vision Statement

DSWD envisions an empowered and resilient society where Filipinos enjoy an improved quality of life, are free from hunger, poverty, abuse, and exploitation, have equitable access to development opportunities, enabled by a fair, just, and peaceful governance.

Company Strategy

Social Protection and Welfare Programs

DSWD implements flagship programs like the Pantawid Pamilyang Pilipino Program (4Ps), Sustainable Livelihood Program (SLP), and Assistance to Individuals in Crisis Situations (AICS). These programs offer cash grants, livelihood support, and crisis assistance to help break the cycle of poverty and empower families.

Disaster Response and Relief

As the frontline agency during disasters and emergencies, DSWD provides immediate relief assistance, temporary shelters, food packs, and psychosocial support to affected communities. Its Quick Response Teams are trained to act swiftly in times of calamity, ensuring no community is left behind.

Community Development and Empowerment

Through initiatives like KALAHI-CIDSS and community-driven development programs, DSWD empowers local government units (LGUs) and community-based organizations to plan and implement projects that address their specific needs—promoting grassroots development and active citizen participation.

Care Facilities and Special Protection

DSWD operates residential care facilities and centers for children, the elderly, persons with disabilities, and victims of abuse or trafficking. The agency ensures access to temporary shelter, rehabilitation, education, and legal aid for individuals in need of special protection.

Nutrition and Feeding Programs

In partnership with other agencies, DSWD runs Supplementary Feeding Programs that promote proper nutrition for children in daycare centers. These initiatives support the country's fight against malnutrition and food insecurity.

Convergence and Partnerships

Programs like the Enhanced Partnership Against Hunger and Poverty (EPAHP) and collaboration with NGOs, LGUs, and national agencies strengthen DSWD's impact. These partnerships aim to create long-term solutions to hunger and poverty by supporting local food producers and promoting sustainable livelihoods.

Monitoring, Evaluation, and Digital Transformation

DSWD invests in data systems and digital tools to monitor program performance, ensure transparency, and deliver more efficient services. Continuous improvement and innovation are at the heart of its mission to serve every Filipino with dignity and respect.

B. Inclusive dates of training

The On-the-Job Training under the Department of Social Welfare and Development (DSWD) began in January 2025 with an HR Orientation, while the actual first day of reporting was on February 3, 2025. The training concluded on March 28, 2025, completing a total of 240 hours. This included technical work, administrative support, and participation in internal meetings and program-related activities.

From February 10 to 12, the trainee was unable to attend due to illness. Throughout the course of the internship, the trainee also attended several Design Project meetings on February 7, 17, 20, 24, and 26, as well as March 10 and 17.

Table format

Table 1. Inclusive dates of training

Month	Date	Time-in/Time-out	Duration
January 2025	January 30, 2025	10:00 am - 11:00 am	1 hour
February 2025	February 3, 2025	8:00 am – 5:00 pm	8 hours
	February 4, 2025	8:00 am – 5:00 pm	8 hours
	February 5, 2025	8:00 am – 5:00 pm	8 hours 30 minutes
	February 6, 2025	8:00 am – 5:00 pm	8 hours
	February 3, 2025	8:00 am – 5:00 pm	8 hours
	February 3, 2025	8:00 am – 5:00 pm	8 hours
	February 3, 2025	8:00 am – 5:00 pm	8 hours
	February 3, 2025	8:00 am – 5:00 pm	8 hours
	February 3, 2025	8:00 am – 5:00 pm	8 hours
	February 3, 2025	8:00 am – 5:00 pm	8 hours
	February 3, 2025	8:00 am – 5:00 pm	8 hours
	February 3, 2025	8:00 am – 5:00 pm	8 hours
March 2025	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours

Month	Date	Time-in/Time-out	Duration
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours
	March 3, 2025	8:00 am – 5:00 pm	8 hours

C. Name(s) of Personnel (supervisor, liaison officer, training officers/instructors, etc.) involved in the training program with their respective designations

1. Dr. Johnel DC. Acosta
 - Project Development Officer V
2. Mr. Rodel O. Taguba
 - Information Technology Officer I

II. BRIEF DESCRIPTION OF THE TRAINING PROGRAM

A. Objectives

1. General Objective

To provide student trainees with hands-on experience in government operations, enabling them to apply their academic knowledge in real-life settings and develop professional competencies in support of public service programs such as EPAHP.

2. Specific Objectives

To

B. Schedule/Timetable

For the duration of the on-the-job training, the schedule followed by the trainee. The total number of hours per week is 36 hours generally but the program offered a flexible working arrangement, allowing interns to adjust their daily schedules based on personal convenience and workload.

Table 2. OJT weekly schedule

Day	Time-in/Time-out
Monday	8:00 am – 5:00 pm
Tuesday	8:00 am – 5:00 pm
Wednesday	8:00 am – 5:00 pm
Thursday	8:00 am – 5:00 pm
Friday	8:00 am – 5:00 pm

C. Areas of Training

Web Development

Involves the development of a registration platform for the Enhanced Partnership Against Hunger and Poverty (EPAHP) to streamline the validation process of eligible Community-Based Organizations (CBOs). This system aimed to improve data accuracy and operational efficiency.

Administrative Support

Handled document processing, data encoding, and records organization. Tasks included managing the inbound and outbound flow of official documents, ensuring smooth internal and external communication within the office..

Information Systems Assistance

Supporting the technical team in maintaining digital tools and information systems used for monitoring programs and services.

Documentation and Reporting

Involves organizing reports, minutes of meetings, and other relevant documents used in internal coordination and inter-agency partnerships.

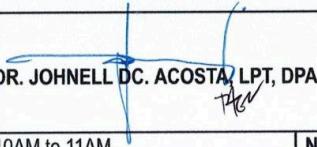
D. Reference Materials (e.g., Manuals, textbooks, etc.,) used during the training

Department of Social Welfare and Development. (n.d.). Enhanced Partnership Against Hunger and Poverty (EPAHP) Digital Mapping System (DMS) User Manual [Internal manual]. Republic of the Philippines.

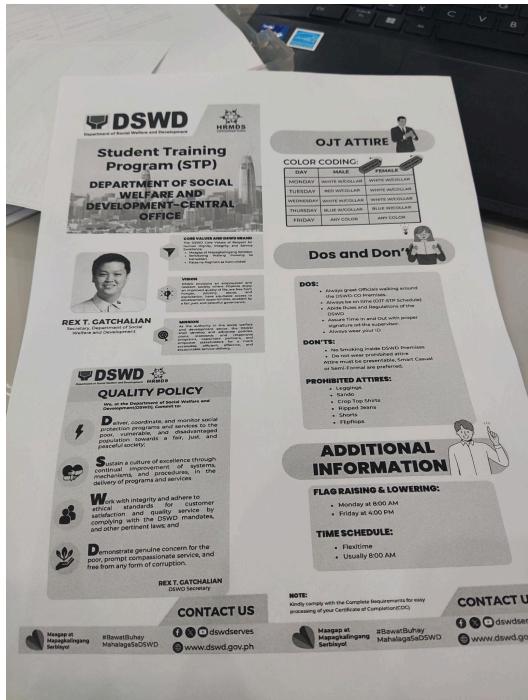
III. COMPILED WEEKLY AND DAILY REPORTS

A. Weekly and Daily Report for the Month of February 2025 to March 2025

1. Week 1 (from January 30 to January 30)
 - a. Weekly Report

Training Week # 1 Accomplishment Summary			
Date	January 30, 2025		
Training Location / Site	DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126	Description of Weekly Training Activity	HR Orientation
Industry / Company Name / Address	Government, Social Welfare / Department of Social Welfare and Development/ DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126		
Name and Signature of Supervisor	 DR. JOHNELL DC. ACOSTA, LPT, DPA <i>PNB</i>		
Duration	10AM to 11AM	Number of Hours	1 hour
Details of Training Activity	<p>January 30, 2025 (1 hr): The training included an orientation on DSWD's core values, mission, and vision, as well as the dos and don'ts within DSWD facilities. The guidelines covered the proper attire for OJTs, which includes wearing white on Mondays and Wednesdays, red on Tuesdays, blue on Thursdays, and any color on Fridays, in either casual or smart casual attire.</p>		

Pictures of Evidences



January 30, 2025: HR gave me a copy of DSWD Student Training Program guide for Dos and Don'ts around the department. It also discuss some basic information and the OJT attire making sure I comply with the departments' rules.

b. Daily Report

TIP-CC-035 Revision Status/Date: 0/2015 OCT 7

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
ON-THE-JOB TRAINING / PRACTICUM WEEKLY REPORT

Name of Student Trainee: Alcoseba, Michael Vincent R.

Name of Company: Department of Social Welfare and Development

DAILY WORK ACTIVITIES

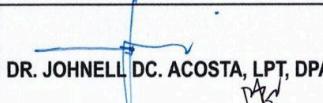
DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday			
Tuesday			
Wednesday			
Thursday	1/30/25	HR basic rules and regulation orientation	1
Friday			
Saturday			

TOTAL NO. OF HOURS : 1 Hour

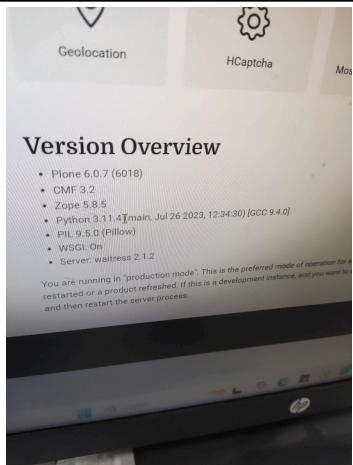
Certified by: DR. JOHNELL DC. ACOSTA, LPT, DPA

Signature Over Printed Name of Trainer

2. Week 2 (from February 3, 2025 to February 6, 2025)
 a. Weekly Report

Training Week # 2 Accomplishment Summary			
Date	February 3, 2025 - February 6, 2025		
Training Location / Site	DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126	Description of Weekly Training Activity	Deployment and Office Orientation
Industry / Company Name / Address	Government, Social Welfare / Department of Social Welfare and Development/ DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126		
Name and Signature of Supervisor	 DR. JOHNELL DC. ACOSTA, LPT, DPA		
Duration	8AM to 5PM	Number of Hours	25 hours 30 minutes
Details of Training Activity	<p>February 3, 2025 (6 hours): I familiarized myself with the office environment by engaging with different staff members, including Project Development Officers, Administrative Assistants, and the IT Officer. I gained insights into their daily responsibilities and was introduced to administrative tasks such as handling inbound and outbound documents. Additionally, I learned about the IT Officer's role in managing the DMS website.</p> <p>February 4, 2025 (3 hours): I inspected the Digital Mapping System (DMS) website for EPAHP, an undeployed platform designed to connect local farmers and fisherfolks with potential partners. This provided me with a foundational understanding of the system's purpose and how it aims to facilitate government partnerships.</p> <p>February 5, 2025 (8 hours 30 mins): I assisted in setting up a new PC for a workstation, including formatting it for official use. Additionally, I was temporarily assigned as the "Officer of the Day," responsible for receiving documents from external offices. Later in the day, I accompanied two Administrative Assistants to the ICTMS department, where I further explored how the DMS functions. I learned that the DMS acts as a middleware between multiple government agencies and community-based organizations (CBOs), enabling efficient transactions for locally produced crops.</p> <p>February 6, 2025 (8 hours): I conducted a detailed review of the EPAHP DMS user manual, focusing on the system's workflow and key processes. I specifically examined flowcharts related to CBO applications, the overall DMS workflow, and CBO status management, which helped me better understand the system's operational framework.</p>		

Pictures of Evidences



February 3, 2025: System requirements for EPAHP DMS and operations.

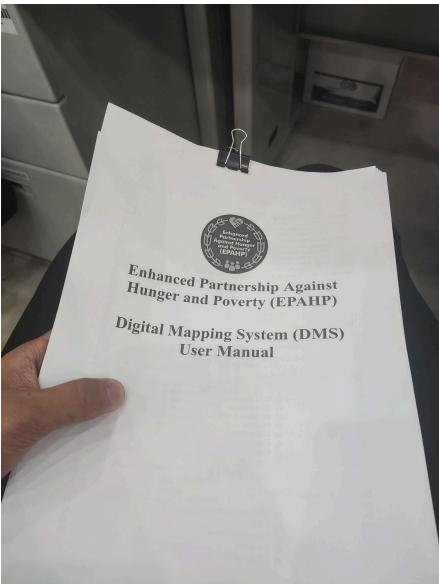


February 4, 2025: Inspecting the EPAHP DMS in development mode going around its process and overall build.

Pictures of Evidences



February 5, 2025: Assigned as the “Officer of the Day” who handles the receiving of papers from other office.



February 6, 2025: Reviewed the EPAHP DMS user manual in order to get a better idea of what I'm handling.

b. Daily Report

TIP-CC-035 Revision Status/Date: 0/2015 OCT 7

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
ON-THE-JOB TRAINING / PRACTICUM WEEKLY REPORT

Name of Student Trainee: Alcoseba, Michael Vincent R.

Name of Company: Department of Social Welfare and Development

DAILY WORK ACTIVITIES

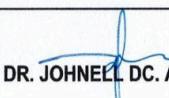
DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday	2/3/25	Office introduction and orientation. Learned about administrative tasks and IT responsibilities, including CMS website management and cron job scheduling.	6
Tuesday	2/4/25	Inspected the Digital Mapping System (DMS) website for EPAHP, an undeployed system connecting farmers and fisherfolk with partners.	3
Wednesday	2/5/25	Set up a new PC for the workstation. Assigned as the "Officer of the Day" to handle document reception. Visited the ICTMS department and explored how the DMS streamlines processes for CBOs and government agencies	8.5
Thursday	2/6/25	Reviewed the EPAHP DMS user manual, focusing on flowcharts for CBO application, DMS workflow, and CBO status updates.	8
Friday			
Saturday			

TOTAL NO. OF HOURS : 25.5 Hours

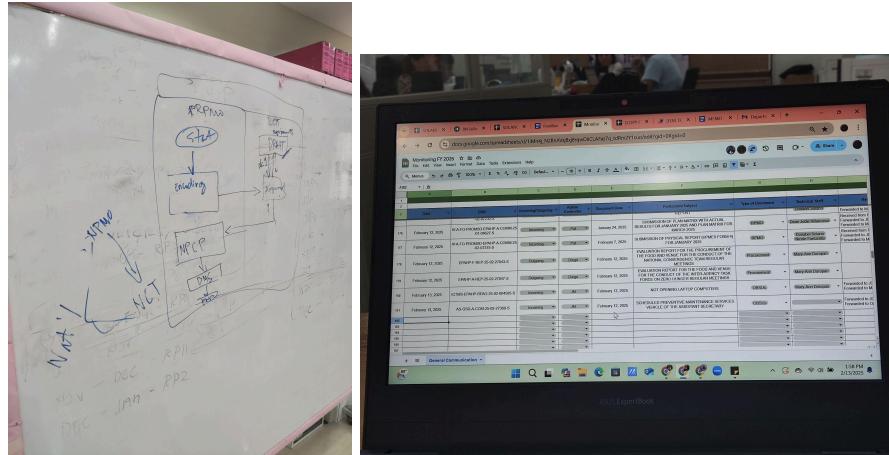
Certified by: DR. JOHNELL DC. ACOSTA, LPT, DPA

Signature Over Printed Name of Trainer

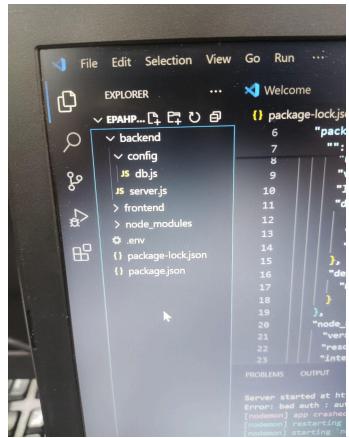
3. Week 3 (from February 13, 2025 to February 14, 2025)
- a. Weekly Report

Training Week # 3 Accomplishment Summary			
Date	February 13, 2025 - February 14, 2025		
Training Location / Site	DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126	Description of Weekly Training Activity	Document Management and MERN Stack Setup
Industry / Company Name / Address	Government, Social Welfare / Department of Social Welfare and Development/ DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126		
Name and Signature of Supervisor	 DR. JOHNELL DC. ACOSTA, LPT, DPA <i>[Handwritten signature]</i>		
Duration	8AM to 5PM	Number of Hours	16 hours
Details of Training Activity	<p>This week focused on both administrative and technical tasks, allowing me to engage in document management while also progressing in web development using the MERN stack.</p> <p>February 13, 2025 (8 hrs): I was responsible for managing data related to the monitoring of incoming and outgoing documents within the office, ensuring proper tracking and organization. Additionally, I was oriented on the expected functionality of the Digital Mapping System (DMS) through flowcharts, which provided a clearer understanding of its workflow. I was also tasked with creating the initial skeleton for a web project, laying the foundation for development.</p> <p>February 14, 2025 (8 hrs): I began preparations for setting up a MERN (MongoDB, Express.js, React, Node.js) structure for a website prototype. This involved installing essential development tools, including Visual Studio Code and Node.js, and structuring the MERN stack. I successfully connected MongoDB to the project, completing the foundational setup for further development.</p>		

Pictures of Evidences



February 13, 2025: The Information Technology Officer I (ITO I) introduced me to the workflow of the Digital Mapping System (DMS) through a flowchart presentation on a whiteboard. On the same day, I was also assigned to manage Google Sheets files used for tracking the inbound and outbound flow of official documents.



February 14, 2025: My first Js files to start entering the development of a website.

b. Daily Report

TIP-CC-035 Revision Status/Date: 0/2015 OCT 7

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
ON-THE-JOB TRAINING / PRACTICUM WEEKLY REPORT

Name of Student Trainee: Alcoseba, Michael Vincent R.

Name of Company: Department of Social Welfare and Development

DAILY WORK ACTIVITIES

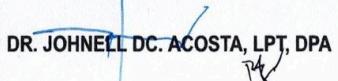
DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday			
Tuesday			
Wednesday			
Thursday	2/13/25	Managed office document tracking and monitored inbound/outbound papers. Oriented on DMS functionalities using flowcharts. Started creating the website skeleton.	8
Friday	2/14/25	Prepared and set up a MERN structure for the website prototype. Installed Visual Studio Code, Node.js, and successfully connected MongoDB to the stack.	8
Saturday			

TOTAL NO. OF HOURS : 16 Hours

Certified by: DR. JOHNELL DC. ACOSTA, LPT, DPA
Signature Over Printed Name of Trainer

4. Week 4 (from February 18, 2025 to February 21, 2025)

a. Weekly Report

Training Week # 4 Accomplishment Summary			
Date	February 18, 2025 - February 21,2025		
Training Location / Site	DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126	Description of Weekly Training Activity	Backend Development, UI Design, and Community Engagement
Industry / Company Name / Address	Government, Social Welfare / Department of Social Welfare and Development/ DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126		
Name and Signature of Supervisor	DR. JOHNELL DC. ACOSTA, LPT, DPA 		
Duration	8AM to 5PM	Number of Hours	24 hours 30 minutes
Details of Training Activity	<p>February 18, 2025 (8 hrs): I successfully set up the backend API, enabling functionalities to retrieve, update, and delete data from the database. Following this, I began setting up the frontend using React, establishing the initial structure for the user interface.</p> <p>February 19, 2025 (8 hrs): I worked on debugging issues with the POST function, ensuring that data could be properly added to the database. After resolving the issue, I successfully implemented the Create CBO function, allowing users to add new Community-Based Organizations to the system. Additionally, I started designing the application by creating a basic CSS layout to improve the UI.</p> <p>February 21, 2025 (8 hrs 30 mins): I assisted with an event organized by DSWD, where I contributed to calculating the market capabilities of CBOs, specifically determining the total tonnage they could provide. I also attended key events, including:</p> <ul style="list-style-type: none"> • The Sustainable Life Program's launch of an electric vehicle for PWDs • The culminating activity for DSWD's 74th founding anniversary 		

Pictures of Evidences



```
[nodemon] 3.1.9
[nodemon] to restart at any time, enter `rs`
[nodemon] watching path(s):
[nodemon] watching extensions: js,mjs,json
[nodemon] starting `node ./bin/www`
[0] [node] starting server...
[0] [node] Connected to 06 and listening on port 4000
[0] [node]
```

February 18, 2025: Screenshot of the code that handles CRUD operations.

```
// Create a new CBO with Operation Details
const createCBO = async (req, res) => {
  try {
    const { name, shortname, description, address, representation, operationDetails } = req.body;

    if (!name || !shortname || !address || !representation || !operationDetails) {
      return res.status(400).json({ error: "Missing required fields" });
    }

    // ✅ Create and save the OperationDetails first
    const newOperationDetails = new OperationDetails(operationDetails);
    const savedOperationDetails = await newOperationDetails.save();

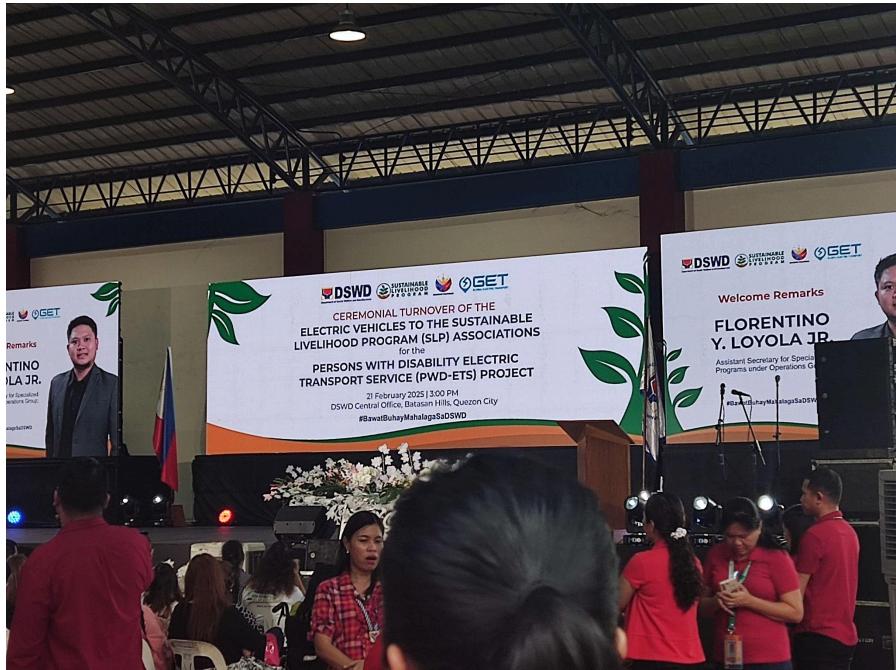
    // ✅ Create and save the CBO with the linked operationDetails ID
    const newCBO = new CBO({
      name,
      shortname,
      description,
      address,
      representation,
      operationDetails: savedOperationDetails._id, // ✅ Correctly reference the ObjectId
    });

    const savedCBO = await newCBO.save();

    res.status(201).json({ message: "CBO created successfully", cbo: savedCBO });
  } catch (error) {
    console.error("✗ Error creating CBO:", error);
    res.status(500).json({ error: error.message || "Failed to create CBO" });
  }
};
```

February 19, 2025: Screenshot of the code that handles POST (Create) function which I fixed.

Pictures of Evidences



February 21, 2025: I attended the DSWD launch event for electric vehicles designed for Persons with Disabilities (PWDs). As part of the activity, we were given a tour of the electric bus, which was both impressive and thoughtfully designed. The vehicle was not only comfortable but also fully accessible, showcasing innovative features that allow it to be driven and operated by individuals with disabilities.

b. Daily Report

TIP-CC-035 Revision Status/Date: 0/2015 OCT 7

**TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
ON-THE-JOB TRAINING / PRACTICUM WEEKLY REPORT**

Name of Student Trainee: Alcoseba, Michael Vincent R.

Name of Company: Department of Social Welfare and Development

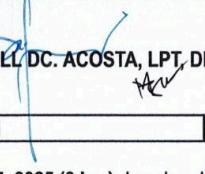
DAILY WORK ACTIVITIES

DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday			
Tuesday	2/18/25	Set up the API for backend operations. Successfully performed get, update, and delete functions. Started working on the front end using React.	8
Wednesday	2/19/25	Debugged the POST function. Successfully added a CBO creation function. Created basic CSS for the application.	8
Thursday			
Friday	2/21/25	Assisted with a DSWD event, calculated market capabilities of CBOs, and attended the launch of an electric vehicle for PWDs as part of the Sustainable Life Program.	8.5
Saturday			

TOTAL NO. OF HOURS : 24.5 Hours

Certified by: DR. JOHNELL DC. ACOSTA, LPT, DPA
Signature Over Printed Name of Trainer

5. Week 5 (from February 25, 2025 to February 28, 2025)
 a. Weekly Report

Training Week # 5 Accomplishment Summary			
Date	February 25, 2025 - February 28, 2025		
Training Location / Site	DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126	Description of Weekly Training Activity	Adapting to WordPress, Workflow Refinement, and UI Improvements
Industry / Company Name / Address	Government, Social Welfare / Department of Social Welfare and Development/ DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126		
Name and Signature of Supervisor	DR. JOHNELL DC. ACOSTA, LPT, DPA 		
Duration	8AM to 5PM	Number of Hours	24 hours
Details of Training Activity	<p>February 25, 2025 (8 hrs): I explored a different approach for website development by using WordPress, learning its functionalities from scratch. I was also given a scope and deadline for my project. Despite the shift in approach, I successfully created the skeleton for CBO registration and refined the initial setup. The project scope includes digitizing the registration sheet used for Community-Based Organizations (CBOs) to streamline the registration process.</p> <p>February 27, 2025 (8 hrs): I continued working on my code, specifically moving on to Step 2: Operations of the application. This involved further refining the workflow and ensuring the logical structure was properly implemented.</p> <p>February 28, 2025 (8 hrs): I fixed backlogs from the previous day, updated the schema for Step 2 of the CBO registration process, and improved the UI design for Step 2. I am still working on Step 2 of the registration, ensuring that the features are properly implemented and the process flows smoothly for users.</p>		

Pictures of Evidences

ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY
COMMUNITY-BASED ORGANIZATION INFORMATION SHEET

Note: Fields marked with an asterisk (*) are required. *For non-responses, put N/A.

A. DATA PROTECTION CONSENT					
<p>I hereby Agree and give consent to the Department of Social Welfare and Development (DSWD) to collect, use, update, store, and disclose any personal information during the implementation of the Enhanced Partnership Against Hunger and Poverty (EPATH) Program. I also agree to the terms and conditions of the Data Protection Act (DPA) of 2012 and its Implementing Rules and Regulations (IRR).</p> <p>I understand that the DSWD EPATH will use my personal information in a secured database and allow them to update it online through the EPATH website.</p> <p>I certify that all information is true and correct to the best of my knowledge and understand that any false statements may result in the cancellation of my application.</p> <p>For more information regarding data privacy and protection of the EPATH Program, visit the EPATH DSWD website at www.dswd.gov.ph.</p>					
<input type="checkbox"/> Readback & English to Wawa					
Mode of Collection <input checked="" type="checkbox"/> Actual (Field Visit, etc.) <input type="checkbox"/> Virtual (Online interview, Email by me)		Date of Accomplishment* (Month/Year) [Leave blank if still ongoing]		Time Started (MM mm AM/PM) [Leave blank if still ongoing]	
B. COMMUNITY-BASED ORGANIZATION INFORMATION					
STEP 1: BASIC INFORMATION					
A.1 Name of Organization* (Name the official or registered name of the organization) [Leave blank if still ongoing]					
A.3 Office Address* (Complete office address of the organization - Street No., Street, Barangay, City/Municipality, Province)					
STEP 2: OPERATIONS					
B.1 Organization Registration* (Check one)					
<input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Non-Corporation <input type="checkbox"/> Incorporated <input type="checkbox"/> Unincorporated <input type="checkbox"/> Others					
B.2 Date Established* (Date when the organization was first established)					
B.3 Philippine Statistical Industry Classification* (Leave the blank if no longer applicable)					
B.4 Target Members (Total/primary) (Check one)					
<input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary <input type="checkbox"/> Others					
B.5 Number of Members* (Total number/number)					
B.6.1 Female* <input type="checkbox"/> B.6.2 Total* <input type="checkbox"/>					
B.6 Annual Production* (Estimated quantity and monetary value of your community's primary products and services. Use a separate page if more than the provided space)					
B.6.1 Product* <input type="checkbox"/> B.6.2 Type of Product* <input type="checkbox"/> B.6.3 Quantity* <input type="checkbox"/> B.6.4 Units* <input type="checkbox"/> B.6.5 Market Value (in PHP)* <input type="checkbox"/>					
TOTAL <input type="checkbox"/> TOTAL <input type="checkbox"/>					
B.7 Area/Scope of Production* (City/Municipality) <input type="checkbox"/>					
B.8 Total Assets (in PHP)* <input type="checkbox"/> D					
B.9 Total Liabilities (in PHP)* <input type="checkbox"/> E					
B.10 Annual Gross Income* (Leave the blank if no longer applicable)					
B.11 Annual Gross Income* (Leave the blank if no longer applicable)					
B.12 Experience in Procurement* (Range - last 2 years) <input type="checkbox"/> A					
B.12.1 Number of participation <input type="checkbox"/> A					
B.12.2 Number of Contracts Won <input type="checkbox"/> A					
B.12.3 Number of Successful Implementation <input type="checkbox"/> A					
B.13 Competitive Bidding					
<i>Alternative Modes of Procurement</i>					
<input type="checkbox"/> Negotiated Procurement - Community Participation					
<input type="checkbox"/> Direct Contracting <input type="checkbox"/> Bidding <input type="checkbox"/> Small Value Procurement <input type="checkbox"/> Others <input type="checkbox"/> No experience					
B.14 Other Sponsor Agency/ies (Other EPATH partner agency/ies supporting the organization)					
H <input type="checkbox"/> J					

PAGE 1 of 2

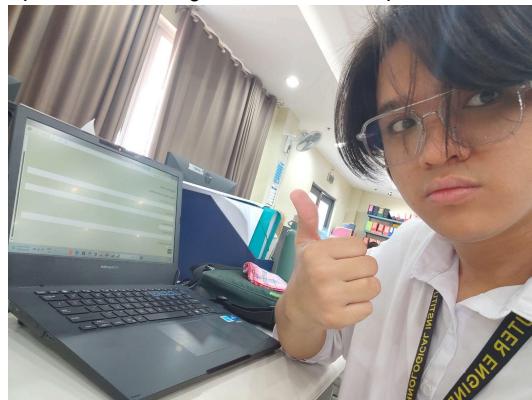
DSWD Central Office, 4/F Malawakil Building, DSWD Central Office, Buendia Panamisa Complex, Constitution Hills, Quezon City, Philippines 1126.
 Website: <http://www.dswd.gov.ph> Tel No: (02) 8931-810

February 25, 2025: I was assigned to digitize the registration sheet provided to me. This task involved converting the physical form into a structured digital format to support more efficient data processing and integration into the system. This also allows the user to have validations and restrictions removing human error on the data being entered.

Pictures of Evidences

A screenshot of a web browser displaying a registration form titled "Step 2: Operations". The form includes fields for Organization Registration (Cooperative), Date Established (11/12/1982), Philippine Statistical Industry Classification (PSIC) (NA), Target Members (PWD), and Number of Members (Main: 2, Female: 13, Total: 15). The background shows a blurred view of a room with a computer monitor and other equipment.

February 27, 2025: I focused on developing the submission functionality for Step 2 of my code, known as the "Operation Step." This task involved managing user input and ensuring accurate data capture for backend processing.



February 28, 2025: I continued refining the functionality of Step 2, focusing on improving the flow and data handling. In parallel, I began drafting the appropriate user interface (UI) for the application to ensure it aligned with the system's logic and provided a user-friendly experience.

b. Daily Report

TIP-CC-035 Revision Status/Date: 0/2015 OCT 7

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
ON-THE-JOB TRAINING / PRACTICUM WEEKLY REPORT

Name of Student Trainee: Alcoseba, Michael Vincent R.

Name of Company: Department of Social Welfare and Development

DAILY WORK ACTIVITIES

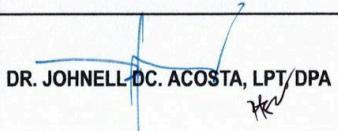
DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday			
Tuesday	2/25/25	Explored WordPress for website development. Learned its functionalities from scratch. Created the skeleton for CBO registration, refining the initial setup to digitize the registration sheet.	8
Wednesday			
Thursday	2/27/25	Continued coding, moving to Step 2: Operations of the application.	8
Friday	2/28/25	Fixed backlogs from the previous day, updated the schema for Step 2 of registration, and improved the UI.	8
Saturday			

TOTAL NO. OF HOURS : 24 Hours

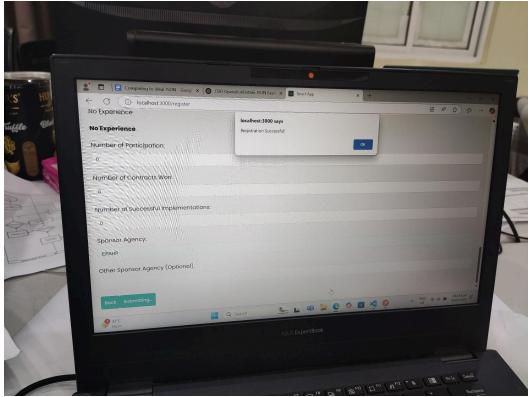
Certified by: DR. JOHNELL DC. ACOSTA, LPT, DPA
Signature Over Printed Name of Trainer

6. Week 6 (from March 3, 2025 to March 7, 2025)

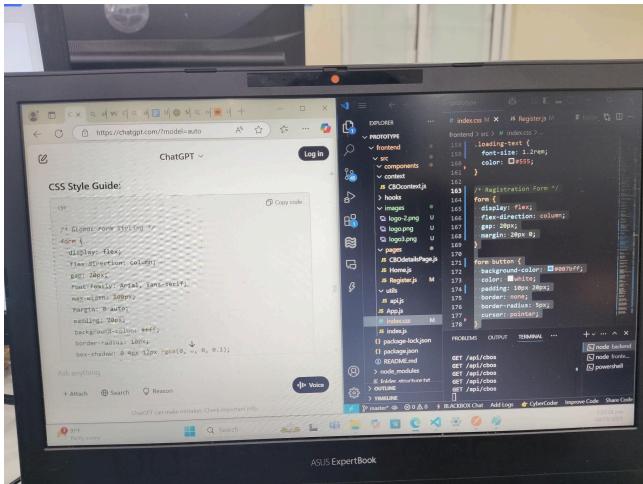
a. Weekly Report

Training Week # 6 Accomplishment Summary			
Date	March 3, 2025 - March 7, 2025		
Training Location / Site	DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126	Description of Weekly Training Activity	CBO Registration Development: Debugging, UI Enhancements, and Step 1 to 3 Integration
Industry / Company Name / Address	Government, Social Welfare / Department of Social Welfare and Development/ DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126		
Name and Signature of Supervisor	 DR. JOHNELL DC. ACOSTA, LPT/DPA		
Duration	8AM to 5PM	Number of Hours	42 hours
Details of Training Activity	<p>March 3, 2025 (8 hrs): Continued working on Step 2 of CBO registration. After extensive debugging, I identified the error, enabling successful data submission. Began refining functionality and gradually improving the styling.</p> <p>March 4, 2025 (8 hrs): Started fixing CSS for the Home page, Step 1, and Step 2. Completed polishing the Home page stylesheet and drafted CSS for Step 1: Basic Information to improve user experience.</p> <p>March 5, 2025 (8 hrs): Polished Step 1 and Step 2 to ensure smoother integration with Step 3. Created Step 3 and updated quality-of-life functions, distributing validations across registration steps. Encountered an issue with validation for "Others" in OperationStep.js, requiring debugging.</p> <p>March 6, 2025 (9 hrs): Set up Step 3 integration, adding a file upload feature for registration documents like the Board Resolution, Business Permit, and BIR Certificate. However, submission stopped working after validating Step 2, causing integration failure for Step 3, which needs debugging.</p> <p>March 7, 2025 (9 hrs): Debugged and refined file upload handling to streamline Step 3's implementation. Addressed validation issues from Step 2 to allow proper submission into Step 3. Conducted further tests to ensure the form submission is stable and functional.</p>		

Pictures of Evidences



March 3, 2025: Debug some problems with Step 2 submission. Finally debugged with a successful alert confirming that the API and server were properly integrated and running smoothly with the frontend.



March 4, 2025: Using chatGPT and manual adjustment to get the desired design for my UI. I was testing various styles for the intractability of my application.

b. Daily Report

TIP-CC-035 Revision Status/Date: 0/2015 OCT 7

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
ON-THE-JOB TRAINING / PRACTICUM WEEKLY REPORT

Name of Student Trainee: Alcoseba, Michael Vincent R.

Name of Company: Department of Social Welfare and Development

DAILY WORK ACTIVITIES

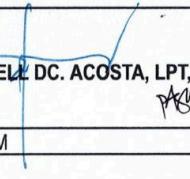
DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday	3/3/25	Continued working on Step 2 of CBO registration. Identified and fixed submission errors, refined functionality, and improved styling.	8
Tuesday	3/4/25	Fixed CSS for Home page, Step 1, and Step 2. Polished the Home page stylesheet and drafted CSS for Step 1.	8
Wednesday	3/5/25	Polished Step 1 and Step 2 for smoother integration with Step 3. Created Step 3 and updated validation functions. Began debugging validation issues in OperationStep.js.	8
Thursday	3/6/25	Set up Step 3 integration, adding a file upload feature for registration documents. Encountered submission issues due to Step 2 validation errors.	9
Friday	3/7/25	Debugged file upload handling and fixed Step 2 validation issues to enable proper submission. Conducted tests to ensure stable functionality.	9
Saturday			

TOTAL NO. OF HOURS : 42 Hours

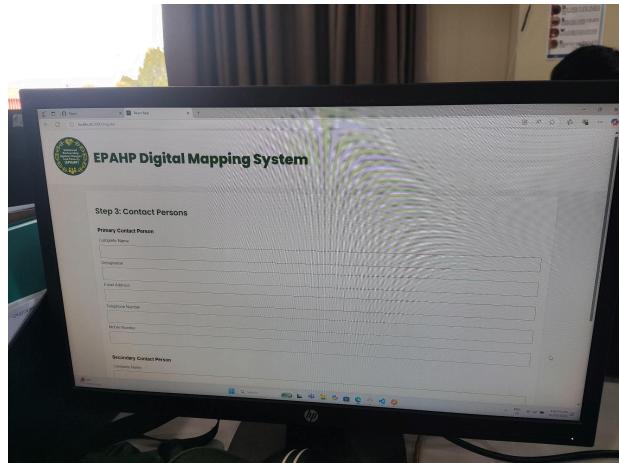
Certified by: DR. JOHNELL DC. ACOSTA, LPT, DPA
Signature Over Printed Name of Trainer

7. Week 7 (from March 11, 2025 to March 14, 2025)

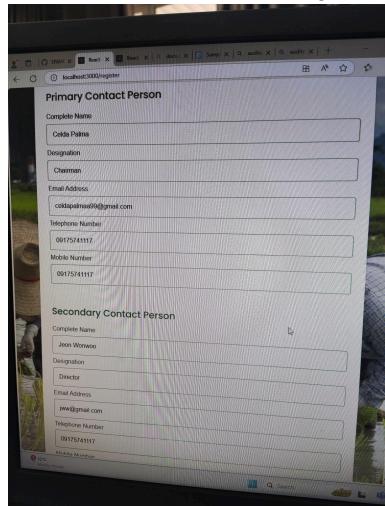
a. Weekly Report

Training Week # 7 Accomplishment Summary			
Date	March 11, 2025 - March 14, 2025		
Training Location / Site	DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126	Description of Weekly Training Activity	Finalizing CBO Registration: Validation, File Handling, and System Stability
Industry / Company Name / Address	Government, Social Welfare / Department of Social Welfare and Development/ DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126		
Name and Signature of Supervisor	 DR. JOHNELL DC. ACOSTA, LPT, DPA <i>PAB</i>		
Duration	8AM to 5PM	Number of Hours	33 hours
Details of Training Activity	<p>March 11, 2025 (9 hrs): Optimized Step 3 of CBO registration, fixing form validation and submission errors. Improved error messages and UI responsiveness. Refined dynamic field validation and fixed a bug affecting optional fields. Enhanced registration structure for better modularity.</p> <p>March 12, 2025 (8 hrs): Introduced enhancements to file upload handling, particularly for required registration documents. Debugged a critical issue where uploaded files were not being recognized correctly in Step 3. Ensured proper handling of different file formats and improved error reporting for failed uploads.</p> <p>March 13, 2025 (8 hrs): Completed integration of Step 3 with backend validation, ensuring data integrity and seamless submission. Fixed a problem where certain fields were not persisting correctly after navigating between steps. Conducted extensive testing to confirm system stability before proceeding to final refinements.</p> <p>March 14, 2025 (8 hrs): Finalized registration flow improvements, fixing UI inconsistencies and refining validation. Optimized performance and confirmed core functionalities were stable.</p>		

Pictures of Evidences

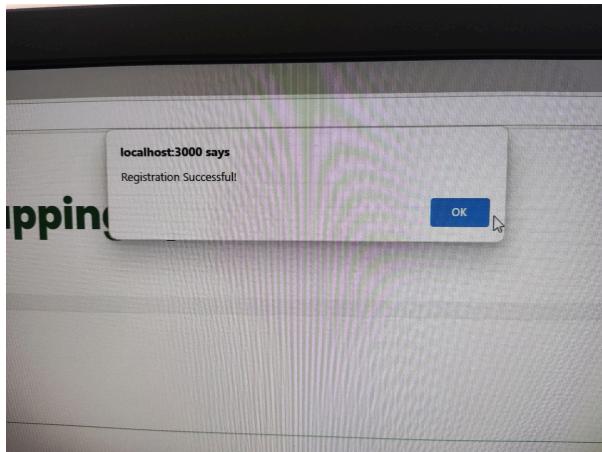


March 11, 2025: Captured development progress while working on Step 3: the Contact Information page of the application. The photos show the initial user interface and input fields designed for collecting contact details, marking the early layout phase of this section.

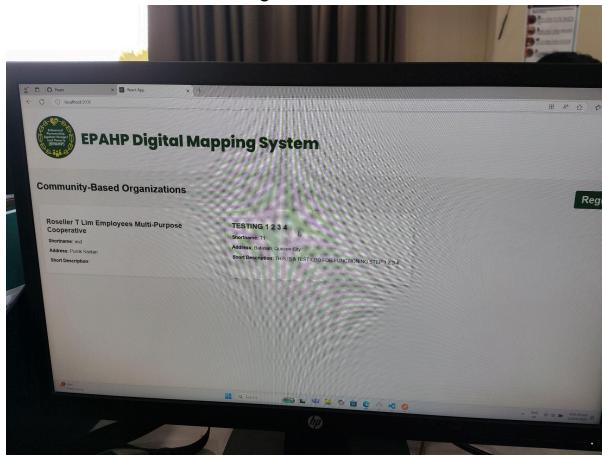


March 12, 2025: implemented input validations and set field restrictions in order to refine the latter portion of Step 3. These improvements were necessary to guarantee data correctness and raise the Contact Information page's general dependability.

Pictures of Evidences



March 13, 2025: After thorough refinement and debugging, the system successfully triggered the confirmation prompt, indicating that the functionality was working as intended and the integration was stable.



March 14, 2025: With the functionality now working as intended, I began making UI adjustments and minor refinements to enhance the overall user experience. These improvements were necessary to ensure a smoother workflow before proceeding to the next development stages.

b. Daily Report

TIP-CC-035 Revision Status/Date: 0/2015 OCT 7

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
ON-THE-JOB TRAINING / PRACTICUM WEEKLY REPORT

Name of Student Trainee: Alcoseba, Michael Vincent R.

Name of Company: Department of Social Welfare and Development

DAILY WORK ACTIVITIES

DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday	03/10/25		
Tuesday	03/11/25	Debugged file upload handling, fixed Step 2 validation issues, and tested form stability. Optimized Step 3, fixed validation errors, improved error messages, and enhanced UI responsiveness. Refined dynamic field validation, fixed optional field bugs, and improved registration structure.	9
Wednesday	03/12/25	Improved file upload handling, fixed a critical file recognition issue, and enhanced error reporting.	8
Thursday	03/13/25	Integrated Step 3 with backend validation, fixed field persistence issues, and conducted stability testing..	8
Friday	03/14/25	Finalized registration flow, fixed UI inconsistencies, and optimized performance.	8
Saturday			

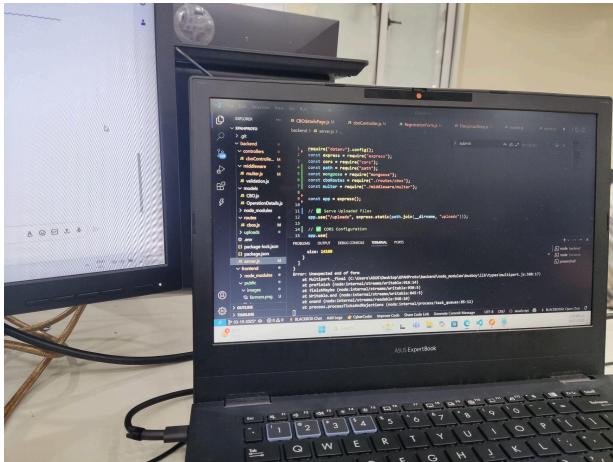
TOTAL NO. OF HOURS : 33 Hours

Certified by: DR. JOHNELL DC. ACOSTA, LPT, DPA
Signature Over Printed Name of Trainer

8. Week 8 (from March 18, 2025 to March 21, 2025)
 a. Weekly Report

Training Week # 8 Accomplishment Summary			
Date	March 18, 2025 - March 21, 2025		
Training Location / Site	DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126	Description of Weekly Training Activity	Backend Optimization, Bug Fixes, and Document Handling Enhancements
Industry / Company Name / Address	Government, Social Welfare / Department of Social Welfare and Development/ DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126		
Name and Signature of Supervisor	DR. JOHNELL DC. ACOSTA, LPT, DPA 		
Duration	8AM to 5PM	Number of Hours	33 hours
Details of Training Activity	<p>March 18, 2025 (8 hrs): Enhanced backend handling of registration documents by refining API responses and validation logic. Fixed an issue with file uploads that caused unexpected rejections, ensuring smoother document submission.</p> <p>March 19, 2025 (8 hrs): Refactored middleware to improve error handling and logging, making debugging easier. Fixed a critical bug in the CBO model that caused inconsistencies in data handling across different steps. Conducted additional tests to ensure the changes improved overall stability.</p> <p>March 20, 2025 (9 hrs): Updated the registration form to support additional document types, improving flexibility for users. Refined frontend validation logic and fixed a navigation issue that prevented seamless movement between registration steps. Attended a virtual workshop hosted by DICT on how to build and maintain an e-gov website.</p> <p>March 21, 2025 (8 hrs): Optimized server-side processing of uploaded documents to reduce response time. Cleaned up deprecated code, eliminating redundancy and improving maintainability. Conducted final tests to ensure that the document handling system was stable and efficient. File uploads are now working as intended leaving the fetching of file uploads' subfield as backlogs.</p>		

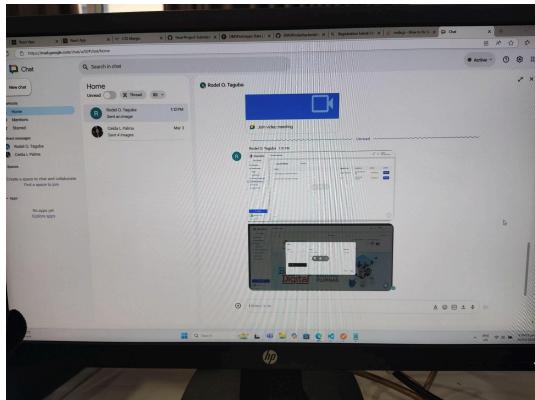
Pictures of Evidences



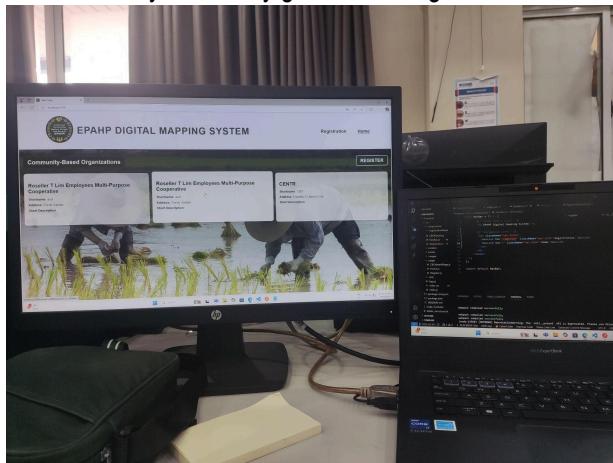
March 18, 2025: Here I was refining the backend on my laptop screen while validating the fix on the frontend which is displayed on the other screen.

March 19, 2025: Improving the processes in the backend models/schema.

Pictures of Evidences



March 20, 2025: As the actual meeting could not be documented, I took a screenshot of the link provided to join the virtual workshop. The session, conducted by the Department of Information and Communications Technology (DICT), focused on training participants on how to use their Content Management System (CMS), which is widely utilized by government agencies for developing and managing e-Government websites.



March 21, 2025: Home screen with three (3) accepted CBO registration tests.

b. Daily Report

TIP-CC-035 Revision Status/Date: 0/2015 OCT 7

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
ON-THE-JOB TRAINING / PRACTICUM WEEKLY REPORT

Name of Student Trainee: Alcoseba, Michael Vincent R.

Name of Company: Department of Social Welfare and Development

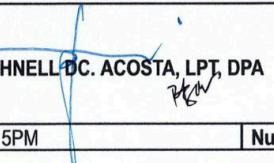
DAILY WORK ACTIVITIES

DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday			
Tuesday	03/18/25	Refined API responses, fixed file upload errors, and improved document validation.	8
Wednesday	03/19/25	Refactored middleware, resolved CBO model inconsistencies, and improved error logging.	8
Thursday	03/20/25	Updated registration to support more document types, refined frontend validation, and fixed navigation issues.	9
Friday	03/21/25	Optimized server-side document processing, cleaned up redundant code, and completed document handling testing.	8
Saturday			

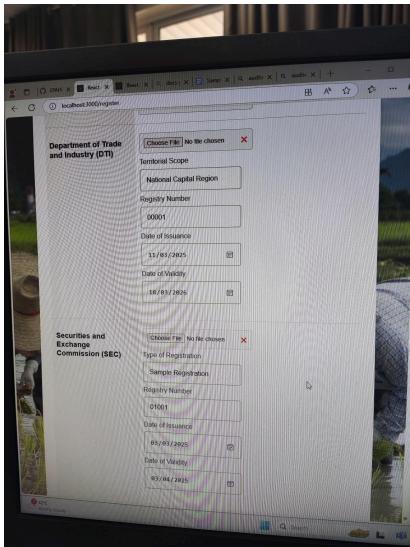
TOTAL NO. OF HOURS : 33 Hours

Certified by: DR. JOHNELL DC. ACOSTA, LPT, DPA
Signature Over Printed Name of Trainer

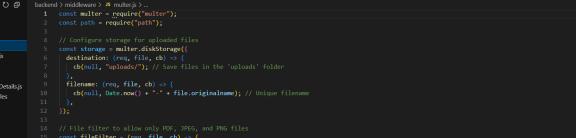
9. Week 9 (from March 24, 2025 to March 28, 2025)
 c. Weekly Report

Training Week # 9 Accomplishment Summary			
Date	March 24, 2025 - March 28, 2025		
Training Location / Site	DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126	Description of Weekly Training Activity	Final Refinements, Presentation, and Internship Completion
Industry / Company Name / Address	Government, Social Welfare / Department of Social Welfare and Development/ DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126		
Name and Signature of Supervisor	 DR. JOHNELL DC. ACOSTA, LPT, DPA		
Duration	8AM to 5PM	Number of Hours	44 hours
Details of Training Activity	<p>March 24, 2025 (9 hrs): Focused on refining the registration process, particularly in handling user inputs and dynamic field validation. Improved error handling in backend validation to prevent incorrect submissions. Began enhancing UI consistency across different registration steps. Handled the problem with viewing the subfields by tweaking the server.js now it can be viewed along with the file uploaded when it exists.</p> <p>March 25, 2025 (9 hrs): Updated middleware for file uploads to improve security and reliability. Fixed an issue with document uploads in Step 3, ensuring proper file recognition and storage. Enhanced frontend styling for better user experience, making adjustments to navigation and form layouts.</p> <p>March 26, 2025 (9 hrs): Fixed form validation bugs causing submission failures. Improved file error messaging and finalized styling. Presented the app to my team, explaining functions and validations.</p> <p>March 27, 2025 (10 hrs): I organized and reviewed paperwork for my OJT compliance submission. I ensured all required forms were completed and prepared for submission to HR.</p> <p>March 28, 2025 (6hrs): On my last day of internship, I finalized the documentation of all necessary requirements. I consulted HR to confirm any missing documents and had my supervisor sign all required forms.</p>		

Pictures of Evidences



March 24, 2025: This is the UI for my Step 4, I am currently fixing all functionalities and finalizing the upload before my deadlines since my internship is nearing its end..



```
const multer = require('multer');
const path = require('path');

// Configure storage for uploaded files
const storage = multer.diskStorage({
  destination: function (req, file, cb) {
    cb(null, 'uploads'); // Save files in the 'uploads' folder
  },
  filename: (req, file, cb) => {
    cb(null, date.now() + '-' + file.originalname); // Unique filename
  }
});

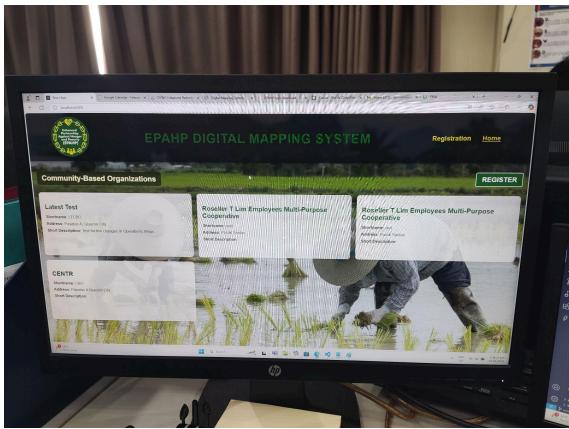
// File filter to allow only PDF, JPEG, and PNG files
const filterFile = (req, file, cb) => {
  const allowedExtensions = ['application/pdf', 'image/jpeg', 'image/png'];
  if (allowedExtensions.includes(file.mimetype)) {
    cb(null, true);
  } else {
    cb(new Error('Invalid file type. Only PDF, JPEG, and PNG files are allowed.'), false);
  }
};

// Initialize multer with the configuration
const upload = multer({
  storage,
  fileFilter: filterFile,
  limits: { fileSize: 5 * 1024 * 1024 }, // 5MB limit
});

module.exports = upload;
```

March 25, 2025: Updating [multer.js](#) who handles all the file uploads on the system.

Pictures of Evidences



March 26, 2025: The final output of my application. All codes were surrendered after and I taught my colleagues the workaround for my application. I've also presented the same app on the office to broadcast the functions and overall functionalities of the app.



March 28, 2025: Picture with my colleagues to mark the last day of my internship.

d. Daily Report

TIP-CC-035 Revision Status/Date: 0/2015 OCT 7

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
ON-THE-JOB TRAINING / PRACTICUM WEEKLY REPORT

Name of Student Trainee: Alcoseba, Michael Vincent R.

Name of Company: Department of Social Welfare and Development

DAILY WORK ACTIVITIES

DAY	DATE	DAILY ACCOMPLISHMENTS	NO. OF WORKING HOURS
Monday	03/24/25	Improved user input handling, fixed subfield viewing issues in file uploads, and enhanced UI consistency.	9
Tuesday	03/25/25	Strengthened file upload security, fixed Step 3 document recognition, and enhanced frontend styling.	9
Wednesday	03/26/25	Fixed validation bugs, improved file error messaging, finalized styling, and presented the app to my team.	9
Thursday	03/27/25	Organized and reviewed OJT compliance paperwork, ensuring all forms were completed for HR submission.	10
Friday	03/28/25	Finalized internship documentation, confirmed missing documents with HR, and had my supervisor sign all required forms.	8
Saturday			

TOTAL NO. OF HOURS : 44 Hours

Certified by: DR. JOHNELE DC. ACOSTA, LPT, DPA
Signature Over Printed Name of Trainer

B. IV. PERSONAL EVALUATION OF THE TRAINING PROGRAM

A. Reaction paper on the following areas:

1. Professional Learning and Development Achieved

Time Management. The flexible work schedule offered during the internship taught me the importance of time management. I had to be in charge of setting up my own workflow because I had a 36-hour weekly schedule and was allowed to render flextime. I learned how to plan ahead, prioritize tasks, and finish my work hours without constant supervision thanks to this setup. When I had to meet deadlines or make up lost time, like when I was absent due to illness from February 10 to 12, I frequently arrived early or stayed late. I became more disciplined and independent as a result of being able to manage work, meetings, and personal education.

Teamwork. Working with the EPAHP unit gave me a real sense of teamwork. Instead of treating me as an intern, the staff viewed me as a reliable colleague. I participated in project meetings, worked with PDOs and the ITO on system-related tasks, and even provided web development mentoring to another intern. Through these experiences, I learned how to confidently share my ideas, communicate clearly, and help others reach their objectives. I now have a better grasp of how teamwork propels success in practical contexts after working with professionals from various backgrounds.

Initiative and Independence. I instantly realized how important initiative is because the training program for IT interns lacked a set structure. I presented inquiries, pointed out assignments that I could help with, and provided answers based on my expertise. Because of my proactive approach, I was given a significant project involving the Digital Mapping System (DMS). If I hadn't taken the initiative, I might have been left idle like some other interns who didn't receive much work. I learned that in practical settings, success frequently hinges on how you take advantage of the opportunities that present themselves.

Adaptability. There were restrictions on working in a government setting, like sharing a laptop with another intern and having limited access to websites like YouTube or AI tools. I overcame these obstacles by figuring out ways to get around them, making the most of the resources I had, and lending a hand to others when I could. I became more adaptable and solution-focused as a result of the experience, which are essential traits in any workplace.

2. Modern Techniques, Skills and Tools Used/Learned

Web Development (MERN Stack: MongoDB, Express.js, React, Node.js). During the internship, I developed a registration platform for the EPAHP Digital Mapping System (DMS) using the MERN stack as my main technical contribution. This required using React to create an interactive, user-friendly interface and Node.js and Express to manage logic and data flow. Using real-world development concepts, I designed the system with database integration in mind, even though MongoDB was not formally a part of the agency's infrastructure. Despite the limitations of the tools at my disposal, this experience allowed me to practice full-stack development in a working government setting.

Google Suite (Docs, Sheets, Slides, Drive). I used Google Suite a lot during my internship for file management, documentation, and collaboration. Creating reports, encoding data, and sending progress reports all required the use of Google Docs and Sheets. The primary platform for file organization was Google Drive, and Google Slides was occasionally used to create basic presentations. In addition to supporting real-time collaboration with supervisors and fellow interns, these tools increased the efficiency of daily tasks.

Google Apps Script.Using Google Apps Script, I also looked into automating repetitive tasks like formatting and data manipulation in Google Sheets. By creating brief scripts, I was able to increase workflow effectiveness and show initiative in streamlining fundamental procedures. This self-motivated endeavor improved my scripting and problem-solving abilities and added value to the tasks I was given, despite not being specifically asked for.

EPAHP Digital Mapping System (DMS).Working closely with the DMS allowed me to gain knowledge about the use of digital tools for validation and monitoring in the public sector. My responsibility was to assist in the creation of an additional registration module that would improve the system's efficiency for Community-Based Organization (CBO) profiling. I gained practical knowledge of the organization and operation of government information systems as a result of this experience.

3. Equipment, Machinery, Testing Apparatus, etc., Handheld

I learned how to use the EPAHP Digital Mapping System (DMS) and was involved in helping improve its functionality and usability.

I used a government-issued laptop to perform development work and handle administrative tasks. However, due to limited resources, I shared this laptop with another intern and worked around restricted access to internet tools such as AI platforms and developer environments. Despite these limitations, I was able to complete my work by maximizing the tools available to me.

4. Experiences with the Company Personnel Involved in the Training

The Information Technology Officer I (ITO I) was my direct technical supervisor and provided guidance on my development tasks, helping me stay aligned with the project goals. Meanwhile, the Project Development Officers (PDOs)—particularly PDO II, PDO III, and PDO IV—were instrumental in introducing me to the agency's workflow and purpose. They were approachable, supportive, and entrusted me with responsibilities that helped me grow professionally. The personnel's willingness to collaborate and provide insights created a positive and respectful training atmosphere.

5. Best Practices Used/Applied

During my training, I was taught the importance of organized documentation, regular progress reporting, and version control—best practices that are essential in both administrative and development work. I also applied self-learning strategies and task prioritization to keep up with responsibilities in the absence of constant supervision. These practices helped ensure efficient workflow and enhanced productivity even with limited resources.

6. Discipline Related Solutions Integrated into the Company

The company uses the Digital Mapping System (DMS) to manage and validate Community-Based Organizations (CBOs) under the EPAHP program. This system represents a technology-driven solution that aligns with the agency's mission to reduce hunger and poverty. My involvement in the development and support of this system helped me understand how digital tools can be integrated into social welfare initiatives to improve transparency and service delivery.

7. Strong Points

I am technically skilled, self-driven, and adaptable. My ability to ask questions, seek clarity, and work independently allowed me to take on meaningful tasks even when clear instructions were not initially provided. I made an effort to support not just my assigned work, but also assist a fellow intern by teaching MERN stack basics, which enhanced both our experiences.

8. Weak Points and Suggested Solutions

One of my weaknesses is having difficulty setting boundaries when I'm fully immersed in my work. I tend to continue thinking about tasks even after hours and sometimes bring work home—both mentally and physically—until I've resolved every issue or completed every detail. While this level of dedication can be beneficial for productivity and output, it is not sustainable in the long term and can negatively affect my well-being. To improve, I need to develop better work-life balance by setting clear cutoffs, practicing mindfulness, and trusting that progress doesn't always require constant attention.

IV. RECOMMENDATIONS

A. Potential of the company as a training ground

1. Availability and appropriateness of facilities, equipment and machinery

During my training, I was exposed to the internal operations and tools used in a government setting. While the facilities were complete and sufficient for administrative functions, I observed several areas that could be improved to better align with current industry standards, especially in the field of engineering and technology.

The tools and software used in the workplace were generally basic and more suited for general office tasks rather than for technical or development-intensive work. For a trainee engaged in web development and digital systems, having access to more specialized or modern platforms (e.g., code collaboration tools, cloud environments, or AI-supported systems) would have significantly improved both productivity and learning outcomes.

Although the facilities were available and accessible for my daily needs, the availability of equipment was limited. I had to maximize the use of basic tools and work around resource constraints to achieve the required outputs. This provided a valuable lesson in adaptability but also highlighted the need for more up-to-date resources in tech-focused assignments.

Regarding machinery, I was provided with a personal laptop, which I appreciate. However, I faced challenges due to limited access to essential resources such as work accounts, internet tools (e.g., AI platforms, YouTube for tutorials), and development environments. Additionally, I had to share the laptop with a fellow intern, to whom I also provided mentoring in MERN stack development. This limited my time on the device and occasionally affected workflow efficiency.

9. Company personnel cooperation

I was given the opportunity to experience firsthand how a government agency operates, particularly under the Enhanced Partnership Against Hunger and Poverty (EPAHP) program. I had the chance to work with key personnel, apply my technical skills, and contribute to meaningful outputs such as the development of a registration platform for the validation of eligible community based organizations. DSWD shows significant potential as a training environment, primarily because of the encouraging and cooperative disposition of its staff.

The Project Development Officer II (PDO II) and Project Development Officer III (PDO III) were particularly helpful in assisting me in understanding the organization's daily operations and organizational structure. They viewed me as a coworker who could make a contribution rather than only as an intern. PDO IV also gave me tasks, and ITO I supervised my technical work, making sure I was headed in the correct direction and offering assistance when required.

However, it's important to acknowledge some limitations in the training program—particularly for interns in the Technology/Computer field. The only reason I was able to contribute meaningfully was because I actively asked questions and already had the technical skills to take on tasks. If I

had not taken that initiative, or if I lacked the necessary background (like some of the other IT interns I was with), I would likely have been left with no substantial work to do.

Many personnel are so accustomed to working independently that they often don't know what activities to assign to interns, especially in technical roles. As a result, interns without initiative or prior knowledge may end up idle, which defeats the purpose of on-the-job training.

B. Duration of training (too long or too short)

Personally, I think that two hundred forty (240) hours of OJT work was just enough to provide a solid understanding of the professional environment and expose me to real-world workflows beyond things I'll learn from school. It allowed me to observe, participate, and gradually adapt to how processes are handled within a government agency, specifically under the EPAHP program.

The duration was sufficient for me to grasp the fundamentals of government operations, specifically how tech is being handled, understand organizational structures, and contribute meaningfully to daily tasks. I was able to develop both technical and soft skills through actual assignments, collaborative work, and supervision.

However, 240 hours felt a bit short in terms of completing more complex projects, particularly in my case where I worked on a web development task. Given the scope of the system I was developing, the limited access to tools and administrative restrictions associated with being a student and intern made it challenging to bring the project to full completion within the allotted time.

Additionally, the early phases of the internship were spent adjusting to the environment, understanding protocols, and learning about the tools used—leaving less time for full execution and implementation of development work.

C. Suggestions for the improvement of the training program

I was given the opportunity to work in a government agency where I experienced the professional environment, collaborated with staff, and contributed to meaningful tasks, particularly in web development and administrative work. The experience helped me grow in both skill and perspective.

It would be better if the training program had more structured and well-planned activities tailored to the intern's field of study. While I appreciated the trust and flexibility given to me, I noticed that the program lacked clear direction—trainees were often left to figure things out on their own. Without personal initiative, it's easy to go through the internship without gaining much experience or insight.

The training program would be significantly improved by having a clearer structure, including:

- Predefined roles and tasks for interns based on their educational background
- Onboarding sessions or orientations that introduce interns to the available systems or platforms they can assist with
- Regular check-ins or task briefings to keep interns engaged and aligned with office objectives

A clear roadmap or activity plan, along with guided learning objectives, would ensure that all interns—regardless of their technical proficiency or assertiveness—receive equal opportunities to grow, contribute meaningfully, and gain valuable real-world experience.

D. Advice to future On-the-Job Trainees

I have several pieces of advice for future interns. First, take initiative. Don't wait for instructions—ask questions, show interest, and offer to help. Second, sharpen your technical skills before the internship. It will help you stand out and make it easier for supervisors to entrust you with meaningful responsibilities. Third, don't expect a structured training plan—especially in public sector offices. Be proactive, resourceful, and willing to adapt.

Lastly, if you're an IT student looking for a tech-focused internship, I wouldn't strongly recommend this agency unless you're ready to create your own opportunities and work mostly independently.

That said, the experience can still be rewarding if approached with the right mindset and initiative.

V. APPENDICES

A. On-the-Job Training Requirements Completion Form

TIP-CC-011 Revision Status/Date: 1/2023 JUN 23

CAREER CENTER

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
ON-THE-JOB TRAINING REQUIREMENTS COMPLETION FORM

Company Name:

Department of Social Welfare and Development

Company Address:

Position:

Email Address:

Program/Year:

Contact Person:

Telephone No./s:

Student Name:

Michael Vincent Alcoleba

Contact No.:

0916989053

Student No.:

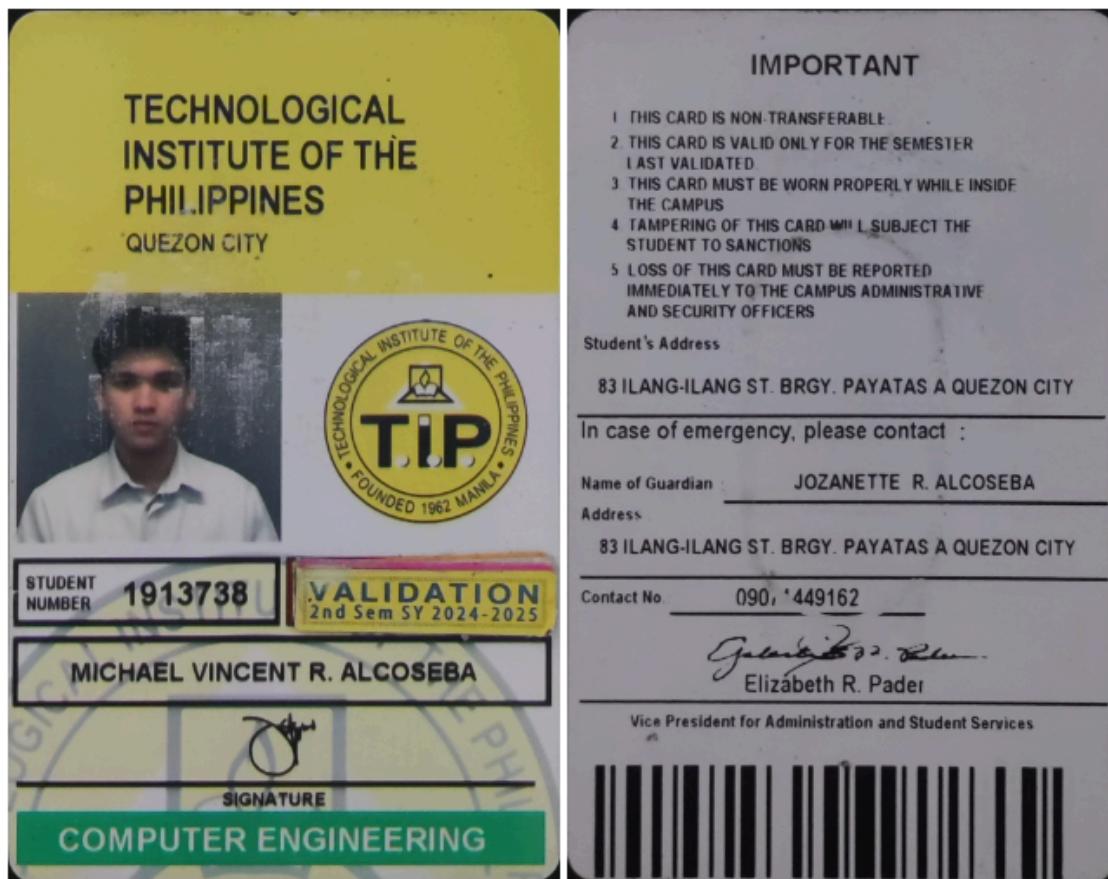
BSCPE - 4th year

1913738

Email Address: gmrvn.alcoleba@tip.edu.ph

<div data-bbox="69 404 178 418

B. Photocopy of ID and Registration Card



C. Curriculum Vitae

MICHAEL VINCENT R. ALCOSEBA

COMPUTER ENGINEERING

Technological Institute of the Philippines (TIP) QC

Address: 83 Liang-Liang St. Brgy. Payatas A, Quezon City

Email Address: qmvr.alcoseba@tip.edu.ph

Cellular No.: +639109859053



CAREER OBJECTIVE

To establish a career in Computer Engineering where I can demonstrate the learning outcomes of the Computer Engineering program of the Technological Institute of the Philippines (TIP), a program accredited by the US-based outcomes-oriented ABET (Accreditation Board for Engineering and Technology), Computing Accreditation Commission.

KNOWLEDGE, SKILLS AND ATTITUDE

Being a student from TIP with its orientation towards outcome-based education, I have acquired and can demonstrate the following student acquire outcomes (knowledge, skills and attitudes) necessary to the practice of the computing profession:

- *Analyze complex problems and identify and define the computing requirements appropriate for solution.*
- *Use modern techniques and tools of the computing practice in complex activities.*
- *Understand professional, ethical, legal, security and social issues and responsibilities relevant to professional computing.*

EXTRA AND CO-CURRICULAR ENGAGEMENTS AND VOLUNTEER WORKS

- Institute of Computer Engineers of the Philippines Student Edition - TIP Q.C. Chapter

Member

1st Semester S.Y. 2023 - 2024

- Institute of Electronics Engineers of the Philippines Student Edition – TUP Manila Chapter

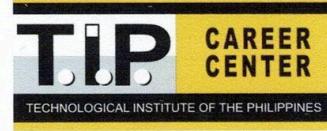
Member

1st Semester S.Y. 2018 – 2019

2nd Semester S.Y. 2018 - 2019

D. Parent's Waiver

TIP-CC-028 Revision Status/Date: 0/2015 OCT 07



**STUDENT'S PARENT/ GUARDIAN WAIVER
(On-the-Job Training / Practicum)**

This is to certify that I am allowing my son / daughter Michael Vincent R. Alcoseba

(Name of Student)

to undergo On-the-Job Training/Practicum at Department of Social Welfare and Development

(Name of Company)

from February to March.

We also hold the Technological Institute of the Philippines free and harmless from any responsibility nor be held liable whatsoever for any injury, personal or pecuniary, which may happen to him / her and / or caused by third person within or outside the company premises throughout the duration of the On-the-Job Training/Practicum.

JOZAN LETIE R. ALCOSEBA
Parent's/Guardian's Signature Over Printed Name
Date : May 16, 2025

MICHAEL VINCENT R. ALCOSEBA
Student's Signature Over Printed Name
Date : May 16, 2025

A C K N O W L E D G E M E N T

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY, METRO MANILA) S.S

BEFORE ME, a Notary Public for and in Quezon City this 16 MAY 2025 day of _____, personally appeared:

NAME

CTC NO.

DATE/PLACE ISSUED

All known to me and to be known to be the same persons who executed the foregoing Memorandum of Agreement, consisting of two (2) pages, signed by them and their witnesses, and they acknowledge that the same is their voluntary act and deed and also of those whom they represent.

WITNESS MY HAND AND SEAL

DOC. NO. : 492
PAGE NO. : 91
BOOK NO. : 1
SERIES NO. : 2025

metba
ATTY. MA. CECILIA T. ABAYON
NOTARY PUBLIC FOR AND IN QUEZON CITY
UNTIL DECEMBER 31, 2025
ADM. MATTER NO. NP-252 (2024-2025)
PTR NO. 7734278; JANUARY 2024
ATTORNEY'S ROLL NO. 84156
IBP OR NO. 380643; 01-03-25; Q.C.
MCLE COMPLIANCE NO. VIII-0004212 - 09 OCTOBER 2023
B411 DE LEON ST., ISIDRO HILLS SUBDIVISION
BRGY. HOLY SPIRIT, QUEZON CITY

E. Copy of the Endorsement Letter



January 30, 2025

MS. JENNIFER M. RIZO

Director IV, Human Resource Management and Development Service

Department of Social Welfare and Development

DSWD Central Office, Constitution Hills, Batasan Complex, Quezon City, Philippines 1126

Dear Ms. Rizo,

This is to introduce **MICHAEL VINCENT R. ALCOSEBA**, a 4th year *Bachelor of Science in Computer Engineering* student of the Technological Institute of the Philippines (T.I.P.), who intends to undergo On-the-Job Training (OJT) in your company. The student needs to complete a minimum of 240 hours on-the-job training as a requirement for graduation.

The OJT aims to provide students opportunities to be exposed in an actual work setting. Students are also expected to develop the right work attitude, skills, and competencies in their field of study.

We request that the signed certification be returned to the student as your confirmation of acceptance.

Thank you for the favorable action and we look forward to a fruitful partnership.

Truly yours,

ENGR. MENCHIE M. ROSALES

OJT Faculty-in-Charge

Noted by:

DR. MARIA CECILIA A. VENAL

Program Chair, Computer Engineering Department

DR. JESUSA N. PADILLA

Dean, College of Engineering and Architecture

F. On-the-Job Training/Practicum Agreement and Liability Waiver

WAIVER

KNOW ALL MEN BY THESE PRESENTS:

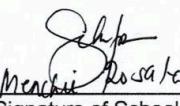
I, Michael Vincent R. Alcolea, 24 years old, single (status), residing at 33 Ilang-Ilang st. Brgy. Payatas A Q.C. (address) and presently enrolled at Technological Institute of the Philippines (school) hereby voluntarily renounce and waive, with the conformity of my father/mother/guardian and all claims that I may have against the Department of Social Welfare and Development and/or its officials, arising from any cause/s that may occur in connection with my practicum (On-the-Job Training) at the Enhanced Partnership Against Hunger and Poverty (office/bureau).

The waiver takes effect only on the whole duration of the practicum, which will cover 140 hours from February to March 2024.

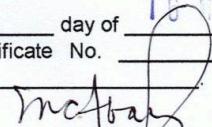
IN WITNESS WHEREOF, I hereby affix my signature this _____ day of 16 MAY 2025 2024, in Quezon City.


Student's Signature

JOZAN E. DE R. ALCOLEA
Name and Signature of Parent/Guardian


Name and Signature of School OJT Coordinator/Adviser

CTC. _____
Issue at _____
On _____

SUBSCRIBED AND SWORN before me this _____ day of 16 MAY 2025 2024,
Affiant exhibited to me his/her Residence Certificate No. _____ issued at
on _____ 

Doc no. 493
Book No. 09
Page No. 1
Series of 2024

ATTY. MA. CECILIA T. ABAYON
NOTARY PUBLIC FOR AND IN QUEZON CITY
UNTIL DECEMBER 31, 2025
ADM. MATTER NO. NP-252 (2024-2025)
PTRNO. 7734278; JANUARY 3, 2025-Q.C.
ATTORNEY'S ROLL NO. 84156
IBP OR NO. 380643; 01-03-25; Q.C.
MCLE COMPLIANCE NO. VIII-0004212 - 09 OCTOBER 2023
B4 L11 DE LEON ST., ISIDRO HILLS SUBDIVISION
BRGY. HOLY SPIRIT, QUEZON CITY

G. Copy of Acceptance Letter

DSWD-GF-010 | REV 03 | 04 FEB 2025



CERTIFICATE OF ACCEPTANCE

This is to certify that **Mr. Michael Vincent R. Alcoseba** has been accepted in the Department of Social Welfare and Development (DSWD), IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City as On-the-Job Trainee assigned at the Enhanced Partnership Against Hunger and Poverty - National Program Management Office.

Mr. Alcoseba will start his practicum in the Department on February 11, 2025 and will be completing the two hundred forty (240) hours OJT requirement in compliance with his degree of Bachelor of Science in Computer Science.

Issued this 26th of March 2025, at Quezon City.

ainy
CRISTI NIEL B. CRUZ
Officer-In-Charge

Human Resource Management and Development Service
Human Resource Planning and Performance Management Division



PAGE 1 of 1

DSWD Central Office, IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City, Philippines 1126
Website: <http://www.dswd.gov.ph> Tel Nos.: (632) 8 931-8101 to 07 Telefax: (632) 8 931-8191



H. Company Information Sheet

TIP-CC-037 Revision Status/Date: 0/2017 NOV 21



COMPANY INFORMATION SHEET

PRIVACY CONSENT

I understand and agree that by filling out this form I am allowing the Technological Institute of the Philippines to collect, process, use, share, and disclose my personal information for company partnership application and also to store it as long as necessary for the fulfillment of the stated purpose and in accordance with applicable laws, including the Data Privacy Act of 2012 and its Implementing Rules and Regulations, and the T.I.P. Privacy Policy. The purpose and extent of collection, use, sharing, disclosure, and storage of my personal information was explained to me.

A. Company Information			
Company Name	Department of Social Welfare and Development		
Head of Office	Dr. Johnell DC. Acosta	Designation	Project Development Officer V
Address			
Industry Type	Government, Innovations		
Company Number		Fax Number	
Company Email		Company Website	
B. Company Representative			
Name	DIR. Jennifer M. Rizo	Designation	Director IV
Mobile Number	8391-81-01	Email Address	hrmds@dswd.gov.ph

Please fill out the information sheet and email to linkages@tip.edu.ph

I. Photocopy Certificate of Completion



STUDENT PERFORMANCE RATING

Name: Michael Vincent R. Alcosoba Program: _____ BSCPE Section: _____ CPE42S1 _____

SOs Addressed by the Course	Performance Indicators	Scale			Score
		Unsatisfactory 1	Satisfactory 2	Exemplary 3	
Use modern techniques, skills, and tools of practice in complex activities.	Choose among the alternative appropriate modern techniques, skills and tools of practice in complex activities.	Unable to choose among the alternative modern techniques, skills and tools of practice in complex activities	Choose among the alternative modern techniques, skills and tools of practice in complex activities	Choose the best among the alternative modern techniques, skills and tools of practice in complex activities	3
	Identify the requirements of implementing the appropriate modern techniques, skills and tools of practice in complex activities	Unable to identify the requirements of implementing the appropriate modern techniques, skills, and tools of practice in complex activities	Identifies some of the requirements in implementing appropriate modern techniques, skills, and tools of practice in complex activities	Identify all of the requirements in implementing appropriate modern techniques, skills, and tools of practice in complex activities	3
	Apply the identified modern techniques, skills and tools of practice in complex activities.	Unable to apply the identified modern techniques, skills and tools of practice in complex activities	Applies some of the identified modern techniques, skills and tools of practice in complex activities.	Apply all of the identified modern techniques, skills and tools of practice in various complex activities.	3
Function effectively as an individual and as a member or leader in diverse teams and in multi-disciplinary settings.	Perform assigned tasks with minimal supervision	Does not perform assigned task	Perform some of the assigned tasks with minimal supervision	Performs all of the assigned tasks and extends help or support to other team members without supervision	3
	Recognize one's roles in a team setting and fulfill appropriate roles to assure team success	Does not recognize his role in team's success	Recognize and performs some of his roles for team's success	Consistently and actively performs all assigned roles to assure team's success	3

J. Student Performance Rating

	Contribute input in making decisions in relation to the team's objective	Does not contribute to the group even when prompted	Contributes input in making decisions along the team's objective with occasional prompting	Consistently and actively contributes knowledge, opinions, and skills in making decisions along the team's objective
	Communicate freely to teammates, contribute feedback and suggestion to improve team outputs Lead in a multidisciplinary environment when needed	Does not share information, feedback, or suggestions even when prompted Does not lead in multidisciplinary environment	Shares information, feedback, or suggestions with occasional prompting Lead in a multidisciplinary environment when needed	Consistently and actively shares a great deal of information, feedback, or suggestions Lead in a multidisciplinary environment at all times
	Identify the code of professional ethics applicable for the project/ problem. Understand professional, ethical, legal, security, and social issues and responsibilities relevant to professional practice.	Cannot identify any code of professional ethics applicable for the project/ problem Determine the extent of possible liabilities of professionals with respect to system development and intellectual creations.	Identified some of the code of ethics applicable for the project/ problem Has no knowledge on possible liabilities with respect to systems development and intellectual creations.	Identified and explained the code of ethics applicable for the project /problem Has substantial knowledge and can discuss the possible liabilities of professionals with respect to system development and intellectual creations.
	Applies relevant principles of ethics to practice. Recognize the need for, and have the ability to engage in continuous professional development and lifelong learning.	Cannot apply the principles of ethics to practice Learns independently Seeks and acquires continuously new knowledge	Applies the principles of ethics to practice Shows no interest to complete a task independently Shows no interest in seeking and acquiring new knowledge	Applies the most relevant principles of ethics to practice Completes an assigned task independently beyond what is required and identifies best practices Shows strong interest in seeking and acquiring new knowledge

	Acquire relevant knowledge from outside sources to solve problems	Relies on classroom/workplace instructions to solve problems	Acquire knowledge from outside sources to solve problems	Acquire relevant knowledge from various outside sources to solve problems
Communicate effectively on complex activities with various communities including experts and society at large using appropriate levels of discourse	Write using appropriate technical style format suitable to the intended reader.	Unable to write using appropriate technical style format suitable to the intended reader.	Able to write using acceptable technical style.	Write using the most appropriate technical style format suitable to the intended reader.
	Use appropriate graphics to enhance quality of report/s.	Does not use any graphics to enhance the quality of report/s.	Able to use graphics to enhance the quality of report/s.	Able to use the most appropriate graphics to enhance the quality of report/s.
	Use correct grammar in both oral and written communication.	Does not use correct grammar in both oral and written communication	Shows occasional grammatical lapses in both oral and written communication.	Consistently uses correct grammar in both oral and written communication
	Use proper gestures, facial expressions, and clear speech for effective oral communication	Does not use proper gestures, facial expressions, and clear speech for effective oral communication	Occasionally uses proper gestures, facial expressions, and clear speech for effective oral communication.	Consistently uses proper gestures, facial expressions, and clear speech for effective oral communication
			Total Score <u>100</u>	
			Percentage Rating = $\left(\frac{\text{Total Score}}{54} \right) \times 100$	

Evaluated by:

DR. JOHNELL P.C. ACOSTA, PT, DPA
Printed Name and Signature of OJT Supervisor

PDV - Division Chief
Designation

Dong-Central Office
EDITH ARIAS
Company Name

Date

K. On-the-Job Trainee Success Story and Testimonial

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
CAREER CENTER

ON-THE-JOB TRAINEE SUCCESS STORY AND TESTIMONIAL

<p>Name: Michael Vincent R. Alcoseba Internship, Co-op or Research Site: Department of Social Welfare and Development</p> <p>Program: Bachelor of Science in Computer Engineering</p> <p>Expected Graduation Year: 2025</p>	<p>Picture 2x2 white background</p> 
<p><i>Briefly describe your internship, co-op, research, or service-learning opportunity, including your day-to-day tasks, responsibilities, and assignments.</i></p> <p>I completed my On-the-Job Training at the Department of Social Welfare and Development (DSWD) under the Enhanced Partnership Against Hunger and Poverty (EPAHP) program. My day-to-day tasks included assisting in the development of a registration platform using the MERN stack, performing administrative support such as document handling and data encoding, and attending project meetings to align technical outputs with program goals. I also used tools like Google Suite and Apps Script to streamline internal processes and collaborated with various project development officers and IT personnel.</p>	
<p><i>What have you enjoyed the most about your position or organization/company?</i></p> <p>What I enjoyed most was the collaborative atmosphere. Despite being an intern, I was treated as part of the team and trusted with responsibilities that allowed me to grow professionally. I also appreciated the opportunity to apply my technical skills to a real government project that supports community-based development.</p>	
<p><i>What have you gained from your experience that you could not have gained from another opportunity?</i></p> <p>This internship gave me a unique perspective on how public service operates, especially the balance between innovation and resource limitations in the government sector. It taught me adaptability, accountability, and how to apply my skills in an environment that doesn't always have the latest tools—something I wouldn't have experienced in a purely corporate or tech-heavy internship.</p>	
<p><i>What advice would you give to other students?</i></p> <p>Take <u>initiative</u>. Government internships may not have structured technical programs, so you <u>have to</u> be proactive in seeking opportunities and offering your skills. Ask questions, suggest solutions, and treat every small task as a chance to learn something new.</p>	

What are your meaningful experiences during your internship?

Some of the most meaningful moments came from working on a real system that would be used by the agency and mentoring a fellow intern on web development. Being able to contribute to something that had an actual impact, while also helping others learn, made the experience especially fulfilling. I was also fortunate to build friendships with some Project Development Officers II (PDO II), who not only guided me through the workflow but also shared valuable insights and professional skills that helped me better navigate and thrive in a real-world work environment. Their mentorship played a significant role in shaping both my technical and interpersonal growth during the internship.

Please provide a short quote about what you liked most about your position / earning internship credit / the internship placement process.

This internship taught me that taking the initiative and asking the right questions opens the door to real growth—opportunities don't always come; sometimes you must create them.

L. Copy of On-the-Job Training Evaluation



**TECHNOLOGICAL
INSTITUTE OF THE
PHILIPPINES**

ON-THE-JOB TRAINING EVALUATION FORM

(To be accomplished by the On-the-Job-Trainee)

PRIVACY CONSENT

I understand and agree that by filling out this form I am allowing the Technological Institute of the Philippines to collect, process, use, share, and disclose my personal information for OJT/Internship Evaluation and also to store it as long as necessary for the fulfillment of the stated purpose and in accordance with applicable laws, including the Data Privacy Act of 2012 and its Implementing Rules and Regulations, and the T.I.P. Privacy Policy. The purpose and extent of collection, use, sharing, disclosure, and storage of my personal information was explained to me.

NAME: MICHAEL VINCENT R. ALCOSEBA PROGRAM: BSCPE

COMPANY: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

The purpose of this survey is to determine whether you are provided a meaningful internship experience and to understand the industry and the value of the experiences you get from OJT Program. Your feedback will help us in placing future OJT students.

1. How would you rate the suitability of the company as a training ground in terms of the following:

	Very Poor (1)	Poor (2)	Fair (3)	Good (4)	Very Good (5)	Excellent (6)
Relevance to the discipline						✓
Training Program				✓		
Accessibility					✓	
Support provided by the supervisor to the trainee						✓

2. On a personal level, how well does the OJT Program contributed in your attainment of the following T.I.P. Graduate Attributes?

	Very Poor (1)	Poor (2)	Fair (3)	Good (4)	Very Good (5)	Excellent (6)
Professional Competence						/
Critical Thinking and Problem Solving Skills						/
Communication Skills						/
Lifelong Learning						/
Social and Ethical Responsibility						/
Productivity					/	
Interpersonal Skills						/

3. Was this a paid or unpaid internship?

4. Would you recommend this company/employer and work opportunities to others? Why?

(YES) (NO)

Being exposed to government processes offers more than just work experience - it provides more valuable insights into public service and real world operations. If you're looking for that I recommend it. However, take note that DSWD is not centralized in tech-development so, if you're looking for tech-centered training, I don't recommend it.

5. Is there anything else you would like us to know? Please write your comments/ suggestions regarding your OJT experience.

Being enthusiastic that my job experience would be more advance than school makes it quite a bummer, I struggled to get into and learn on an unknown field, applying my tech expertise in real life problems. It's hard but I adapt, and I learned a lot.

TIP-CC-009 Revision Status/Date: 2/2023 JUN 23

M. Online Student Development Program Certificate



CAREER CENTER

CERTIFICATE OF COMPLETION

is presented to

MICHAEL VINCENT R. ALCOSEBA

for having successfully completed all **Student Development Program (SDP)** training modules delivered through the Career Center in partial fulfillment of the requirements for the On-The-Job Training Program.

Given this **First Semester Term of School Year 2024-2025** at the
Technological Institute of the Philippines, Metro Manila.

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

MS. DAYANARA B. ENGUULLO
Student Development Program Officer

A handwritten signature in blue ink, appearing to read "Lagulao".

MS. OLIVE LAGULAO
Career Center Manager

N. Job/Mock Interview Certificate of Completion



CAREER CENTER

CERTIFICATE OF COMPLETION

is given to

Michael Vincent R. Alcoseba

for successfully completing the **Practice Job Interview** through Virtual Coach
powered by Wadhwani Foundation.

This certification is issued as a requirement for the On-The-Job Training Program.

Given this 1st Semester of School Year 2024-2025 at the Technological Institute of the Philippines.

A handwritten signature of Ms. Carcia Quilapio.

MS. CARECA QUILAPIO
Coordinator, Career Advising and Placement
Quezon City

A handwritten signature of Ms. Kaila Maxinne Placio.

MS. KAILA MAXINNE PLACIO
Coordinator, Career Advising and Placement
Manila

A handwritten signature of Ms. Olive Lagulao.

MS. OLIVE LAGULAO
Manager, Career Center

O. Enhance Partnership Against Hunger and Poverty (EPAHP) Community-Based Organization Registration Sheet.


DSWD
 Department of Social Welfare and Development


 BACOLOD CITY

**ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY
COMMUNITY-BASED ORGANIZATION INFORMATION SHEET**

Note: Fields marked with an asterisk (*) are required. If not applicable, put N/A.

<p>I hereby agree and give consent to the Department of Social Welfare and Development (DSWD) Enhanced Partnership Against Hunger and Poverty (EPAHP) to collect, use, process, update, store, and disclose any personal information during the implementation of the EPAHP Act (DPA) of 2012 and its Implementing Rules and Regulations (IRR).</p> <p>I understand that the DSWD EPAHP will maintain my personal information in a secured database and allow them to utilize it during the CBO registration and validation process, whether manual or electronic, statistical analysis, for potential market linkages, and for monitoring and evaluation.</p> <p>I certify that all information is true and correct to the best of my knowledge and understand that any false statements may result in the revocation of the registration or de-listing from the CBO database.</p> <p>For more information regarding data security and management of the EPAHP Program, visit the EPAHP DMS website epahp.org.</p>		<p>A. DATA PRIVACY CONSENT</p> <p>(Thumbmark if unable to write)</p> <p>Signature over printed name*</p>			
Mode of Collection <input type="checkbox"/> Actual (Field Visit, etc.) <input type="checkbox"/> Virtual (Phone Interview, Virtual Mtg, etc.)	Date of Accomplishment* (mm/dd/yyyy)	Time started (HH:mm AM/PM)	Time ended (HH:mm AM/PM)		
B. COMMUNITY-BASED ORGANIZATION INFORMATION					
STEP 1: BASIC INFORMATION		A.1 Name of Organization* (Enter the official or registered name of the organization)			
A.3 Office Address* (Complete office address of the organization - House & Lot No. Street, Barangay, City/Municipality, Province, Region, Postal Code)		A.2 Short Name* (Acronym)			
A.4 CBO Representation* <input type="checkbox"/> Main <input type="checkbox"/> Branch					
STEP 2: OPERATIONS					
B.1 Organization Registration* Choose one: <input type="checkbox"/> Cooperative <input type="checkbox"/> Stock Corporation <input type="checkbox"/> Non-stock Corporation <input type="checkbox"/> Unregistered <input type="checkbox"/> Others: _____	B.2 Date Established* (Date when the organization was first established)	B.3 Philippine Statistical Industry Classification* (Enter the official PSIC classification code of your organization if available)			
B.4 Target Members* (Select primary demographic targeted by the organization as members)	B.5 Number of Members* (Total number of members)	B.5.1 Male* B.5.2 Female* B.5.3 Total*			
B.6 Annual Production* (Estimated quantity and market value of the organization's primary product/s and service/s. Use a separate paper if more than the provided space.)	B.6.1 Product*	B.6.2 Type of Product*	B.6.3 Quantity*	B.6.4 Unit*	B.6.5 Market Value (in PHP)*
				TOTAL	
B.7 Area/Scope of Production* (City/Municipality) <i>AA</i>		B.9 Total Assets (in PHP)* <i>AD</i>		B.11 Annual Gross Income* <i>AC</i> (Annual gross sales of the organization)	
B.8 Area/Scope of Sales* (City/Municipality) <i>AB</i>		B.10 Total Liabilities (in PHP)* <i>AE</i>			
B.12 Experience in Procurement* (Range: last 2 years) Please check (✓) all that applies <i>AF</i>		B.12.1 Number of participation		B.12.2 Number of Contracts Won <i>AK</i>	B.12.3 Number of Successful Implementation <i>AI</i>
<input type="checkbox"/> Competitive Bidding <i>Alternative Modes of Procurement:</i> <input type="checkbox"/> Negotiated Procurement - Community Participation <input type="checkbox"/> Direct Contracting <input type="checkbox"/> Shopping <input type="checkbox"/> Small Value Procurement <input type="checkbox"/> Others: _____ <input type="checkbox"/> No experience					
B.13 Sponsor Agency* (The main EPAHP partner agency/ies supporting the organization) <i>AN</i>		B.14 Other Sponsor Agency/ies (Other EPAHP partner agency/ies supporting the organization) <i>AD</i>			

PAGE 1 of 2

DSWD Central Office, 4/F Malasakit Building, DSWD Central Office, Batasan Pambansa Complex, Constitution Hills, Quezon City, Philippines 1126 -
 Website: <http://www.dswd.gov.ph> Tel Nos: (02) 8931-810



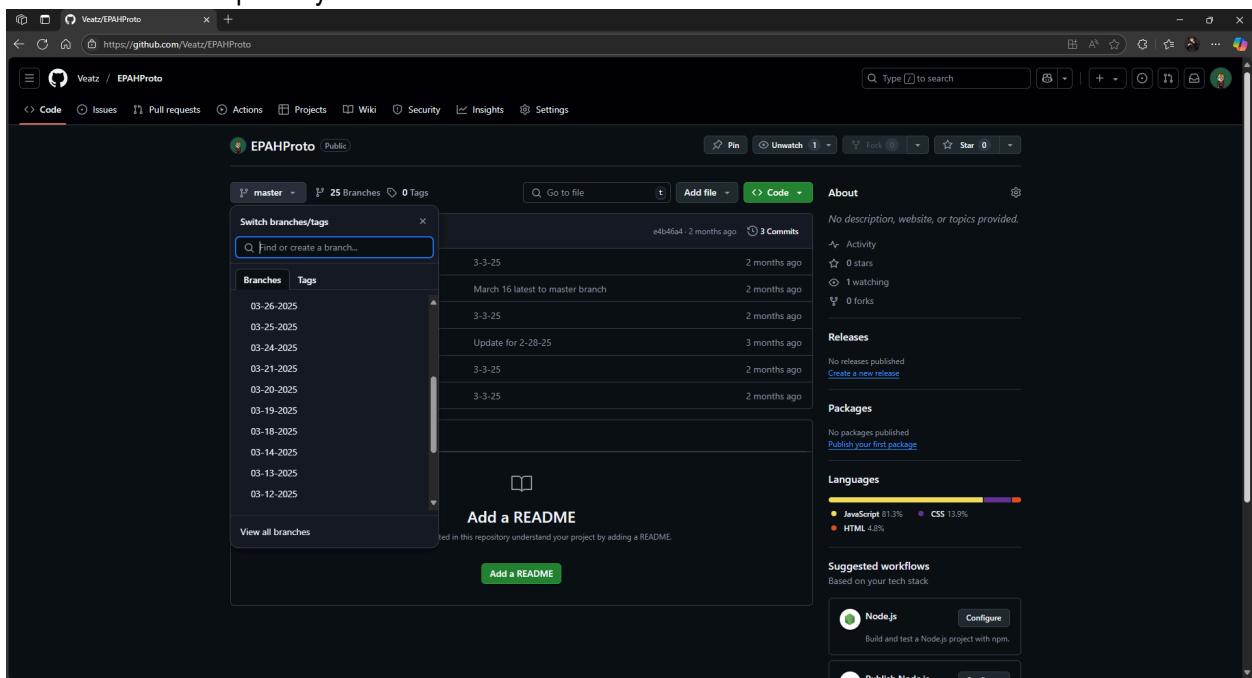
STEP 3: AVAILABLE REGISTRATIONS/DOCUMENTS (This will be uploaded to the EPAHP DMS)				
<input type="checkbox"/> Board Resolution <i>AP</i>	<input type="checkbox"/> Registration Certificate <i>AQ</i>	<input type="checkbox"/> Business Permit <i>AR</i>	<input type="checkbox"/> Bank Account Certificate <i>AT</i>	<input type="checkbox"/> BIR Certificate <i>AC</i>
STEP 4: CONTACT INFORMATION				
D.1 Complete Name of the CBO Contact Person (Primary)		D.2 Designation* (Position of the contact person)		
D.3 Email Address* (Office email address of the contact person)		D.4 Telephone No.* (Direct office number)		
D.6 Complete Name of the CBO Contact Person (Secondary)		D.5 Mobile No.* (Office mobile number of the contact person)		
D.8 Email Address (Office email address of the contact person)		D.9 Telephone No. (Direct office number)		
D.10 Mobile No (Office mobile number of the contact person)				
STEP 5: EPAHP DIGITAL MAPPING SYSTEM CERTIFICATION				
I hereby affirm that the information provided is accurate to the best of my knowledge and belief. I certify that I am the original source of the provided information. In cases where I am not the original source, I have obtained explicit permission to share this information and am authorized to do so. Additionally, I understand that the content shared does not infringe upon any copyright or intellectual property rights, and I have the legal right to submit this information.		Signature over printed name of the CBO Representative* (Thumbmark if unable to write)		

C. NP-CP REQUIREMENT CHECKLIST																																																																															
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VALIDATION PROCESS		
Endorsed by:	Conducted by: (RPMO)	Recommended by:
_____ Signature over printed name	_____ Signature over printed name	_____ Signature over printed name
_____ Agency and Position	_____ Agency and Position	_____ Agency and Position

NOTES		
<p>_____ _____ _____ _____</p>		

P. Github Repository.



Q. Weekly/Daily Report Rubric

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES

RUBRIC FOR OJT/ Practicum Weekly/Daily Report

Performance Indicators	Unsatisfactory 1	Developing 2	Satisfactory 3	Very Satisfactory 4	Score
1. Time	The student failed to pass a weekly and daily report due time.	The student passed the weekly and daily report.	The student passed the weekly and daily report on time.	The student passed the weekly and daily report ahead of time.	
2. Alignment with Student Outcome	The weekly report does not contain tasks aligned with the Program's Student Outcome.	The weekly report contain one or two tasks aligned with the Program's Student Outcome	Most assigned task is aligned with required student outcome	All assigned task is perfectly aligned with the student outcomes.	
3. Written Communication Skills	Mechanical errors are strongly evident with the student's weekly and daily report	Major errors are evident with the student's weekly and daily report	Minor errors are evident with the student's weekly and daily report	No grammatical errors found in the student report	
Total Score					
Mean Score = (Total Score / 3)					
Percentage Rating = (Total Score / 12) x 100%					

Evaluated by:

ENGR. MENCHIE MIRANDA
OJT/Practicum Faculty-in-Charge

R. Daily Time Record / Time Sheet

<p>Civil Service Form No. 48</p> <p>DAILY TIME RECORD</p> <p>---- oOo ----</p> <p><u>Michael Vincent R. Alcoseba</u> (Name)</p> <p>For the month of <u>January</u></p> <p>Official hours for Regular days arrival and departure Saturdays</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">DAY</th> <th colspan="2">AM</th> <th colspan="2">P.M.</th> <th colspan="2">Undertime</th> </tr> <tr> <th>Arrival</th> <th>Departure</th> <th>Arrival</th> <th>Departure</th> <th>Hours</th> <th>Minutes</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>13</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>14</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>15</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>16</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>17</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>18</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>20</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>21</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>22</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>23</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>24</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>25</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>26</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>27</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>29</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>30</td><td>10:00</td><td>11:00</td><td></td><td></td><td>1</td><td></td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td>Total</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.</p> <hr/> <p>VERIFIED as to the prescribed office hours:</p> <p><u>DR. JOHANN DC. ALCOSBEA, LPT, DPA</u> In-Charge</p>	DAY	AM		P.M.		Undertime		Arrival	Departure	Arrival	Departure	Hours	Minutes	1							2							3							4							5							6							7							8							9							10							11							12							13							14							15							16							17							18							19							20							21							22							23							24							25							26							27							28							29							30	10:00	11:00			1		31								Total						<p>Civil Service Form No. 48</p> <p>DAILY TIME RECORD</p> <p>---- oOo ----</p> <p><u>Michael Vincent R. 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Michael Vincent R. Alcasoba
(Name)

For the month of MarchOfficial hours for Regular days
arrival and departure Saturdays

DAY	AM		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3	8:15	12:00	1:00	5:15	8	
4	8:20	12:00	1:00	5:20	8	
5	8:30	12:00	1:00	5:30	8	
6	8:30	12:00	12:00	6:30	9	
7	8:30	12:00	12:00	6:30	9	
8						
9						
10						
11	8:00	12:00	12:00	6:00	9	
12	8:30	12:00	1:00	5:30	8	
13	8:30	12:00	1:00	5:30	8	
14	8:30	12:30	1:00	5:00	8	
15						
16						
17						
18	8:30	12:00	1:00	5:30	8	J-f
19	9:00	12:00	12:00	5:00	8	
20	8:30	12:00	12:00	6:00	9	
21	8:30	12:30	1:00	5:00	8	
22						
23						
24	4:30	12:00	12:00	6:30	9	
25	9:30	12:00	1:00	5:00	8	
26	9:00	12:30	1:00	5:00	8	
27	8:15	12:00	12:00	6:00	9	
28	9:00	12:30	1:30	5:15	7	
29						
30						
31						
	Total				149	

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours:

DR. JOHNEF DC. ADOSTA, LPT, DPA

In-Charge

DAILY TIME RECORD

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(Name)

For the month of _____

Official hours for Regular days
arrival and departure Saturdays

DAY	AM		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
	Total					

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours:

DR. JOHNEF DC. ADOSTA, LPT, DPA

In-Charge

S. Final Written Report Rubric

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES
RUBRIC FOR OJT/Practicum Final Written Report

Performance Indicators	Unsatisfactory 1	Developing 2	Satisfactory 3	Very Satisfactory 4	Score
1. Attainment of course's Student Outcome	to accomplish any course's Student Outcome in the learning activities.	Accomplishes at most two of the course's Student Outcomes in the learning activities.	Accomplishes three of the course's Student Outcomes in the learning activities.	Accomplishes at least four of the course's Student Outcomes in the learning activities.	
2. Alignment of learning activities to the field of specialization	Activities are completely unrelated and irrelevant.	Some of the activities and tasks are related and relevant.	Most activities and tasks are related and relevant.	All activities and tasks given are related and relevant.	
3. Reflection of learning and experiences	Discussion is insubstantial. Relevance of the learning is unclear. Lacks attention to clear communication and organization.	Conveys relevance but not thoroughly discussed and analyzed. Some explanations lack depth, unorganized and/or unclear.	Descriptions are organized but not completely concise. Adequate understanding is expressed. Relevance to goals is analyzed.	Solid understanding is effectively communicated. Descriptions are well-organized. Relevance to career goals/learning is analyzed.	
4. Style and mechanics	Serious errors are present in sentence structure. Extremely numerous errors present in spelling, capitalization and punctuation.	Frequent errors present in sentence structure. Several errors present in punctuation, spelling and/or capitalization.	Some errors present in sentence structure; Occasional punctuation, spelling and/or capitalization errors are present.	Sentence structure is effective. Report is free from punctuation, spelling and capitalization errors.	
5. Format of the report	Unable to follow the prescribed format.	Several errors are present in the report.	Minor errors in the format of the report are present.	Report follows the prescribed format and is error-free.	
6. Timeliness	Report is submitted at least one week after the deadline.	Report is submitted within one week after the deadline.	Report is submitted on time.	Report is submitted ahead of the deadline.	
Total Score					
Mean Score = (Total Score / 6)					
Percentage Rating = (Total Score / 24) x 100%					

Evaluated by:

ENGR. MENCHIE M. ROSALES
OJT Faculty-In-Charge