

# **Baliwag Water District**

## **(Main Branch)**

A portfolio presented to the  
College Faculty of  
St. Mary's College of Baliuag, Inc.,  
City of Baliwag, Bulacan

In Partial Fulfilment of the Requirements for  
**PRACTICUM 101**

Presented by:  
Morales, Aby Nisha M.

Bachelor of Science in Information Technology – IV

September 2025

## ACKNOWLEDGEMENT

This portfolio has been brought to completion with the support and encouragement of many individuals. I extend my sincere thanks to **Baliwag Water District** for welcoming me with open arms into their office and creating a warm, professional environment where I truly felt at home.

I would like to express my heartfelt gratitude to **Ms. Clarice Anne G. Canoza** and **Ms. Josielyn Joy San Mateo-Marcelo** for their unwavering support and guidance throughout my OJT. Their leadership and dedication have greatly influenced my experience. I am sincerely grateful for their encouragement and mentorship during my time in the institution.

I am also deeply grateful to all the staff of the **Baliwag Water District**, for their invaluable assistance and support through my practicum. Their time, patience, and dedication in guiding me through various tasks were much appreciated. They made me feel respected not only as a student but also as a colleague, and their mentorship made my experience truly enriching.

I would also like to thank my practicum advisers, **Ms. Alani S. Evangelista** and **Ms. Gloryfiel Entendez**, for going above and beyond to support me. Their unwavering encouragement, patience in addressing all my concerns, and assistance in every possible way allowed me to work more effectively and with greater confidence.

A special dedication goes to our loving families, who have been a continuous source of inspiration and determination. We are grateful for our parents and guardians, whose financial and emotional support made this journey possible. Their love and dedication were essential in completing this work immersions.

Finally, I offer my deepest thanks to **God Almighty**, the merciful and loving guide, for granting us the opportunity to engage in this life-changing experience. Thank you for providing the strength, wisdom, and perseverance to navigate the challenges of this program and for guiding us through this journey.

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i. **Objective of the Practicum**

**Duration and Place of the Practicum**



The On-the-Job Training (OJT) was held at **BWD Building, Col. Tomacruz Street, Poblacion, City of Baliwag, Bulacan**, where the trainee was given the opportunity to apply their knowledge in a real-world professional environment. The training program consisted of a total **486 working hours**, during which trainee was exposed to various Information Technology-related tasks and responsibilities. Throughout the practicum, the trainee actively participated in activities such as encoding data, organizing and filing documents, printing and scanning reports, preparing computer-based records, designing only a website. Arranging office files and ensuring that digital and physical records were properly labeled and maintained for easy access.

Over the period of the practicum, the trainee came to a more enhanced insight of office practices and the need to be accurate, well-organized, and confidential whenever dealing with company documents. The training enhanced the typing speed, attention to detail and familiarity of the trainee with most popular software application like Microsoft Word and Excel. Besides, OJT experience provided the trainee with improved communication and professionalism, in contact the staff and supervisors every day. On the whole, the **486 hours** training at **Baliwag Water District** was an enlightening experience in terms of learning, it enhanced my technical and administrative capacity and can work under-the-pressure that will serve me well in the professional prospects of this profession of Information Technology.

## ii. The Training Area

### Brief History of the Company



The Baliwag Water District (BWD) was officially formed on July 1, 1989, under the Local Water Utilities Administration (LWUA) Certificated of Conditional Conformance No.407, in accordance with Presidential Decree No. 198, also known as the “Provincial Water Utilities Act of 1973”. Its creation aimed to address the growing issues in Baliwag’s water system such as insufficient water supply, poor collection system and unsatisfactory customer service.

During its early years, BWD faced numerous challenges including lack of resources, delayed salaries and basic operational limitations. However, support from LWUA, including financial assistance of ₱500,000 in its early years and ₱11 million between 1992-1994, led to major improvements. These included meters installation, leak detection programs, pump rehabilitation, and pipeline expansion. Which significantly increased service connections and revenue.

By 1994, BWD achieved a net income of over ₱548,000, marking the beginning of its financial and operational stability.

## **Vision**

To be a world-class water utility providing excellent service and leading the industry through innovations, sustainable development and environmental protection in partnership with the community.

## **Mission**

We commit to provide safe, adequate, reliable and affordable water and sanitation services and to protect the environment through community participation.

## **Background of the Company**

Baliwag Water District (BWD) is a Government-Owned and Controlled Corporation (GOCC) mandated to provide potable, affordable, and sufficient water to its concessionaires in City of Baliwag, Bulacan. As part of its mission, BWD expanded its services over the years to cover all 27 barangays in City of Baliwag, with over 24,000 service connections and 189,000+ linear meters of pipelines.

With the rise of industrialization in City of Baliwag, BWD initiated sanitation-focused programs, including the development of a Septage Treatment Plant in cooperation with the Philippine Water Revolving Fund (PWRF). As of 2012, BWD employed 99 personnel, maintaining an efficient employee-to-concessionaire ratio and consistently receiving national recognition for its outstanding performance.

## **Awards and Recognition:**

- Creditworthy Water District in the Philippines (2007)
- Outstanding Water District for Luzon- Big Category (2003)
- High Collection Efficiency Award (2007)
- Low Operating Ratio Award (2007)
- Top Performer Water District- Big Category (2008).



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graph TD
    A[Department Manager A  
(SG 26)] --> B[Management Information  
Services Division]
    B --> C[Division Manager A  
(SG 24)]
    C --> D[Management Information  
Systems Development Chief B  
(SG 20)]
    D --> E[Management Information  
Systems Design Specialist B  
(SG 18)]
    E --> F[Senior Computer Services  
Programmer  
(SG 16)]
    F --> G[Senior Management  
Information/Systems Analyst  
(SG 16)]
    G --> H[Computer Services Programmer  
(SG 16)]
    H --> I[Management Information  
Systems Researcher  
(SG 12)]
    I --> J[Electronics Communications  
Systems Operator B  
(SG 09)]
    J --> K[Computer Operator  
(SG 09)]
    K --> L[Office Equipment Technician B  
(SG 06)]
  
```

**CORPORATE PLANNING DEPARTMENT**

Department Manager A (SG 26)

**Management Information Services Division**

Division Manager A (SG 24)

Management Information Systems Development Chief B (SG 20)

Management Information Systems Design Specialist B (SG 18)

Senior Computer Services Programmer (SG 16)

Senior Management Information/Systems Analyst (SG 16)

Computer Services Programmer (SG 16)

Management Information Systems Researcher (SG 12)

Electronics Communications Systems Operator B (SG 09)

Computer Operator (SG 09)

Office Equipment Technician B (SG 06)

# **The Training Experience**





*St. Mary's College of Baliuag, Inc.*  
City of Baliuag, Bulacan  
Telefax: (044) 764-6068



ISO 9001:2015 Certified  
Certificate No. 01 100 1534708



PAASCU Level III Accredited

**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Human Resource Department

Description of Work	TIME	
	Start	Finish
Rearranged alphabetically the "Employment Sick Leave."	8:12 am	12:00 pm
Rearranged and counted the "Sworn Statement of Assets, Liabilities, and Net Worth."	1:00 pm	5:00 pm

Date: June 23, 2025

Prepared by: Aby Nisha M. Morales

**Trainee**

Checked by: Ms. Clarice Anne G. Canoza

**Officer-in-Charge**

Approved by: Ms. Alani S. Evangelista

**OJT Coordinator**



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Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Human Resource Department

Description of Work	TIME	
	Start	Finish
Retrieved and submitted the P.R. request to General Services.	8:00am	5:00pm

Date: June 24, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Clarice Anne G. Canoza

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Human Resource Department

Description of Work	TIME	
	Start	Finish
Photocopied the recommendation paper and sent it to the Finance Office.	8:00 am	5:00 pm

Date: June 25, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Clarice Anne G. Canoza

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Human Resource Department

Description of Work	TIME	
	Start	Finish
Assisted with the water bill payment.	8:00 am	12:00 pm
Cut and re-arranged the "Assessment and Analysis Survey."	1:00 pm	3:00 pm
Re-arranged and removed the numbers for July 1.	3:00 pm	4:00 pm
Processed the signature of the Head of Compliance	4:00 pm	5:00 pm

Date: June 26, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Clarice Anne G. Canoza

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Human Resource Department

Description of Work	TIME	
	Start	Finish
Cut the “Certificate of Awarding for Employee and Manager of the Year.”	8:00 am	5:00 pm

Date: June 27, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Clarice Anne G. Canoza

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Transcribed and rechecked documents.	8:00 am	5:00 pm
Handled the transmission and receipt of Document forms in the Finance Department.	1:00 pm	2:00 pm
Forwarded a Memorandum Circular to the HR Department.	2:00 pm	3:00 pm
Compiled the “Document Control Form.”	3:00 pm	5:00 pm

Date: June 30, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Filed a revised form and a new form.	8:00 am	10:00 am
Processed a pass slip for a personal transaction.	10:00am	12:00 pm
Facilitated the Individual Performance Commitment and Review” from the HR Department.	1:00pm	4:00 pm
Re-filed and prepared a new “Document Control Form.”	4:00pm	5:00 pm

Date: July 1, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Finished the "Document Control Form."	8:00 am	9:00 am
Compiled public papers and knowledge transfer documents.	9:00am	11:00 am
Secured the signature for the "Document Control Form."	11:00 am	12:00 pm
Filed an endorsement paper.	1:00 pm	3:00 pm
Wrote a conduct report.	3:00 pm	4:00 pm
Cut out brochure.	4:00 pm	5:00pm

Date: July 2, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator





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Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Assisted in processing the payment of the water bill	8:00 am	5:00 pm

Date: July 3, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Rechecked old and new data in Excel files.	8:00 am	5:00 pm
Collected and paid receipts for food.	1:00pm	2:00 pm
Obtained signatures from every department and compiled the documents.	2:00 pm	4:00 pm
Recorded books and re-arranged bond papers while compiling data breach reports.	4:00 pm	5:00 pm

Date: July 7, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Compiled the memorandum and external audit documents, and sent the memorandum to the HR Department.	8:00 am	12:00 pm
Handled the verification of the old and new water meters in an Excel file.	1:00 am	5:00 pm
Transferred the book of records from the MIS Office to the Finance Office.	4:00 pm	5:00 pm

Date: July 8, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Re-arranged the Field Engagement documents.	8:00 am	12:00 pm
Obtained signatures from each department for the “Operational Plan Review.”	1:00 am	5:00 pm
Collected the AFG from each department.	2:00 am	3:00 pm
Sent a requested Certificate of Employment.	3:00 pm	4:00 pm
Forwarded and retrieved the “Book of Records.” From MIS to Finance	4:00 pm	5:00 pm

Date: July 9, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Continued the Field Engagement form.	8:00 am	5:00 pm
Received the Book of Records from Finance	10:00 am	11:00 am
Coordinated the routing of documents of the “Disbursement Voucher.”	11:00 am	12:00 pm
Routed the “Preparation Meeting for Public Hearing” document for signatures (delayed).	1:00 pm	3:00 pm
Transcribed an audio meeting.	3:00 pm	5:00 pm
Wrote and sent a “Document Brief Form.”	4:00 pm	5:00 pm

Date: July 10, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Transcribed an audio meeting.	8:00 am	12:00 pm
Revised the manual procedure.	1:00 pm	3:00 pm
Revised and redesigned the bulletin (unfinished).	3:00 pm	4:00 pm
Wrote and Sent the Book of Records to Finance.	4:00 pm	5:00 pm

Date: July 11, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Resized and cut the folder for “Read and Bill.”	8:00 am	9:00 am
Helped facilitate the settlement of the water bill	9:00 am	12:00 pm
Assisted in processing the locating contracts of MIS.	1:00 pm	2:00 pm
Facilitated the signing and acknowledgment of the memorandum of contracts to and from the Finance Department.	2:00 pm	3:00 pm
Facilitated the signing and acknowledgment of Book of Records for the “Electric Bill.”	3:00 pm	4:00 pm
Cut the “Document Brief Form” and Facilitated the signing and acknowledgment between the MIS, HR, and Commercial Departments.	4:00 pm	5:00 pm

Date: July 14, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Routed the memo to all managers (HR).	8:00 am	5:00 pm

Date: July 15, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator





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OJT-ACCOMPLISHMENT REPORT

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Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Routed the memorandum for signatures from HR and Finance, and re-arranged the papers.	8:00 am	12:00 pm
Coordinated the routing of documents to the General Services Department (GSD).	1:00 pm	5:00 pm

Date: July 16, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Arranged the code numbers and stapled them.	8:00 am	10:00 am
Organized the used papers and set aside the fully consumed ones.	10:00 am	12:00 pm
Routed documents to the Engineer and HR for signatures.	1:00 pm	2:00 pm
Created and customized an image, then cut it out.	2:00 pm	3:00 pm
Assisted someone from FIN in obtaining a soft copy and writing in the Book of Records.	3:00 pm	4:00 pm
Compiled the soft copies and stapled them together.	4:00 pm	5:00 pm

Date: July 17, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Assisted in arranging papers.	8:00 am	10:00 am
Counted user training surveys and summarized device feedback.	10:00 am	12:00 pm
Forwarded and retrieved documents of a “Document Brief Form.”	1:00 pm	2:00 pm
Routed the “Preparation Meeting for Public Hearing” document for signatures (delayed).	2:00 pm	3:00 pm
Transcribed an audio meeting.	3:00 pm	4:00 pm
Wrote and sent a “Document Brief Form.” To the finance.	4:00 pm	5:00 pm

Date: July 18, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Encoded the “Cash Receipts Books” for my manager.	8:00 am	1:00 pm
(Half Day due of Typhoon)		

Date: July 21, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Handled the transmission and receipt of an outgoing memorandum to finance	8:00 am	12:00 pm
Facilitated the signing and acknowledgment of the “Document Brief Form.” To finance	1:00 pm	4:00 pm
Encoded the “Cash Receipts.”	4:00 pm	5:00 pm

Date: July 23, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Encoded the “Cash Receipts.”	8:00 am	12:00 pm
Prepared the paper log and facilitated the signing and acknowledgment of documents from the Finance Department.	1:00 pm	2:00 pm
Forwarded and retrieved documents of the plan revision to Finance.	3:00 pm	4:00 pm
Routed the memorandum to the BWD Manager and AGM for signatures, with two separate owners and files.	4:00 pm	5:00 pm

Date: July 24, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Supported in handling the payment transaction for the water bill.	8:00 am	12:00 pm
Transcribed an "Audio Meeting."	1:00 pm	5:00 pm

Date: July 28, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Facilitated the signing and acknowledgment of a document form and compiled it.	8:00 am	12:00 pm
Sorted the papers in numerical order.	1:10 pm	4:00 pm
Re-arranged the Work folders.	4:00 pm	5:00 pm

Date: July 29, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator





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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Compiled a new DC Form of BWD.	8:00 am	12:00 pm
Compiled a new folder of WIND ENERGY SERVICE CONTRACT of Bulacan.	1:00 pm	5:00 pm

Date: July 30, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Facilitated the signing and acknowledgment of Document Brief Form to Finance.	8:00 am	12:00 pm
Facilitated the signing and acknowledgment of files from the MIS Department to the GS Department, and assisted with payments from the MIS Department to the Finance and HR Departments.	1:00 pm	2:00 pm
Sent a LWUA Form to the Head of Registry.	2:00 pm	4:00 pm
Re-arranged the storage and sorted the files.	4:00 pm	5:00 pm

Date: July 31, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Assisted in processing the payment of the MIS/CPD to the HR Department.	8:00 am	12:00 pm
Sorted all files in one storage area and re-arranged them according to paper size.	1:00 pm	4:00 pm
Coordinated the routing of documents of Book of Records from MIS/CPD to the Finance Department.	4:00 pm	5:00 pm

Date: August 1,2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
[Assisted the Commercial Department.] Coordinated the routing of documents in the Finance Department.	8:00am	12:00 pm
Handled the transmission and receipt documents to Finance and HR Departments.	1:00 pm	5:00 pm

Date: August 4, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Facilitated the signing and acknowledgment of files by their respective departments and organized the original documents into their designated record folders.	8:00 am	12:00 pm
Compiled additional file folders.	1:00 pm	4:00 pm
Rewrote and completed the IPCR Form.	4:00 pm	5:00 pm

Date: August 5, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Coordinated the routing of Document Control Form to its designated department and compiled it.	8:00 am	5:00 pm

Date: August 6, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Filed all the documents of QF-Files and Memorandum Circular.	8:00 am	5:00 pm

Date: August 7,2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Helped our manager redesign her meeting presentation.	8:00 am	10:00 am
Attended a public hearing of the Baliwag Water District.	10:00 am	1:00 pm
Logged the DBF and Handled the transmission and receipt of the Finance Department.	1:00 pm	5:00 pm

Date: August 8,2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator





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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Assisted the MIS/CPD Department with transactions to the Finance Department.	8:00 am	12:00 pm
Arranged the folder files.	1:00 pm	4:00 p
Managed the transmission and receipt of signed documents between the MIS/CPD and Finance Departments, and assisted the Finance Department in coordinating document exchanges with the Engineering Department.	4:00 pm	5:00 pm

Date: August 12, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Suggested a design for the BWD Admin web application.	8:00 am	5:00 pm

Date: August 13, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Re-edited the PowerPoint presentation for the meeting.	8:00 am	5:00 pm

Date: August 14, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Made a tally and re-encoded the data.	8:00 am	12:00 pm
Handled the transmission and receipt of a DBF.	1:00 pm	4:00 pm
Forwarded and retrieved documents of an OGD (Outgoing Document).	4:00 pm	5:00 pm

Date: August 18, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Encoded and summarizing the “Incoming Confidential Files.”	8:00 am	5:00 pm

Date: August 19, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Encoded and summarizing the “Incoming Confidential Files.”	8:00 am	5:00 pm
Facilitated the signing and acknowledgment of “Outgoing Brief Files.”	1:00 pm	5:00 pm

Date: August 20, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Encoded and summarizing the “Incoming Confidential Files.”	8:00 am	5:00 pm
Helped facilitate the settlement of the water bill.	1:00 pm	5:00 pm

Date: August 22, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Encoded the "Incoming Papers."	8:00 am	5:00 pm
Encoded the "Outgoing Confidential Files."	11:00 am	5:00 pm
Forwarded and retrieved a brief document form to Finance.	3:00 pm	5:00 pm

Date: August 27, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator





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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Encoded the "Outgoing Papers."	8:00 am	5:00 pm
Assisted in sending and receiving brief document forms.	3:00 pm	4:00 pm
Handled the transmission and receipt of the "Outgoing Document Form."	4:00 pm	5:00 pm

Date: August 28, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Encoded the "Outgoing Files."	8:00 am	5:00 pm

Date: August 29, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Encoded the “Outgoing Document.”	8:00 am	5:00 pm
Coordinated the routing of documents for the “Brief Document Records.”	1:00 pm	5:00 pm

Date: September 1, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Facilitated the signing and acknowledgment of the “Outgoing Document Form.”	8:00 am	5:00 pm
Assisted in editing on Canva.	1:00 pm	5:00 pm

Date: September 2,2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Created pointers for review.	8:00 am	12:00 pm
Created a printable waste data sheet.	1:00 am	4:00 pm
Assisted in processing the payment of the water bill and documents.	4:00 pm	5:00 pm

Date: September 3, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Coordinated the processing of the water bill payment	8:00 am	5:00 pm
Encoded the 2020 incoming files.	1:00 pm	5:00 pm

Date: September 4, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Aided in completing the payment of the water bill.	8:00 am	5:00 pm

Date: September 5,2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Encoded the incoming documents list.	8:00 am	5:00 pm
Assisted in creating a summary on Canva.	1:00 pm	5:00 pm

Date: September 8 ,2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator





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**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Encoded the incoming communications.	8:00 am	12:00 pm
Re-typing the transcript paper.	1:00 pm	5:00 pm
Assisted with meal receipt papers and compiled them into a memorandum/circular.	4:00 pm	5:00 pm

Date: September 9, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Transcribed an audio file.	8:00 am	5:00 pm

Date: September 10, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



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OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Transcribed a meeting audio recording.	8:00 am	12:00 pm
Assisted in sending and receiving DBF.	1:00 pm	4:00 pm
Encoded Incoming Communications Files.	4:00 pm	5:00 pm

Date: September 11, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Assisted in retrieving a file from another department and provided a receipt to the Finance Department.	8:00 pm	5:00 pm

Date: September 12, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Forwarded and retrieved documents of BDF.	8:00 am	12:00 pm
Assisted in changing coins.	1:00 pm	3:00 pm
Assisted other departments in Coordinated the routing of documents of their DBF to the Finance Department.	3:00 pm	5:00 pm

Date: September 15, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



*St. Mary's College of Baliuag, Inc.*  
City of Baliuag, Bulacan  
Telefax: (044) 764-6068



ISO 9001:2015 Certified  
Certificate No. 01 100 1534708



PAASCU Level III Accredited

**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Distributed the preparing meeting materials to the mentioned employees.	8:00 am	5:00 pm

Date: September 16, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Design

Description of Work	TIME	
	Start	Finish
Assisted other departments with DBF and distributed the files to each department.	8:00 am	12:00 pm
Found the missing QFs and matched them with the original file in Excel.	1:00 pm	5:00 pm

Date: September 17, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



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**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Design

Description of Work	TIME	
	Start	Finish
Assisted other departments with their DBF.	8:00 am	12:00 pm
Double-checking Reading files of the MIS.	1:00 am	5:00 pm
Checked the procedure and manual procedures.	2:40 am	4:00 pm
Attended a formal visitation by my Head Advisor and Professor.	4:00 pm	5:00 pm

Date: September 18, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator





St. Mary's College of Baliuag, Inc.  
City of Baliuag, Bulacan  
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College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement

Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Distributed documents to their respective departments. Assisted in processing the payment of the water bill Stamped "Obsolete" on the QF files of MIS.	8:00 am	5:00 pm

Date: September 22, 2025

Prepared by: Aby Nisha M. Morales

Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo

Officer-in-Charge

Approved by: Ms. Alani S. Evangelista

OJT Coordinator



St. Mary's College of Baliuag, Inc.  
City of Baliuag, Bulacan  
Telefax: (044) 764-6068



ISO 9001:2015 Certified  
Certificate No. 01 100 1534708



PAASCU Level III Accredited

College Department  
OJT-ACCOMPLISHMENT REPORT

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Assisted in processing the payment of the water bill	8:00 am	12:00 pm
Routed documents for AGM signatures until completed.	1:00 pm	5:00 pm
Routed the procedure manuals for distribution to each department. Assisted other departments in receiving files from another department.	2:00 pm	5:00 pm

Date: September 23, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator



*St. Mary's College of Baliuag, Inc.*  
City of Baliuag, Bulacan  
Telefax: (044) 764-6068



ISO 9001:2015 Certified  
Certificate No. 01 100 1534708



PAASCU Level III Accredited

**College Department**  
**OJT-ACCOMPLISHMENT REPORT**

Name of Student Trainee: Aby Nisha M. Morales

Area of Placement  
Company or Department: Corporate Planning Department

Description of Work	TIME	
	Start	Finish
Logged the files in the outgoing documents.	8:00 am	5:00 pm
Re-arranged the file folders from oldest to latest. Handled the transmission and receipt of an outgoing documents file. Assisted with photocopying from other departments.	10:00 am	5:00 pm

Date: September 24, 2025

Prepared by: Aby Nisha M. Morales  
Trainee

Checked by: Ms. Josielyn Joy San Mateo-Marcelo  
Officer-in-Charge

Approved by: Ms. Alani S. Evangelista  
OJT Coordinator

# Appendices



**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**OJT SCHEDULE**

**Name:** Aby Nisha M. Morales  
**Course:** Bachelor of Science in Information Technology – St. Mary’s College of Baliuag, Inc.  
**Position:** On-the-Job Training  
**Schedule:** Monday to Friday  
**Time:** 8:00 am to 5:00pm  
**Place:** Main office of Baliwag Water District, City of Baliwag, Bulacan.

**PROPOSED SCHEDULE**

Week	Inclusive Dates except Holidays (Opens Monday to Saturday 8:00 am to 5:00 pm)	Number of Hours per Week
1	June 23 to 27, 2025	40
2	June 30 to July 4, 2025	40
3	July 7 to 11, 2025	40
4	July 14 to 18, 2025	40
5	July 21 to 25, 2025	40
6	July 28 to August 1, 2025	40
7	August 4 to 8, 2025	40
8	August 11 to 14, 2025	32
9	August 18 to 22, 2025	32
10	August 26 to 29, 2025	32
11	September 1 to 5, 2025	40
12	September 8 to 12, 2025	40
13	September 15 to 18, 2025	30
<b>Total Number of Hours Required</b>		<b>= 486 hours</b>

Note: Number of days may exceed from the given actual date depending on the availability of the OJT student.

Prepared by:

**Aby Nisha M. Morales**  
Trainee

Noted By:

**Ms. Alani S. Evangelista** / **Ms. Clarice Anne G. Canoza**  
OJT Coordinator                      Officer in Charge



**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

JUNE 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
23	8:12 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
24	7:51 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
25	7:52 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
26	7:51 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
27	7:51 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
30	8:01 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
TOTAL HOURS:					48 hours

Certified true and Correct.

Ms. Clarice Anne G. Canoza  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

JULY 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
1	8:00 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
2	7:55 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
3	7:44 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
4	Absent				
TOTAL HOURS:					24 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

JULY 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
7	7:45 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
8	7:46 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
9	7:49 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
10	7:43 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
11	7:08 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
TOTAL HOURS:					40 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee





**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

JULY 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
14	7:43 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
15	7:43 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
16	7:38 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
17	7:38 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
18	7:44 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
TOTAL HOURS:					40 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

JULY 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
21	7:57 am	12:00 pm note: Lunch Break	-	1:00 pm Note: Office Half Day	6 Hours
22	Cancellation				
23	7:47 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
24	7:58 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
25	Absent				
TOTAL HOURS:					22 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

JULY 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
28	7:33 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
29	7:32 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
30	7:41 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
31	7:36 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
TOTAL HOURS:					32 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

AUGUST 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
1	7:38 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
4	7:37 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
5	7:35 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
6	7:36 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
7	7:34 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
8	7:37 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
TOTAL HOURS:					48 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

AUGUST 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
11	7:45 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
12	7:46 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
13	7:49 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
14	7:43 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
15	Holiday				
TOTAL HOURS:					32 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

AUGUST 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
18	7:30 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
19	7:38 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
20	7:31 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
21	Holiday				
22	7:10 am	12:00 pm	1:00 pm	5:00pm	8 Hours
TOTAL HOURS:					32 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

AUGUST 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
25	Holiday				
26	Absent				
27	7:49 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
28	7:43 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
29	6:55 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
TOTAL HOURS:					24 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

SEPTEMBER 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
1	7:40 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
2	7:32 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
3	7:18 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
4	7:23 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
5	7:44 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
TOTAL HOURS:					40 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee





**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

SEPTEMBER 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
8	7:23 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
9	6:51 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
10	7:04 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
11	6:58 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
12	7:10 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
TOTAL HOURS:					40 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

SEPTEMBER 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
15	6:49 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
16	6:55 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
17	6:57 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
18	6:59 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
19	6:59 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
TOTAL HOURS:					40 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



**Baliwag Water District**  
Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006 Philippines

**Baliwag Water District**  
**Time Record**  
**Aby Nisha M. Morales**

SEPTEMBER 2025					
Date	AM		PM		Total Hours
	IN	OUT	IN	OUT	
22	7:52 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
23	7:39 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
24	7:42 am	12:00 pm	1:00 pm	5:00 pm	8 Hours
TOTAL HOURS:					24 hours

Certified true and Correct.

Ms. Josielyn Joy San Mateo-Marcelo  
Officer In-Charge

Aby Nisha M. Morales  
Trainee



TIME RECORD  
JUNE – JULY

No. June Pay Ending \_\_\_\_\_  
Name MORALES, Aray Nisha M. Position HR  
Dept. Human Resource (HR) Age 21

Days	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17							
18							
19							
20							
21							
22							
23	8:12	12:00	1:00	5:00	easy	easy	
24	7:51	12:00	1:00	5:00	easy	easy	
25	7:52	12:00	1:00	5:00	easy	easy	
26	7:51	12:00	1:00	5:00	easy	easy	
27	7:51	12:00	1:00	5:00	easy	easy	
28							
29	M.S. Dept						
30	8:01	12:00	1:00	5:00	f	f	
31							

I hereby certify that the above records are true and correct.  
June  
EMPLOYEE'S SIGNATURE

No. July Pay Ending \_\_\_\_\_  
Name MORALES, Aray Nisha M. Position HR  
Dept. M.I.S Dept Age 21

Days	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	7:38	12:00	1:00	5:00	f	f	
17	7:38	12:00	1:00	5:00	f	f	
18	7:44	12:00	1:00	5:00	f	f	
19		WEEK		END			
20		WEEK		END			
21	7:57	12:00		1:00	f	f	
22		CANCEL					
23	7:47	12:00	1:00	5:00	f	f	
24	7:58	12:00	1:00	5:00	f	f	
25		SICK					
26		WEEK		END			
27		WEEK		END			
28	7:33	12:00	1:00	5:00	f	f	
29	7:32	12:00	1:00	5:00	f	f	
30	7:41	12:00	1:00	5:00	f	f	
31	7:36	12:00	1:00	5:00	f	f	

I hereby certify that the above records are true and correct.  
EMPLOYEE'S SIGNATURE

No. July Pay Ending \_\_\_\_\_  
Name MORALES, Aray Nisha M. Position HR  
Dept. M.I.S Department Age 21

Days	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	8:00	12:00	1:00	5:00	f	f	
2	7:55	12:00	1:00	5:00	f	f	
3	7:44	12:00	1:00	5:00	f	f	
4			SICK				
5		WEEK		END			
6		WEEK		END			
7	7:45	12:00	1:00	5:00	f	f	
8	7:40	12:00	1:00	5:00	f	f	
9	7:49	12:00	1:00	5:00	f	f	
10	7:49	12:00	1:00	5:00	f	f	
11	7:08	12:00	1:00	5:00	f	f	
12		WEEK		END			
13		WEEK		END			
14	7:45	12:00	1:00	5:00	f	f	
15	7:43	12:00	1:00	5:00	f	f	

I hereby certify that the above records are true and correct.  
July  
EMPLOYEE'S SIGNATURE



TIME RECORD  
August – September

No. August Pay Ending  
Name Morales, Abby Nisha M. Position DIT  
Dept. MIS Department Age 21

Hours	Rate	Amount	DEDUCTIONS	ABSENCES
Reg.				Fines
Over.				Withhold- ing Tax
				S.S.S.
Total Earnings				
Less Deductions				
NET PAY				

Days	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	7:08	12:00	1:00	5:00	8	8	16
2		week end					
3		week end					
4	7:57	12:00	1:00	5:00	8	8	16
5	7:35	12:00	1:00	5:00	8	8	16
6	7:26	12:00	1:00	5:00	8	8	16
7	7:34	12:00	1:00	5:00	8	8	16
8	7:37	12:00	1:00	5:00	8	8	16
9		week end					
10		week end					
11	7:34	12:00	1:00	5:00	8	8	16
12	7:31	12:00	1:00	5:00	8	8	16
13	7:29	12:00	1:00	5:00	8	8	16
14	7:30	12:00	1:00	5:00	8	8	16
15		Holi day					

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

No. August Pay Ending  
Name Morales, Abby Nisha M. Position DIT  
Dept. MIS Department Age 21

Hours	Rate	Amount	DEDUCTIONS	ABSENCES
Reg.				Fines
Over.				Withhold- ing Tax
				S.S.S.
Total Earnings				
Less Deductions				
NET PAY				

Days	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16		week end					
17		week end					
18	7:30	12:00	1:00	5:00	8	8	16
19	7:38	12:00	1:00	5:00	8	8	16
20	7:31	12:00	1:00	5:00	8	8	16
21		Holi day					
22	7:10	12:00	1:00	5:00	8	8	16
23		week end					
24		week end					
25		Holi DAY					
26		TY PHON					
27	7:27	12:00	1:00	5:00	8	8	16
28	7:39	12:00	1:00	5:00	8	8	16
29	6:55	12:00	1:57	5:00	8	8	16
30		week end					
31		week end					

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

No. September Pay Ending  
Name Morales, Abby Nisha M. Position DIT  
Dept. MIS DEPARTMENT Age 21

Hours	Rate	Amount	DEDUCTIONS	ABSENCES
Reg.				Fines
Over.				Withhold- ing Tax
				S.S.S.
Total Earnings				
Less Deductions				
NET PAY				

Days	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	7:40	12:00	1:00	5:00	8	8	16
2	7:32	12:00	1:00	5:00	8	8	16
3	7:18	12:00	1:00	5:00	8	8	16
4	7:23	12:00	1:00	5:00	8	8	16
5	7:44	12:00	1:00	5:00	8	8	16
6		week end					
7		week end					
8	7:23	12:00	1:00	5:00	8	8	16
9	6:51	12:00	1:00	5:00	8	8	16
10	7:04	12:00	1:00	5:00	8	8	16
11	6:58	12:00	1:00	5:00	8	8	16
12	7:10	12:00	1:00	5:00	8	8	16
13		week end					
14		week end					
15	6:49	12:00	1:00	5:00	8	8	16

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

No. SEPT Pay Ending  
Name Morales, Abby Nisha Position DIT  
Dept. CPD/MIS Dept Age 21

Hours	Rate	Amount	DEDUCTIONS	ABSENCES
Reg.				Fines
Over.				Withhold- ing Tax
				S.S.S.
Total Earnings				
Less Deductions				
NET PAY				

Days	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	6:55	12:00	1:00	5:00	8	8	16
17	6:57	12:00	1:00	5:00	8	8	16
18	6:59	12:00	1:00	5:00	8	8	16
19	6:59	12:00	1:00	5:00	8	8	16
20		week end					
21		week end					
22	7:52	12:00	1:00	5:00	8	8	16
23	7:39	12:00	1:00	5:00	8	8	16
24	7:42	12:00	1:00	5:00	8	8	16
25		0 11 0					
26							
27							
28							
29							
30							
31							

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

Certified true and Correct.




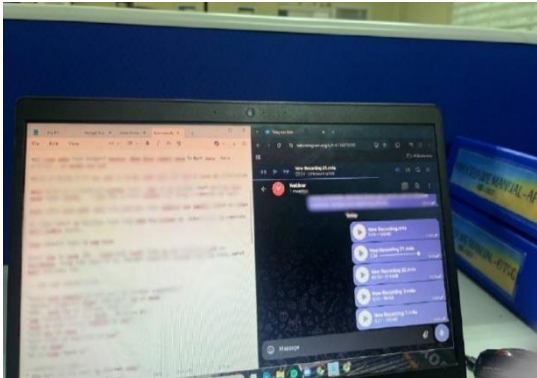
Ms. Josielyn Joy San Mateo-Marcelo/ Ms. Clarice Anne G. Canoza  
**Officer's In-Charge**

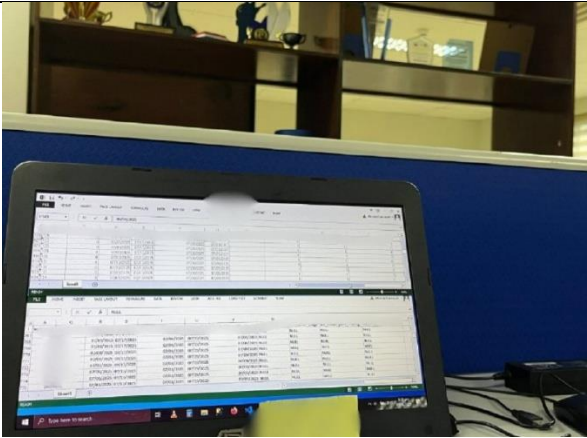

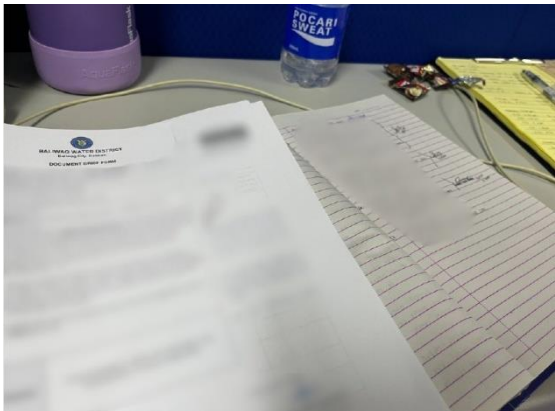

Aby Nisha M. Morales  
**Trainee**

Ms. Alani S. Evangelista  
**OJT Coordinator**

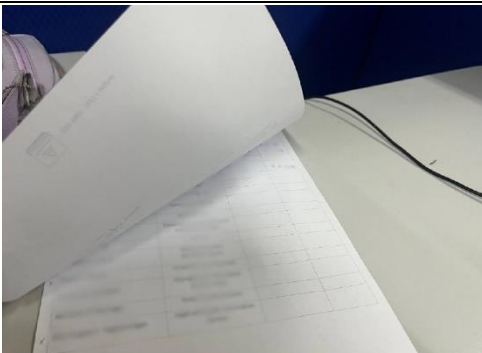


**APPENDICES**  
**DOCUMENTATION**

<p>[HR Dept.] Arranging Worker Data Information (Alphabetical Order).</p>	
<p>[HR Dept.] Re-arrange Compliance Data Information (Alphabetical Order).</p>	
<p>[August 8, 2025] Attended the Public Hearing of Baliwag Water District: “Pagdinig sa Mungkahing Pagtaas ng Taripa ng Tubig.”</p>	
<p>[MIS/CPD Dept.] Transcribing an Audio File Regarding the Meeting.</p>	

<p>Looking for and double-checking mismatches between the old and new data meters of each house.</p>	
<p>Rearrange the used files by size and recycle them as scratch paper.</p>	
<p>Log the file and send it to the designated receiver in another department. [DBF – Document Brief Form].</p>	
<p>Encode and double-check that the manual and digital records match.</p>	



<p>Route documents around the company to collect signatures from all AGMs for the upcoming meeting</p>	
<p>Formal Visitation (September 18, 2025)</p> <p>Formal Visit of Practicum Coordinator</p>	