



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

A Narrative Report in

OJT400(On-the-Job Training)

Undertaken at Iloilo City Hall – Iloilo City Local Housing Office

Located in De la Rama St, Iloilo City Proper, Iloilo City

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

Submitted by:

Cubita, Miguelito H.

Submitted to:

Engr. Rohna J. Ngipen

June 2024



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Table of Contents

	Page No.
I. Title Page	i
II. Table of Contents	ii
III. Introduction	1
IV. Trainee's Profile	2
V. Company Profile	5
A. History	5
B. Mission and Vision	6
C. Organizational Chart	7
VI. Accomplishment Reports	8
A. Weekly Progress Report - Week 1	8
B. Weekly Progress Report - Week 2	9
C. Weekly Progress Report - Week 3	10
D. Weekly Progress Report - Week 4	11
E. Weekly Progress Report - Week 5	12
F. Weekly Progress Report - Week 6	13
G. Weekly Progress Report - Week 7	14
H. Weekly Progress Report - Week 8	15
VII. Reflection about the OJT Experience	16
VIII. Appendices	18
A. OJT Certificate.....	18
B. Evaluation Form.....	19
C. Weekly Progress Reports.....	21
D. MOA.....	43
E. Letter of Endorsement.....	44
F. DTR.....	45
G. Personal Data Sheet	46
H. Other Certificates	50
I. OJT Report.....	51



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

INTRODUCTION

On the job training or most commonly known as OJT is part of our curriculum undertaken every summer before we enroll on our last year of college. Its objective is to train and to let students gain practical experience to acquired, enhance and develop skills and knowledge otherwise inaccessible in a school environment. OJT allows students to apply their academic learning in a professional workplace, bridging the gap between theory and practice.

In today's time getting a job is much harder than it ever was, securing employment has become increasingly challenging due to saturation with numerous people seeking for work. In this regard the OJT is a crucial opportunity for us student to make an impact, to grow and develop to be competent and guarantee a higher chance at success.

OJT is instrumental in developing essential soft skills such as communication, teamwork, and problem-solving. Skills which are needed in any workplace. Going through collaborative projects and interacting with professionals lets us learned what a professional environment is all about. It also helps us develop on a personal level by enhancing skills and knowledge that we learn and putting in on a professional workplace. OJT is also a great place to establish our resume or portfolio. Which is crucial when finding work in the future.

Furthermore, OJT helps us expand and strengthen our professional network. When undertaking an OJT in an organization, it exposes us to a diverse array of industry professionals. Working alongside experienced mentors and colleagues provides invaluable opportunities for networking. We can also meet other students undertaking OJT or internship programs which helps build our connections. Positive feedback and endorsements from our time on the OJT can pave the way for referrals, recommendations, and future career opportunities.



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY 5000
PHILIPPINES

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

TRAINEE'S PROFILE



I am Miguelito H. Cubita taking up Bachelor of Science in Computer Engineering. I am currently studying at Western Institute of Technology. Currently 21 years old and is born on the 1st of August 2002.

I choose the BSCpE program because I actually like working with computers and I took TVL-ICT on my senior high school which is why I preferred programs which is technology related and that lead me to taking up BSCpE. Another reason why I took the BSCpE because I taught it was cool to have a Engr. title before my name. I also taught that being a computer engineer was only about fiddling with computers and coding some program, imagine to my surprise when it was mostly theoretical and mathematical which is one of my greatest weakness.



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

My first year of learning was very hard on me especially due to some reason and a bit of bad luck I was enrolled late, I started class about 2 – 3 weeks late and to make matters worse I had 3 math subjects on the first sem. I actually fell sick during the weekends due to the pressure and culture shock. The difference from seniors to college was an eye opener. Still with the encouragement from my friends and family as well as tons of prayer to the lord, I thankfully was able to pass my first year.

My journey though second and third year as a CompE student was not smooth sailing but it was better than what I experience during my first year. I struggle with subjects such as calculus and subjects relating to circuits. Still with the help of my friends, family, and my faith backing me up I was able to power through it. Diligence, initiative, and practice helped me a lot on passing.

Then came OJT, I was able to experience what it meant to be inside an office, inside a professional workplace. It let me realize that there are a lot more things to learn, to discover and to experience. It also gave me a reality check, it let me realize that I lack a lot of thing. I experience setbacks on the OJT, there were projects and task that I was unable to do due to the lack of experience and knowledge. However instead of being down I made it a motivation to be better, to learn more and to experience more so that in future these problems will be something that I could solve.

What keep me going through all those years is my drive to be successful, to be able to find a good job and to give back all and more of what my family have done for me. I wish to be successful, to be able to make the lives of my family the best there can be. These thoughts were what kept me going, what kept me from breaking, it what kept me striving forward. God was also there to point me the way. Whenever I fell down and can't understand anymore, I seek the lord and he gave me the way forward. God and my family are the cornerstone of who I am and have been instrumental in shaping where I stand today.

My journey through the BSCpE program has been filled with challenges that tested my resolve and expanded my understanding of computer engineering. From my initial attraction to computers and having an engineering title, to the unexpected theoretical depth of the program and mathematical challenges, each obstacle has shaped my understanding and determination. Despite having setbacks and moments of doubt, the support my friends, family, and my faith has been my anchor. My OJT experience provided me with valuable understanding of professional life, letting me know my weaknesses and gave me insight for growth and reinforcing my commitment to continue learning. Looking to the future, I am motivated to succeed and to contribute to my field of computer engineering and to ultimately make my family



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

proud. With gratitude to God and those who have guided me, I prepare myself to face the future head-on, along with the challenges it entails.



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY 5000
PHILIPPINES

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

COMPANY PROFILE

Iloilo City Local Housing Office - Iloilo City Hall

A. History

Iloilo City Hall is central to civic life in Iloilo City, serving as the seat of government. It collaborates closely with agencies like the Iloilo Local Housing Office to ensure comprehensive community welfare and urban development. Here, decisions are made, services are provided, and the city's pulse is felt, promoting sustainable development and inclusive progress.

Mayor Treñas initiated the creation of the Iloilo City Local Housing Office (ICLHO) to enhance the services of the Iloilo City Urban Poor Affairs (ICUPAO), particularly in housing programs. Under Regulation Ordinance No. 2023-193, enacted on August 23, 2023, and supervised by Atty. Peter Jason Millare, the ICLHO streamlines beneficiary applications, conducts social profiling of Informal Settler Families (ISFs), evaluates relocation sites, and advises the Iloilo City Local Housing Board (ICLHB).

ICLHO has transformed into the regulatory body for local housing affairs, achieving notable progress in transparency and fairness for beneficiaries. Since December 2023, it oversees application processes, monitors compliance with city policies post-award, and manages all housing initiatives on behalf of the Iloilo City Government.

ICLHO plays a pivotal role in managing 35 local housing sites and 2 low-rise condominiums owned by the city government, evaluating completed and ongoing projects in informal settler areas and relocation sites. It coordinates with national and local agencies, formulates policies, maintains beneficiary databases, proposes project designs, and ensures effective housing policies through participatory governance.

Recent occupancy validation shows 57.14% occupancy across 35 relocation sites, indicating progress in housing accessibility.



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

B. Mission and Vision

Mission

"The ILOILO CITY LOCAL HOUSING OFFICE, anchored on the participatory governance and effective housing policies, commits to provide access to safer, inclusive, and more secured resettlements that empowers ilonggos and transforms spaces into a more liveable communities"

Vision

"Iloilo City is a home for all empowered ilonggos living in liveable, inclusive, resilient, and vibrant communities, enjoying environment-friendly spaces with provision of sustainable development programs"

\



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Globe-Isacom No. 5087151

Website: www.wit.edu.ph

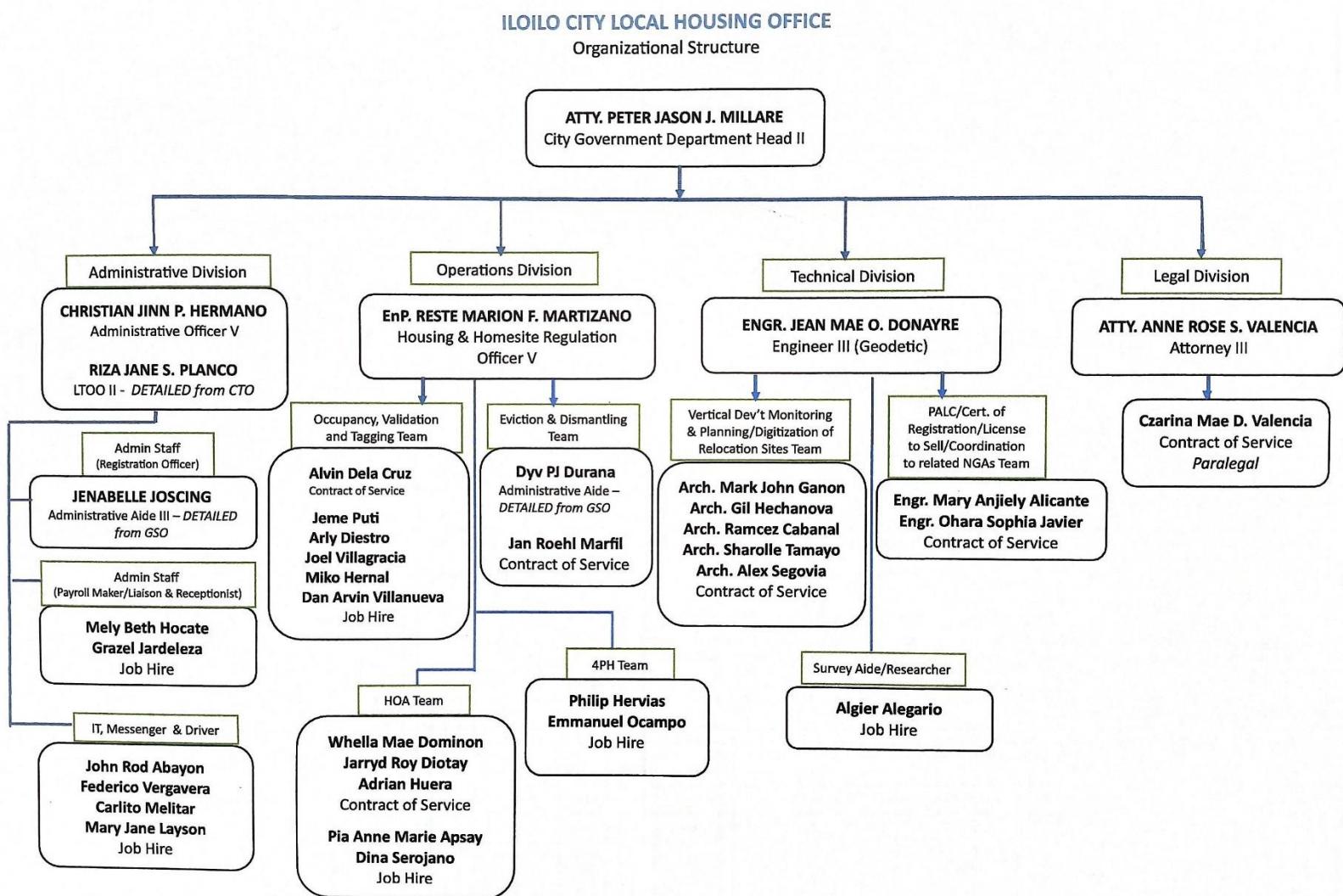
P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

C. Organizational Chart



<https://iclho.github.io/Iloilo-City/about.html>



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Globe-Isacom No. 5087151

Website: www.wit.edu.ph

E-mail: wit@wit.edu.ph

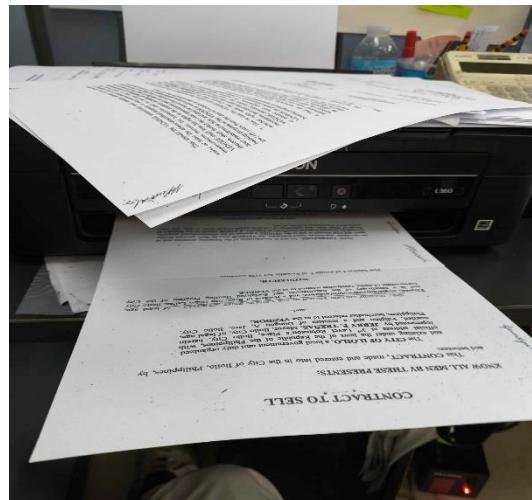
College of Engineering Computer Engineering Department

ACCOMPLISHMENT REPORTS

Weekly Progress Report - Week 1

Weekly Narrative Report - Week 1: (April 29 - May 3, 2024)

On the first week, we were introduced to the office and all of the employees, we ourselves also did our introductions. In the first days of the week we were consulted on the possibility of migrating their existing server to a local one on the office, unfortunately with all the research and consultation that we did we still weren't able to solve or find alternatives to the problem. The rest of the days were all about printing and encoding contracts that Atty. Peter needed and some occasional printer and computer troubleshooting.





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

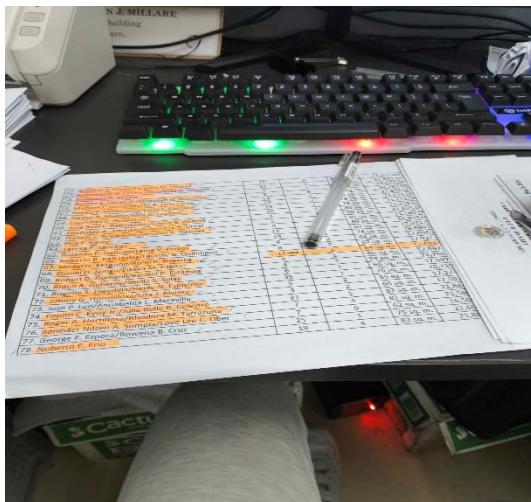
E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Weekly Progress Report - Week 2

Weekly Narrative Report - Week 2: (May 6 - May 10, 2024)

On the second week, the first few days were mainly continuing the printing and encoding of the contracts as well as discussing plan of approach in creating a website because Atty. Peter and sir Reste wish they had a website so that people would know the ICLHO more. On the middle of the week we were busy with the set up and installation of the new units of computer and printer that the office received as well as its subsequent troubleshooting and updates.





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Weekly Progress Report - Week 3

Weekly Narrative Report - Week 3: (May 13 - May 17, 2024)

On the third week, we started the work on the website and its mobile view. We also fix sir Reste's laptop which was having some problems. We also tried to implement a shared folder and map a network drive; however, we weren't able to finish it. Lastly Engr. Jean discuss with us the project that she will be teaching and what we will be doing for the next weeks.





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Weekly Progress Report - Week 4

Weekly Narrative Report - Week 4: (May 20 - May 24, 2024)

On the fourth week of the OJT, we started the week with a problem in the front desk. The computer on the front desk wont boot properly. We surmise that it was due to faulty power supply or random power surge because we have been power purging some of the computer in the office because they were not booting. We told sir Reste and he told us to create a procurement list for equipment we believe the office is lacking. On the rest of the week we got to help as technical at the penthouse on the 8th floor and we also started training in Engr. Jean on QGIS and she gave us our individual projects.





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Weekly Progress Report - Week 5

Weekly Narrative Report - Week 5: (May 27 - May 31, 2024)

On the fifth week, we mainly continued our individual project unfinished last week and work on new ones. Engr. Jean also taught us another type of project which was TD Checking, Joi took the project as she did not have any ongoing project at the moment. We also tried to fix a printer; however, we weren't successful. We also encountered occasional booting problem but was fix by a simple power purge. At the end of the week we started checking and back up of finished project but we discovered some error and problems and tried to fix them however some needed to be remade.





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

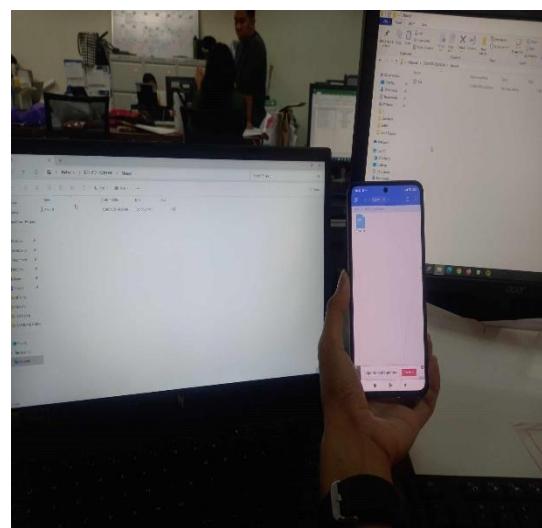
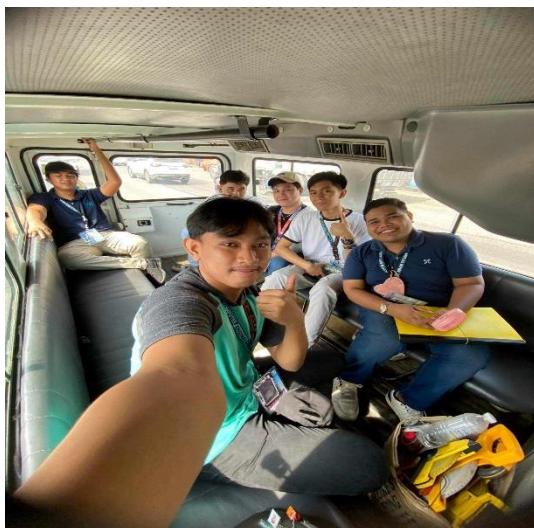
E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Weekly Progress Report - Week 6

Weekly Narrative Report - Week 6: (June 3 - June 7, 2024)

On the sixth week, we started the week by having an orientation on KoboCollect and mock interview in preparation for our actual field work on Wednesday. Our OJT adviser also visited us to discuss our performance and to take pictures with our supervisor and trainers. We also got to take pictures together with Mayor Jerry P Treñas. We had our field work on Wednesday and it was exhausting. We finished the week by retrying the shared network and another round of checking and back up of finished projects.





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

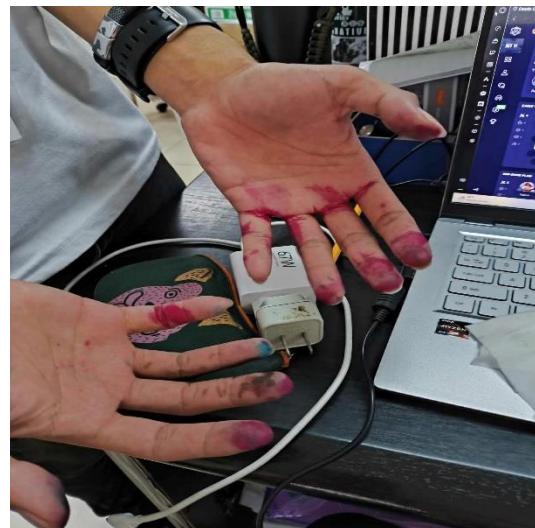
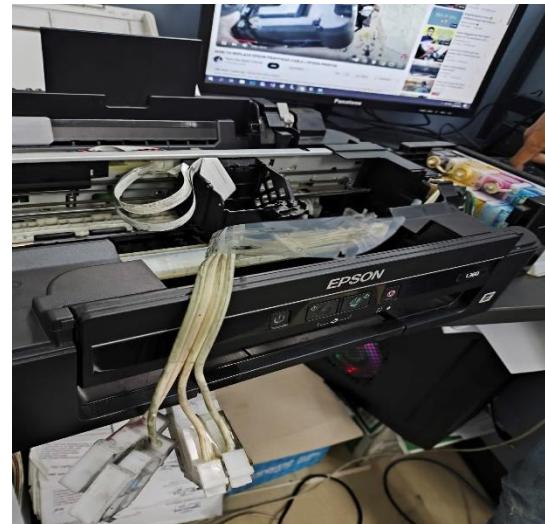
E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Weekly Progress Report - Week 7

Weekly Narrative Report - Week 7: (June 10 - June 14, 2024)

On the seventh week, we refocus our attention to finishing the website. We finished the home page and we started on the about page. Along the way we tried to recover a flash drive, however we weren't able to so we just reformatted it so that it can be used again. We ended the week by trying to fix the last printer that was faulty.





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

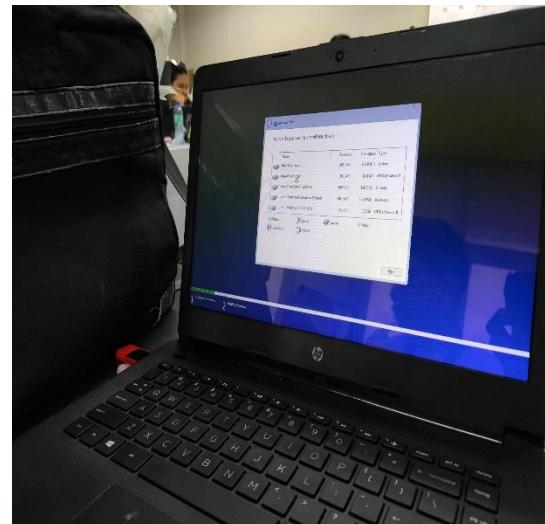
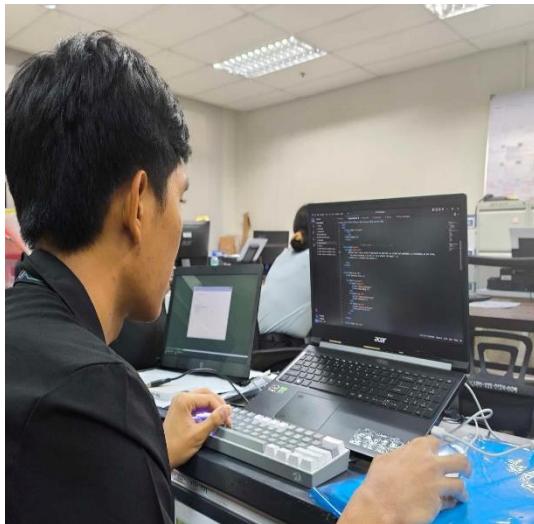
E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Weekly Progress Report - Week 8

Weekly Narrative Report - Week 8: (June 17 - June 21, 2024)

Week 8, the last week of our OJT. On the last week of our OJT we focused on finishing and uploading the website. We finished all the pages the home, program, about us, and contact page. In the middle of the week we also tried to fix sir Tootsies laptops. On the last day of the week we uploaded the website on GitHub and gave the access to sir Jarryd. Before we go, we also got to take pictures together with everyone. This is the link to the website we made - <https://iclh0.github.io/Iloilo-City/index.html>





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

REFLECTION ABOUT THE OJT EXPERIENCE

Nowadays employers are looking for skilled employees who have some technical experience in their career path. Which makes OJT a crucial experience for student aspiring to work after graduation. Being in an OJT has let us experience how to operate on a real work experience which is essential for future work. Additionally, it also let us develop and enhance our various interpersonal and intrapersonal skills. Skills such as communication, teamwork, responsibility, diligence, adaptability and many more. Not only skills were developed but also our knowledge in theoretical but mostly in practical.

The project, task and problems that we have encountered during the OJT were diverse and sometimes can even be demanding. However due to perseverance and teamwork, we were able to complete them. Still not all problem or task that we encountered in the office we were able to solve. There were problems which was very complex and we had no idea how to approach, we did our best but still we weren't able to solve them. Instead of feeling down we use that failure as our motivation to improve more and to learn more so that in the future we could solve these types of complex problem.

Solving problems and completing task in the office required not only technical expertise but also creativity and a lot of critical thinking. Most of the time we don't know what problem might pop up every day that's why critical thinking and adaptability plays an important role in our OJT experience. We utilize various tools and techniques that we have learned, however most of the time due to not knowing what the problem or task due to its unpredictability, we mostly try to find

the solutions online, consulting others, and using trial and error. With these we are able to discover a lot of things that we previously did not know about, and when we are able to solve them and help people in the office the feeling is gratifying.

The internet is one of the most helpful tools when we were working on the office, sites such as YouTube, Reddit, Stack Overflow, even Microsoft Support help us tremendously in our journey in our OJT. The most important thing is that you know how to navigate in the internet to find what you are looking for. How to check if they are valid, working, and secure solutions.

In conclusion, our OJT experience serves as a cornerstone for us in preparation to enter the workforce in the future. It not only equipped us with essential technical skills but also fosters the development of crucial interpersonal abilities. Throughout our OJT experience, we encountered diverse challenges that demanded perseverance, teamwork, and creative problem-solving.



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

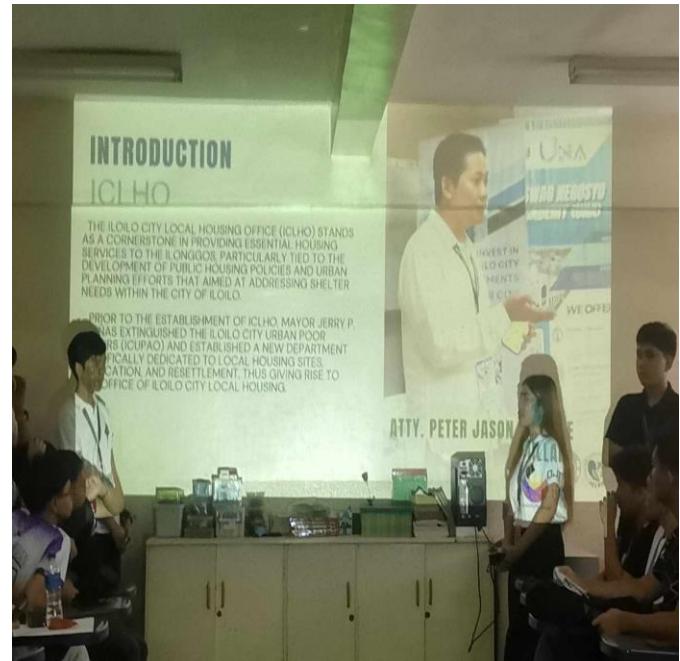
P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

While we did not overcome every obstacle, it served as a learning opportunity, motivating us to continuously improve. By solving unpredictable situations and problem using online resources effectively to solve them, we had expanded our knowledge and set of skills which give us an advantage on future professional endeavors. This OJT has really been a great experience, an eye opener to what a professional workplace is and the responsibilities it entails. It has greatly enhanced our skills and personal development, better preparing us for the challenges ahead





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

APPENDICES

A. OJT Certificate





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

B. Evaluation Form

Western Institute of Technology
Dicen St. La Paz, Iloilo City

College of Engineering
Computer Engineering Department

On-the-Job Training Evaluation Form

Name of Trainee: CUBITA, MIGUELITO

Company Name: ILOILO CITY HALL

Assigned Department/Unit/Office: ILOILO CITY LOCAL HOUSING OFFICE

Include Dates: (Start) APRIL 29, 2024 (End) JUNE 21, 2024

Total No. Of Hours: 280 HOURS

Instruction: Please rate the above - mentioned trainee's work performances based on his/her technical and personal skills.

Rating Reference

Excellent	5
Very Good	4
Good	3
Fair	2
Poor	1

A. Personal|Interpersonal Skills

a) Judgment and Initiative (the extent to which sound options are evaluated, and decisions are put into actions even under stressful circumstances)	5
b) Teamplay (working with the team and as a team results to be more effective than working alone when tasks requires so)	5
c) Diligence and Attitude to learn (disposition to learn new methods, skills, and quest to upgrade knowledge, attentiveness and industry in performing tasks)	5
d) Punctuality (value of time)	5
e) Adaptability (flexibility in dealing with situations, and interacting co-trainees, and superiors)	5

B. Technical Skills

a) Problem-solving (ability to identify, analyze, and find solutions to job-related problems)	5
b) Knowledge and skill (extent of knowledge and skills required in completion of a job)	5
c) Technical Communication (ability to communicate effectively in technical terms problems and issues related to the job)	5
d) Quality and Quantity of Work (completeness and correctness of work-output under normal working condition)	5
e) Use of Work-Time (amount of tasks done under normal working condition)	5



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

C. PEO (Program Educational Objective) Survey

a) Shows ability to solve (complex) engineering problems and tasks as an individual or as part of the team effort.	✓
b) Works effectively and efficiently even to those with differing discipline and expertise.	✓
c) Exhibited professional ethical behavior and sense of responsibility in adhering to required codes and laws.	✓
d) Initiated and implemented actions toward the improvement of engineering practice.	✓
e) Used appropriate skills, tools and modern techniques inherent in the practice of computer engineering as a profession.	✓

D. Commendation|Recommendations|Comments

- a) What are the outstanding attributes of the trainee?

He has a positive attitude in the workplace and was able to adapt to the needs of the office.

- b) What particular technical and interpersonal skills do the trainee need to improve on

He needs to improve his communication skills and import to the team his ideas.

Appraised by:

Trainee's Supervisor: ATTY. PETER NASON J. MILLARF

Signature:

Position: City Government Department Head II

Date: JUN 18 2024



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

C. Weekly Progress Reports

OJT400 (On-the-Job Training) Weekly Progress Report

Name of Trainee: Miguelito Cubita
Program & Year: BSCpE 4

Company/Dept. Assigned: Iloilo City Hall
Department: Iloilo City Local Housing Office

The trainee should give a brief but clear report on training performed, the details of task assigned, its purpose and how it/they was/were accomplished, indicating the machine, equipment, tools, applications, and materials used.

Week 1: (April 29 - May 3, 2024)

Date	Task	How it is accomplished indicates machine, equipment, tools, applications and materials used.
Date: Jun 29, 2024 Time In: 7:44 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Observation of the office, Introduction, and assigning of tasks.	Observation of the office, their employee, and the equipment that they use. Introduction of all the employees and ourselves. Sir Reste asked us to try and find out if it is possible to migrate the data that they are using and storing in Kobo toolbox to a local system inside the office.
Date: April 30, 2024 Time In: 7:11 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Talks about current task and receiving our formal ID.	We talk to Sir Reste about the possibility of the task and we told him that we seek advice from our seniors on how to migrate and we found out that we were inadequate to handle the project due to



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

		its difficulty and complexity. We also received our official ID which were printed and laminated.
Date: May 1, 2024 Time In: Time Out: Hours Spent: 0 hrs.	No Office due to Holiday. (Labor Day)	
Date: May 2, 2024 Time In: 7:40 Am Time Out: 5:01 Pm Hours Spent: 8 hrs.	Encoding and printing of contracts. Repairing printer.	We were asked to encode and print contracts. When we were printing, we encountered a problem with the printer as it ran out of black ink. We changed the ink however it was still not printing so we did common troubleshooting techniques such as nozzle check, head cleaning, power cleaning, and resetting the ink level counter. A few tries and we were able to fix the printer.
Date: May 3, 2024 Time In: 7:51 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Continuation of printing and talk on our current task.	We continued printing the contracts. Sir Reste and Atty. Peter suggested that we try the field work however we will still do some training and demo before deployment. They also task us to try and develop a static website for public awareness of the department.

Certified correct by:

Supervisor/Trainer



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

OJT400 (On-the-Job Training) Weekly Progress Report

Name of Trainee: Miguelito Cubita
Program & Year: BSCpE 4

Company/Dept. Assigned: Iloilo City Hall
Department: Iloilo City Local Housing Office

The trainee should give a brief but clear report on training performed, the details of task assigned, its purpose and how it/they was/were accomplished, indicating the machine, equipment, tools, applications, and materials used.

Week 2: (May 6 - May 10, 2024)

Date	Task	How it is accomplished indicates machine, equipment, tools, applications and materials used.
Date: May 6, 2024 Time In: 8:00 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Printing and encoding. Group discussion on the website.	Atty. Peter urgently needed some contracts to be encoded and printed. We also discuss our approach to the development and deployment of the website. We decided to both make a drag-and-drop website using Canva as well as another by scratch using Visual Studio Code and deploying it to GitHub so that we could have a lot of options as drag-and-drop is limited to templates and other restrictions.
Date: May 7, 2024 Time In: 7:40 Am Time Out: 5:04 Pm	Continuation of printing and starting on the web development.	We continued the printing from last time as there was a bit more to finish.



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Globe-Isacom No. 5087151

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Hours Spent: 8 hrs.		We also started a bit on the development of the website by creating a GitHub account and by finding a suitable template to use on Canva. We also downloaded and installed Visual Studio Code.
Date: May 8, 2024 Time In: Time Out: 0 hrs,	We were absent for school training.	
Date: May 9, 2024 Time In: 7:55 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Setting up new computers and printers for the office. Installation of application to be used in the new computer. Inventory of new equipment	When we arrive at the office. Atty. Peter asked us to set up the new computer and printer for the office. The System Unit was pre-built so all we did was to find the optimal setup, such as location, wire management, and position of the equipment. When we were all set, we connected all the parts such as the ups, monitor, keyboard, and mouse to the System Unit. When the PCs were all running fine, we then set up the printers beside them. Then tested each one of them. After that, we installed various applications and took the serial number, brand, and model of each equipment for inventory.
Date: May 10, 2024 Time In: 7:45 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Installation of additional applications to the new computers. Creation of templates for	In the morning sir Reste asked to find an application to be used to edit PDFs and install them on the new computers. He also asked to



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

	<p>commonly use paper size with custom heading and footer.</p> <p>Data repair and recovery.</p>	<p>create templates that have the logos and details of the ICLHO in the footer and header.</p> <p>The application that I found to be used for editing PDFs was the PDFGear.</p> <p>In the afternoon sir Reste had trouble with the Kobo toolbox as the exported archive was being corrupted when being extracted. Unfortunately, we were unable to recover the data even with the use of WinRAR repair and 7-zip.</p>
--	---	---

Certified correct by:

A handwritten signature in black ink, appearing to read "J. M. P. S." followed by a date.

Supervisor/Trainer



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

OJT400 (On-the-Job Training) Weekly Progress Report

Name of Trainee: Miguelito Cubita
Program & Year: BSCpE 4

Company/Dept. Assigned: Iloilo City Hall
Department: Iloilo City Local Housing Office

The trainee should give a brief but clear report on training performed, the details of task assigned, its purpose and how it/they was/were accomplished, indicating the machine, equipment, tools, applications, and materials used.

Week 3: (May 13 - May 17, 2024)

Date	Task	How it is accomplished indicates machine, equipment, tools, applications and materials used.
Date: May 13, 2024 Time In: 7:30 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Website and MOA	We refocused our efforts on the website. We finished the initial design for the homepage and its corresponding html and css code. We retrieved our MOA from school and gave it to Atty. Peter
Date: May 14, 2024 Time In: 7:45 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Another discussion on the server laptop repair and maintenance	Sir Reste asked if we knew or could ask our contacts if they were able to create the server that the department needs. So, we tried and so far, no one could do it. Sir Reste also ask for help repairing his laptop due to 2 problems. The problem is a



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

		<p>notepad prompt when the laptop finishes booting and when right-clicking the laptop lags and will not perform the process.</p> <p>We solve the prompt by finding the location of the prompt and deleting it. The 2nd was solved using the shell extension manager. The cause was an adobe extension. We also updated essential Windows update and drivers</p>
Date: May 15, 2024 Time In: 7:45 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Implementing a shared folder and creating a network drive	We tried to implement a shared folder and set it into a network drive that anyone connected can access. Unfortunately, we were unsuccessful. Some computers cannot discover the host and some cannot access it even when discovered.
Date: May 16, 2024 Time In: 8:00 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Website on a different device Discussion on a different project	We adjusted the homepage as it was set currently on the PC as its format and is different when viewed on other devices. We used the @media{max-width} to adjust the fonts and other parts that need adjusting when viewed on smaller devices. Ma'am Jean also discussed with us that they needed help with a project that uses QGIS and AutoCAD. She said that they will train us next week.
Date: May 17, 2024	Continuation on the network	We tested the network drive



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Time In: 7:40 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	drive Discussion on the upcoming project	by connecting 2 computers using an ethernet cable instead of wireless. It successfully discovered both devices and was able to share the folder of the host. The folder was able to be accessed by both and vice versa. Ma'am Jean showed us a physical map of Iloilo City and told us that we were going to use the QGIS and AutoCAD to create the MAP with additional editions and information.
--	---	--

Certified correct by:

A handwritten signature in black ink, appearing to read "Jeanne" or a similar name.

Supervisor/Trainer



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY 5000
PHILIPPINES

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

OJT400 (On-the-Job Training) Weekly Progress Report

Name of Trainee: Miguelito Cubita
Program & Year: BSCpE 4

Company/Dept. Assigned: Iloilo City Hall
Department: Iloilo City Local Housing Office

The trainee should give a brief but clear report on training performed, the details of task assigned, its purpose and how it/they was/were accomplished, indicating the machine, equipment, tools, applications, and materials used.

Week 4: (May 20 - May 24, 2024)

Date	Task	How it is accomplished indicates machine, equipment, tools, applications and materials used.
Date: May 20, 2024 Time In: 7:57 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Computer Repair	The computer at the front desk was not working. Multiple techniques and troubleshooting were employed such as purging, swapping components and using different outlet for power. Still we were unable to determine the cause of the problem even with the help of sir Rod. We were able to fix the computer by plugging in and out of all connected components multiple times in order for the system to boot. We were not sure of the actual problem however we think that it was due to leftover power inside the computers due to improper powering off of the



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

		<p>computers.</p> <p>We told sir Reste of the issue on the computer and he told us to make a procurement list of components or equipment's that the computer needs and also to avoid the same problem.</p>
Date: May 21, 2024 Time In: 7:40 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Technical Assistance Procurement List Training for QGIS	<p>In the morning we assisted on the 8th floor which is the penthouse due to there being a Pag-ibig seminar or program. We help with the setup of the projectors, mics and equipment's used in the event.</p> <p>We also created the procurement list which consisted of Ethernet cables, network switch, HDMI and power surge protector extension. Were just waiting for sir Reste's approval.</p> <p>We also trained in the QGIS with Engr. Jean. After the training we each was assigned a project through a wheel of fortune to be fair. I was able to get the project on Northview Buntatala.</p>
Date: May 22, 2024 Time In: 7:35 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Start on Northview Buntatala Project	Starting on the QGIS project that was assigned to each of us. Me and Ronnel was able to finish our project at the end of the day which lead to Engr. Jean assigning us with additional projects.
Date: May 23, 2024 Time In: 8:00 Am Time Out: 5:00 Pm	Start on new project Organizing of maps	The new project that was assigned to me was the Soc Project 3. It was bigger



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Hours Spent: 8 hrs.	Procurement List approval	than the last project which made me unable to finished it immediately. I was only haft way through when the day ended. Engr. Jean also tasked us with organizing the maps of the different projects sites which are the physical reference that we use in our projects. Sir Reste also approve of the procurement list and we were able to give it to ma'am Riza for processing and canvassing.
Date: May 24, 2024 Time In: Time Out: Hours Spent:	No Duty (Absent due to personal matters to attend to)	

Certified correct by:

Supervisor/Trainer



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY

PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456

FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY

5000

PHILIPPINES

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

OJT400 (On-the-Job Training) Weekly Progress Report

Name of Trainee: Miguelito Cubita
Program & Year: BSCpE 4

Company/Dept. Assigned: Iloilo City Hall
Department: Iloilo City Local Housing Office

The trainee should give a brief but clear report on training performed, the details of task assigned, its purpose and how it/they was/were accomplished, indicating the machine, equipment, tools, applications, and materials used.

Week 5: (May 27 - May 31, 2024)

Date	Task	How it is accomplished indicates machine, equipment, tools, applications and materials used.
Date: May 27, 2024 Time In: 7:50 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Continuing last week project Printer Repair	Finishing my current project which is So-oc 3. Ma'am Beth ask for help repairing the printer as it is jamming and common troubleshooting doesn't fix it. We open it up and check the pulley if its disconnected. We open the printer and disconnected the cables connecting to the board to check the pulley. The pulley was normal and the springs were connected. We couldn't determine the problem. Our diagnosis is that the sensor was causing the problem however we don't know how to fix it so sir Reste told us to put the printer aside with the



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

		rest of the faulty printer.
Date: May 28, 2024 Time In: 7:58 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	MOA New Projects	We receive our MOA from Atty. Peter so we go to school to pass it to Ma'am Emily. We also consulted with the requirements and updates for the OJT. Before the day ended Engr. Jean assigned us new projects.
Date: May 29, 2024 Time In: 7:55 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Starting on the new project	We started on the new projects. My new project is So-oc 4. I wasn't able to finish the project because I wasn't able to pinpoint the correct location of the site even with the help of others. It was only in the afternoon with Engr. Jean's help that I was able to locate the correct position.
Date: May 30, 2024 Time In: 7:40 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Continuation of last project Introduction on another type of project Checking and back up of projects	Finishing my project from yesterday. Engr. Jean introduce another type of project. It consists of inputting coordinates in an excel template in order to get values that needed to be inputted in AutoCAD to generate the correct area and shape that is the same as the reference map to be digitalize. Joi took the new project as she was available and we had a backlog of other unfinished projects. I task was checking the completed projects and compiling them for back up. However, in checking I found



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

		out that the projects for megaworld and south fundidor was broken due to the shape file not being found or its location did not match the file which broke the project. It was almost 5 so we decided to fix it tomorrow.
Date: May 31, 2024 Time In: 7:45 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Computer Troubleshooting Checking and repairing projects Project Status Report	Ma'am Grazel ask for help due to their computer not booting up. I did a power purge on the computer and that fix the problem. When I was checking for the completed projects, I encountered another problem. The Buntatala project and the Bitoon project had the same shape file name which makes either one of them broken depending on which one you open first. So, I decided to remake the Buntatala project as it was smaller compare to Bitoon. Ronnel was also able to recover the South Fundidor project and remade the megaworld project. I gave the task for Buntatala to Loupe as well as the update for Soc 4 and 7 because Engr. Jean ask me to create a Project Status Report.

Certified correct by:

Supervisor/Trainer



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY

PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456

FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY

PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

OJT400 (On-the-Job Training) Weekly Progress Report

Name of Trainee: Miguelito Cubita
Program & Year: BSCpE 4

Company/Dept. Assigned: Iloilo City Hall
Department: Iloilo City Local Housing Office

The trainee should give a brief but clear report on training performed, the details of task assigned, its purpose and how it/they was/were accomplished, indicating the machine, equipment, tools, applications, and materials used.

Week 6: (June 3 - June 7)

Date	Task	How it is accomplished indicates machine, equipment, tools, applications and materials used.
Date: June 3 Time In: 7:58 Am Time Out: 5:00 Pm Hours Spent: 8 hrs	KoboCollect Orientation and Practice Interview	We had an orientation on KoboCollect because we will be helping on the fieldwork this coming Wednesday. We installed KoboCollect and created the necessary forms to use for our field work. We also practice by pairing with another person and interviewing him/her and vice versa. My pair was Ronnel and we were supervised by Engr. Ohara.
Date: June 4 Time In: 7:55 Am Time Out: 5:00 Pm Hours Spent: 8 hrs	Visitation of our OJT Adviser	Engr. Rhona our advisor visited us. She meet and discuss with sir Reste and Atty. Peter about what we were doing and how was our performance. We also took pictures together with sir Reste and Atty. Peter as well



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Globe-Isacom No. 5087151

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

		with other employees. Before ma'am Rhona left, we also got the opportunity to visit and take pictures with Mayor Jerry P. Treñas.
Date: June 5 Time In: 7:50 Am Time Out: 5:00 Pm Hours Spent: 8 hrs	Field Work	We did field work today. The site that we were going to do the field work was in Hitalia located in San Isidro Jaro. Engr. Ohara gave out the houses that we were going to interview. Me and Ronnel were paired up. Our first interview was on Block 1 lot 2. Because it was our first house sir Joel was with us to help us with the interview. My role was to ask for questions while ronnel answer the question in the KoboCollect form based on their answers. We were able to finish 5 houses before the fieldwork ended.
Date: June 6 Time In: 7:55 Am Time Out: 5:00 Pm Hours Spent: 8 hrs	Retest on Network drive and shared folder. Connecting Phone to the shared folder.	I retried the network drive and shared folder using wireless and I was successfully able to connect 2 computers. I tried to connect my phone using my EX file manager, I used the LAN scan function and was able to find the shared folder however it was requiring a username and password to open the shared folder. The problem is that I created the shared folder without a password and now I cannot access the shared folder using my phone. I added a user in computer management under the local users and group and set a username and password on that new user. Then I



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

		recreated a shared folder under that user and added a password requirement and that did it. When I tried to open the shared folder in my phone, I was able to do it. We updated sir Reste on the shared network. We told him we were able to work it out however not all devices are connected to the same network which is why not all devices could discover the shared folder.
Date: June 7 Time In: 8:00 Am Time Out: 5:00 Pm Hours Spent: 8 hrs	Checking and backup of projects New Task Assigned	I checked and backup all the current projects that we have completed this week. I checked the projects that Rick has completed, both IRPS and San Juan Molo Villanuevasian files was fine and done. Loupe's Us wag Sambag was also fine and done. We updated Engr. Jean that all our current projects were done. Before we finished the day Engr. Jean gave us new projects to work on next week.

Certified correct by:

Supervisor/Trainer



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY 5000
PHILIPPINES

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

College of Engineering Computer Engineering Department

OJT400 (On-the-Job Training) Weekly Progress Report

Name of Trainee: Miguelito Cubita
Program & Year: BSCpE 4

Company/Dept. Assigned: Iloilo City Hall
Department: Iloilo City Local Housing Office

The trainee should give a brief but clear report on training performed, the details of task assigned, its purpose and how it/they was/were accomplished, indicating the machine, equipment, tools, applications, and materials used.

Week 7: (Jun 10 - Jun 14, 2024)

Date	Task	How it is accomplished indicates machine, equipment, tools, applications and materials used.
Date: Jun 10, 2024 Time In: 7:53 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Website Design and Planning	We finished the homepage so we decided to design and visualize how we approach making the about page. We decided to put an introduction, the history of ICLHO, organizational structure and chart if possible and viable in the about us page.
Date: Jun 11, 2024 Time In: 7:53 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Coding the About Page	We started coding the about page using the designs and plan that we come up yesterday. We first put a cover on the top side as well as the navigations and the name of the page. After that we created 4 sections, for the introduction, the history, the organizational structure and



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

		the organizational chart. However due to the lack of image and information to put in our about page we just put placeholders temporarily.
Date: Jun 12, 2024 Time In: Time Out: Hours Spent: 0 hrs.	No Office due to Holiday (Independence Day)	
Date: Jun 13, 2024 Time In: 7:58 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Flash Drive Data Recovery and Reformat	Ma'am Riza ask us try to fix her flash drive. The flash drive was detected but it was not accessible so we tried to use cmd commands to try and recover the files and fix the flash drive. First we used the attribute command (attrib -h -r -s /s /d *.*) to see if the files are only hidden however it did not work so we tried the check disk (chkdisk D: /r) instead. We were unable to fix the drive so we ask ma'am riz if its ok to format it so that the flash drive can be use again and she said ok. We use the quick format and the flash drive was back to normal albeit without any remaining files.
Date: Jun 14, 2024 Time In: 7:43 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Printer Repair	Sir Alvin was able to fix the printers last time and I was helping him as he was working on the last faulty printer. We first took the scanner apart then we tried to check each component and try to print to determine the problem. We were able to determine that the printer head cable was a problem as parts of it was actually ripped apart. In order to take the



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

		cable, we disassembled the printer head and take it off the printer. The problem was that we did not have any extra printer head cable so we decided to order some on shopee as we were unable to find one on the city. We decided to wait for the cable to arrive before we try to fix the printer again.
--	--	--

Certified correct by:

A handwritten signature in black ink, appearing to read "J. M. P. S." followed by a surname.

Supervisor/Trainer



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

OJT400 (On-the-Job Training) Weekly Progress Report

Name of Trainee: Miguelito Cubita
Program & Year: BSCpE 4

Company/Dept. Assigned: Iloilo City Hall
Department: Iloilo City Local Housing Office

The trainee should give a brief but clear report on training performed, the details of task assigned, its purpose and how it/they was/were accomplished, indicating the machine, equipment, tools, applications, and materials used.

Week 8: (Jun 17 - Jun 21, 2024)

Date	Task	How it is accomplished indicates machine, equipment, tools, applications and materials used.
Date: Jun 17, 2024 Time In Time Out: Hours Spent: 0 hrs.	No Office due to Holiday (Eid'l Adha)	
Date: Jun 18, 2024 Time In: 8:00 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Website Development	In the morning, we decided to add additional sections to the about page. The core values, and the mission and vision. In the afternoon we replaced the placeholders with the correct contents and check for any error in our code.
Date: Jun 19, 2024 Time In: 8:00 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Website Development Laptop Repair	In the morning sir tootsie ask us if we could try to reinstall the OS in his 2 old laptops. We first tried to create a bootable using Rufus however due to issue with the internet we couldn't create it via



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

		Rufus. We decided to instead use Microsoft installation media. In the afternoon Loupe did the repair while I focus on the website. I started the codes on the contact page. It includes a map and necessary contact information to contact the office.
Date: Jun 20, 2024 Time In: 7:50 Am Time Out: 5:05 Pm Hours Spent: 8 hrs.	Website Development	We finished the contact page, and we started making the program page. We put the different sites of ICLHO and wanted the pictures to enlarge when click however we did not find the code before the day end.
Date: Jun 21, 2024 Time In: 8:00 Am Time Out: 5:00 Pm Hours Spent: 8 hrs.	Website Development GitHub Pages Picture Taking	In the morning, we continued our work on the last page which is the program page. We found the code for the enlarge on click as well as add a quotation from Rex Sarabia. In the afternoon we double check for errors in the codes or details on the website. When finished we uploaded it using the GitHub pages. Since it was our last day on the office, we took pictures together with everyone. Sir Reste and Atty. Peter also presented us with our Certificates.

Certified correct by:

Supervisor/Trainer



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000
Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

D. MOA

C. Under this **On-the-Job Training Program**, the following terms and conditions are likewise included:

1. It is expressly understood that there will be no employer-employee relationship between **ILOILO CITY HALL** and the student trainees of **WIT**;
2. The student trainees will be personally responsible for any and all liabilities for damage to property or injury to third persons, which may be occasioned by their intentional or negligent acts while in the course of their training;
3. **WIT** through the faculty advisers shall see to it that the student trainees complete the agreed scope of work within the agreed duration of the program;
4. It is expressly understood by **WIT**, and the student trainees that all information on technology, manufacturing process, process standards, quality assurance methodologies, quality standards, production capabilities, raw material purchasing, marketing, finance and all other related documents, manuals, and operational or technical matters that **ILOILO CITY HALL** shall make available to them shall be used for the sole purpose of student training. All of these matters are classified as confidential in nature and proprietary to **ILOILO CITY HALL** and the student trainee hereby undertake to prevent transfer of such information by any of its members to any party outside of **ILOILO CITY HALL** without the knowledge and written consent of **ILOILO CITY HALL**;
5. Any intellectual property owned by the parties prior to this agreement shall continue to be owned by them. The student-trainee cannot use any confidential information or data from the company to create intellectual property without the express written approval of the company;
6. Any intellectual property independently created by the student-trainee during the period covered by the practicum shall be exclusively owned by the student-trainee. Should **ILOILO CITY HALL** provide financial support for the creation of such intellectual property, the ownership of the intellectual property shall be determined by agreement of the parties which shall be embodied in a separate written agreement; and,
7. In case the student-intern jointly creates intellectual property with a person employed by **ILOILO CITY HALL** the intellectual property shall belong to the student- trainee and the **ILOILO CITY HALL** jointly in equal shares, unless the parties agree on a different proportion of ownership.

This Memorandum of Agreement shall become effective upon signature of both parties and implementation will begin immediately and shall continue to be valid hereafter until written notice is given by either party thirty (30) days prior to the date intended termination.

In witness whereof the parties have signed this MAY 27 day of 2024, 2024.

For the PARTNER INSTITUTION

HON. JERRY P. TRINAS
Mayor of Iloilo City

Community Tax No: _____
Date of Issue: _____
Place of Issue: _____

For WIT:

ENGR. RICHARD KENNETH F. SALAS III
School President

UMID No. 0111-2372196-4
November 14, 2013
Iloilo City

SIGNED IN THE PRESENCE OF:

Partner Institution Representative

Engr. Aurelio A. Acana
Representative Coordinator
Engineering OJT/Practicum

ACKNOWLEDGEMENT

Before me, a Notary Public in the city of ILOILO CITY personally appeared MAY 27 2024 and 86 with community Tax Certificates indicated above, known to me to be the same persons who executed the foregoing instrument and they acknowledge to me that the same is their free will and voluntary deed and that of the institutions herein represented.

DOC NO.: 421

Witness my hand and seal on this MAY 27 2024 day of 2024 in Iloilo City.

PAC #: 86

BOOK NO.: 1

SERIES OF: 2024

ATTY. PETER JASON J. MILLARE
NOTARY PUBLIC
FOR CITY PROVINCE OF ILOILO
VALID UNTIL DECEMBER 31, 2024
NOTARIAL COMMISSION NO. 1000
2ND FLOOR, SANTO DOMINGO COMMISION CIVIL ST.
BRGY. LUNA, JARO, ILOILO CITY
IPB NO. 8075487 / 61-A/ 09176232222 / PASCU CITY
ROLL NO. 72345 / MCLE NO. VR-0002308
CELL NO. 09688-8556-837



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY 5000
PHILIPPINES

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

E. Letter of Endorsement

April 23, 2024

HON. JERRY P. TREÑAS
City Mayor
Iloilo City Hall
Iloilo City

OFFICE OF THE CITY MAYOR	
RECEIVED AND ENTERED	
BY:	Chelzee Mej M. Papib
DATE: 23 APR 2024	
TIME:	2:16
CITY OF ILOILO	

Dear Sir:

Greetings!

One of the objectives of the BS Computer Engineering Program is to prepare graduates for professional computer engineering careers that include roles in design, analysis, and the application of computer structures involving hardware or both. In accordance with this objective, the Western Institute of Technology Computer Engineering Department would like to request that your office allow our graduating student/s to conduct their on-the-job training in your company or office.

This activity aims to:

1. Expose students to actual industrial and office situations under simulated employment conditions.
2. Attract students to pursue employment aligned with the job responsibilities they experience during the apprenticeship or practicum.
3. Build students' confidence prior to employment after completing the course and establish academe-industry linkages.
4. Allow students to satisfy certain requirements in their subject, CpE400 (On-the-Job Training).
5. Expose students to hands-on experience in one or two of the following areas: computer hardware and software use, installation, maintenance, support, and services; programming; computer networking; computer system design and analysis; research; engineering management practices; and other company-related tasks and activities.
6. Each student must complete a minimum of 240 hours of apprenticeship, practicum, or review as per the new curriculum.

In view of this, I would like to recommend the following student/s to have their OJT in your company:

- | | |
|------------------------------------|-------------------------------------|
| 1. Miguelito Cubita - 09630626773 | 4. Rick Gerald Tapar - 090635735392 |
| 2. April Joy Gavin - 09617954915 | 5. Ronnel Galicia - 09614857736 |
| 3. John Loupe Orbita - 09663087256 | |

Rest assured that the student/s are committed to adhering to your company's rules should our request be granted.

Thank you very much.

Very truly yours,

ENGR. AURELIO A. ACANA
OJT/Practicum Coordinator



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

F. DTR

Western Institute of Technology
RTS Campus, Dicen St. La Paz, Iloilo City

College of Engineering
Computer Engineering Department
OJT400 (Summer 2024)

Daily Time Record(On-the-Job Training)

Name of Student Trainee: CUBITA, MIGUELITO School ID# 912 03
Name of OJT Place: ILOILO CITY LOCAL HOUSING OFFICE, ILOILO CITY HALL
Phone Number: 0963 0626 773 Email Address: cubita.miguelitohope1996@gmail.com
Address: 5TH FLOOR ILOILO CITY HALL, DE LA RAMA ST., CITY PROPER, ILOILO CITY 5000
Attending Supervisor: Engr. RESTE MARION F. MARTIZANO

Start Date: APRIL 21, 2024

End Date: JUNE 21, 2024

	Date:	AM		PM		OVERTIME		Remarks
		IN	OUT	IN	OUT	Hrs.	Min	
1	04-29-24	07:44	11:01	12:45	05:06			
2	04-30-24	07:41	11:00	12:44	05:00			
3	05-01-24	07:40	11:00	12:46	05:01			
4	05-02-24	07:51	11:00	12:00	05:00			
5	05-04-24	08:00	11:00	12:04	05:00			
6	05-05-24	07:40	11:00	12:00	01:00	05:04		
7	05-09-24	07:05	11:00	12:00	01:00	05:00		
8	05-10-24	07:45	11:00	12:44	05:00			
9	05-13-24	07:30	11:00	12:42	05:00			
10	05-14-24	07:45	11:00	12:00	01:00	05:00		
11	05-15-24	07:45	11:00	12:00	01:00	05:00		
12	05-16-24	08:00	11:00	12:00	01:00	05:00		
13	05-17-24	07:40	11:00	12:00	01:00	05:00		
14	05-20-24	07:51	11:00	12:00	01:00	05:00		
15	05-21-24	07:40	11:00	12:00	01:00	05:00		
16	05-22-24	07:35	11:00	12:00	01:00	05:00		
17	05-23-24	08:00	11:00	12:00	01:00	05:00		
18	05-27-24	07:50	11:00	12:00	01:00	05:00		
19	05-28-24	07:58	11:00	12:00	01:00	05:00		
20	05-29-24	07:55	11:00	12:00	01:00	05:00		
21	05-30-24	07:40	11:00	12:00	12:48	05:00		
22	05-31-24	07:46	11:00	12:50	05:00			
23	06-03-24	07:58	11:00	12:45	05:00			
24	06-09-24	07:55	11:00	12:49	05:00			
25	06-05-24	07:50	11:00	12:00	01:00	05:00		
26	06-06-24	07:55	11:00	12:01	01:00	05:00		
27	06-07-24	08:00	11:00	12:00	01:00	05:00		
28	06-10-24	07:52	11:00	12:49	05:00			
29	06-11-24	07:53	11:00	12:42	05:00			
30	06-13-24	07:58	11:00	12:41	05:00			
31	06-14-24	07:48	11:04	01:00		05:00		
32	06-15-24	08:00	11:00	01:00		05:00		
33	06-19-24	08:00	11:00	12:24	05:00			
34	06-20-24	07:50	11:00	01:00		05:05		
35	06-21-24	08:00	11:00	01:00		05:00		

Trainee's Signature

Certified true and correct:

Attending Supervisor



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

G. Personal Data Sheet

PERSONAL DATA SHEET						
Print legibly. Mark appropriate boxes <input type="checkbox"/> with <input checked="" type="checkbox"/> and use separate sheet if necessary.						
I. PERSONAL INFORMATION						
2. SURNAME FIRST NAME MIDDLE NAME	CUBITA MIGUELITO HOBIRIEIRO	3. NAME EXTENSION (e.g. Jr., Sr.)				
4. DATE OF BIRTH (mm/dd/yyyy)	08/01/2002	16. RESIDENTIAL ADDRESS				
5. PLACE OF BIRTH	CABALABAGUAN, MINA, ILOILO	ZIP CODE				
6. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female					
7. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____	17. TELEPHONE NO.				
8. CITIZENSHIP	FILIPINO	18. PERMANENT ADDRESS				
9. HEIGHT (m)	1.72 m.	ZIP CODE				
10. WEIGHT (kg)	55 kg					
11. BLOOD TYPE		19. TELEPHONE NO.				
12. GSIS ID NO.	N/A	20. E-MAIL ADDRESS (if any)				
13. PAG-IBIG ID NO.	N/A	21. CELLPHONE NO. (if any)				
14. PHILHEALTH NO.	N/A	22. AGENCY EMPLOYEE NO.				
15. SSS NO.	N/A	23. TIN				
II. FAMILY BACKGROUND						
24. SPOUSE'S SURNAME		25. NAME OF CHILD (Write full name and list all)				
FIRST NAME		DATE OF BIRTH (mm/dd/yyyy)				
MIDDLE NAME		/ /				
OCCUPATION		/ /				
EMPLOYER/BUS. NAME		/ /				
BUSINESS ADDRESS		/ /				
TELEPHONE NO.		/ /				
(Continue on separate sheet if necessary)						
26. FATHER'S SURNAME	CUBITA	/ /				
FIRST NAME	ARNOLD	/ /				
MIDDLE NAME	GALIMBA	/ /				
27. MOTHER'S MAIDEN NAME		/ /				
SURNAME	HOBREDO	/ /				
FIRST NAME	NORONIEHURT	/ /				
MIDDLE NAME	MACASIL	(Continue on separate sheet if necessary)				
III. EDUCATIONAL BACKGROUND						
28. LEVEL	NAME OF SCHOOL (Write in full)	DEGREE COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST GRADE/ LEVEL/ UNITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE From _____ To _____	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	OUR LADY OF THE PILLAR CATHOLIC SCHOOL		2015		2009 2015	WITH HONOR
SECONDARY	MINA NATIONAL HIGH SCHOOL	SPECIAL SCIENCE CLASS	2019		2015 2019	WITH HONOR
VOCATIONAL/ TRADE COURSE	WESTERN INSTITUTE OF TECHNOLOGY	INFORMATION COMMUNICATION AND TECHNOLOGY	2021		2019 2021	WITH HIGH HONOR
COLLEGE	WESTERN INSTITUTE OF TECHNOLOGY	B.S COMPUTER ENGINEERING		3 rd YEAR 2021	PRESENT	
GRADUATE STUDIES						
(Continue on separate sheet if necessary)						



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484 Globe-Islacom No. 5087151

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Website: www.wit.edu.ph

E-mail: wit@wit.edu.ph

College of Engineering
Computer Engineering Department



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Globe-Isacom No. 5087151

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S				
31. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
(Continue on separate sheet if necessary)				
VII. TRAINING PROGRAMS (Start from the most recent training)				
32. TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/SPONSORED BY (Write in full)
	From	To		
VIRTUAL ASIAN CONFERENCE ON INTERDISCIPLINARY RESEARCH	05/ 06/2021	05/ 07/2021		SAINT MICHAEL COLLEGE OF CARAGA
WEBINAR ON DATA PRIVACY PROTECTION	03/ 01/2021	03/ 07/2021	15 HOURS	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
ONLINE TRAINING ON PYTHON ESSENTIAL COURSE	02/ 22/2021	02/ 26/2021	15 HOURS	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
WEBINAR ON DIGITAL TRANSFORMATION ICT PROJECT MANAGEMENT	02/ 15/2021	02/ 19/2021	15 HOURS	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
ONLINE TRAINING ON CYBERSECURITY COMPETENCY FRAMEWORK	02/ 15/2021	02/ 19/2021	15 HOURS	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
WEBINAR ON INTERNET MEDIA AND INFORMATION LITERACY	01/ 23/2021	01/ 22/2021	2 HOURS	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
SOFTWARE DEVELOPMENT BOOT CAMP	04/ 24/2021	05/ 07/2021		FUEITES SOFTWARE DEVELOPMENT WITH MINA NATIONAL HIGH SCHOOL
RESEARCH SEMINAR	08/ 01/2018	08/ 03/2018		MINA NATIONAL HIGH SCHOOL
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
(Continue on separate sheet if necessary)				
VIII. OTHER INFORMATION				
33. SPECIAL SKILLS / HOBBIES:	34. NON-ACADEMIC DISTINCTIONS / RECOGNITION: (Write in full)		35. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
ASSEMBLY AND DISASSEMBLY OF HARDWARE			ASSOCIATION OF COMPUTER ENGINEERING STUDENTS	
CODING / PROGRAMMING			INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES	
BASIC CYBERSECURITY				
BASIC COMPUTER TROUBLESHOOTING				
(Continue on separate sheet if necessary)				



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

36. Are you related by consanguinity or affinity to any of the following :													
a. Within the third degree (for National Government Employees): appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/> <hr/>												
b. Within the fourth degree (for Local Government Employees): appointing authority or recommending authority where you will be appointed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/> <hr/>												
37 a. Have you ever been formally charged?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/> <hr/>												
b. Have you ever been guilty of any administrative offense?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/> <hr/>												
38. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/> <hr/>												
39. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract, AWOL or phased out, in the public or private sector?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/> <hr/>												
40. Have you ever been a candidate in a national or local election (except Barangay election)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <hr/> <hr/>												
41. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____												
42. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)	<table border="1"><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>ENGR. ROHNA J. NGEPIN</td><td>WESTERN INSTITUTE OF TECHNOLOGY</td><td>09983113101</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table> 	NAME	ADDRESS	TEL. NO.	ENGR. ROHNA J. NGEPIN	WESTERN INSTITUTE OF TECHNOLOGY	09983113101						
NAME	ADDRESS	TEL. NO.											
ENGR. ROHNA J. NGEPIN	WESTERN INSTITUTE OF TECHNOLOGY	09983113101											
43. I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential.	<table border="1"><tr><td>COMMUNITY TAX CERTIFICATE NO.</td><td>SIGNATURE (Sign Inside the box)</td><td>RIGHT THUMBNMARK</td></tr><tr><td>ISSUED AT</td><td>DATE ACCOMPLISHED</td><td></td></tr><tr><td>/ /</td><td></td><td></td></tr><tr><td>ISSUED ON (mm/dd/yyyy)</td><td></td><td></td></tr></table>	COMMUNITY TAX CERTIFICATE NO.	SIGNATURE (Sign Inside the box)	RIGHT THUMBNMARK	ISSUED AT	DATE ACCOMPLISHED		/ /			ISSUED ON (mm/dd/yyyy)		
COMMUNITY TAX CERTIFICATE NO.	SIGNATURE (Sign Inside the box)	RIGHT THUMBNMARK											
ISSUED AT	DATE ACCOMPLISHED												
/ /													
ISSUED ON (mm/dd/yyyy)													
CS FORM 212 (Revised 2005). Page 4 of 4													



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

H. Other Certificates





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

I. OJT Report

City Hall Group

ON THE JOB TRAINING REPORT



ILOILO CITY LOCAL
HOUSING OFFICE
OJT PLACE



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY

PHILIPPINES 5000

TELEPHONE Nos.: 3201475 3200902 3209767 3209853 3209456

FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY

5000

PHILIPPINES

Globe-Isacom No. 5087151

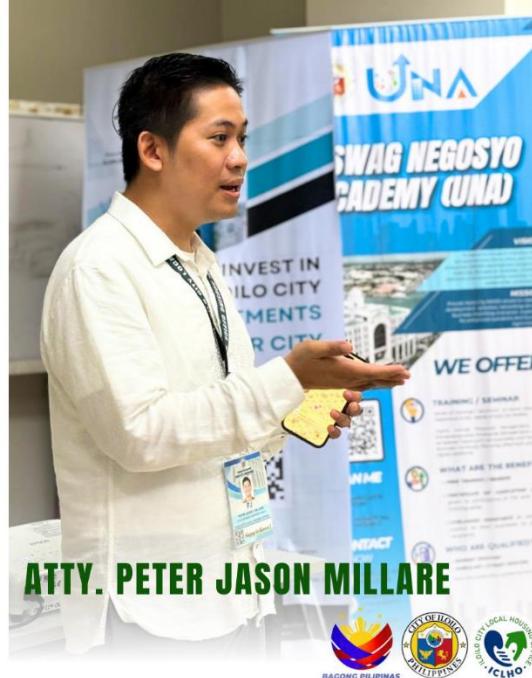
E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

INTRODUCTION ICLHO

THE ILOILO CITY LOCAL HOUSING OFFICE (ICLHO) STANDS AS A CORNERSTONE IN PROVIDING ESSENTIAL HOUSING SERVICES TO THE ILONGGOS, PARTICULARLY TIED TO THE DEVELOPMENT OF PUBLIC HOUSING POLICIES AND URBAN PLANNING EFFORTS THAT AIMED AT ADDRESSING SHELTER NEEDS WITHIN THE CITY OF ILOILO.

PRIOR TO THE ESTABLISHMENT OF ICLHO, MAYOR JERRY P. TREÑAS EXTINGUISHED THE ILOILO CITY URBAN POOR AFFAIRS (ICUPAO) AND ESTABLISHED A NEW DEPARTMENT SPECIFICALLY DEDICATED TO LOCAL HOUSING SITES, RELOCATION, AND RESETTLEMENT, THUS GIVING RISE TO THE OFFICE OF ILOILO CITY LOCAL HOUSING.



ATTY. PETER JASON MILLARE



INTRODUCTION ICLHO

MAYOR TREÑAS ADVOCATED FOR THE CREATION OF ICLHO TO REVAMP THE SERVICES OF THE ILOILO CITY URBAN POOR AFFAIRS (ICUPAO) IN A BID TO IMPROVE AND UPSCALE ITS SERVICES, ESPECIALLY IN THE IMPLEMENTATION OF HOUSING PROGRAMS AND PROJECTS. UNDER REGULATION ORDINANCE NO. 2023-193: AN ORDINANCE CREATING THE ILOILO CITY LOCAL HOUSING OFFICE (ICLHO), ENUMERATING ITS FUNCTIONS AND APPROPRIATING FUNDS THAT WAS ENACTED ON AUGUST 23, 2023, WITH THE SUPERVISION OF THE NEWLY APPOINTED DEPARTMENT HEAD, ATTY. PETER JASON MILLARE, THE ICLHO IS TASKED WITH STREAMLINING THE APPLICATION PROCESS FOR ELIGIBLE BENEFICIARIES, AS DEFINED BY THE ILOILO CITY LOCAL HOUSING BOARD (ICLHB), BY MANAGING APPLICATIONS, CONDUCTING SOCIAL PROFILING THROUGH THE DATA COLLECTION OF INFORMAL SETTLER FAMILIES (ISFS) AND OTHER QUALIFIED BENEFICIARIES, ASSESSING RELOCATION SITES AND HIGH-RISK AREAS, AND PRESENTING FINDINGS TO THE ICLHB FOR EVALUATION AND APPROPRIATE ACTION.



ENP. RESTE MARION F. MARTIZANO





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

INCLUSIVE DATE OF TRAINING AND HOURS FINISHED

Starting Date	Final Date	Total Hours
April 29	June 21	280 Hrs.

LIST OF TECHNICAL TRAINING ACQUIRED

- 1 QGIS
- 2 OCCUPANCY VALIDATION
- 3 TD CHECKING
- 4 ENCODING





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department



QGIS



OCCUPANCY VALIDATION





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Globe-Isacom No. 5087151

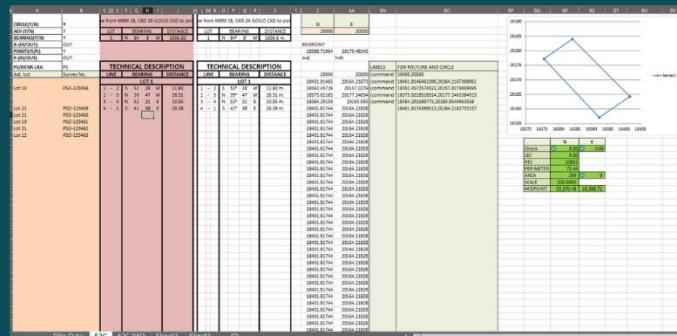
Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department



TD CHECKING

LIST OF SPECIFIC EXPERIENCE ACQUIRED

- 1 SOCIALIZATION
- 2 TECHNICALITIES
- 3 PRACTICAL EXPERIENCE
- 4 WEBSITE DEVELOPMENT
- 5 COMPUTER TROUBLESHOOTING
- 6 BASIC NETWORK AND SHARED FOLDER
- 7 PRINTER TROUBLESHOOTING





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Globe-Isacom No. 5087151

Website: www.wit.edu.ph E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department



Socialization

The ILOILO CITY LOCAL HOUSING OFFICE, anchored on participatory governance and effective housing policies, commits to provide access to safer, inclusive, and more secured resettlements that empowers Ilonggos and transforms spaces into a more liveable communities *

[Check Out Our Facebook Page](#)

<https://icaho.github.io/Iloilo-City/index.html>



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

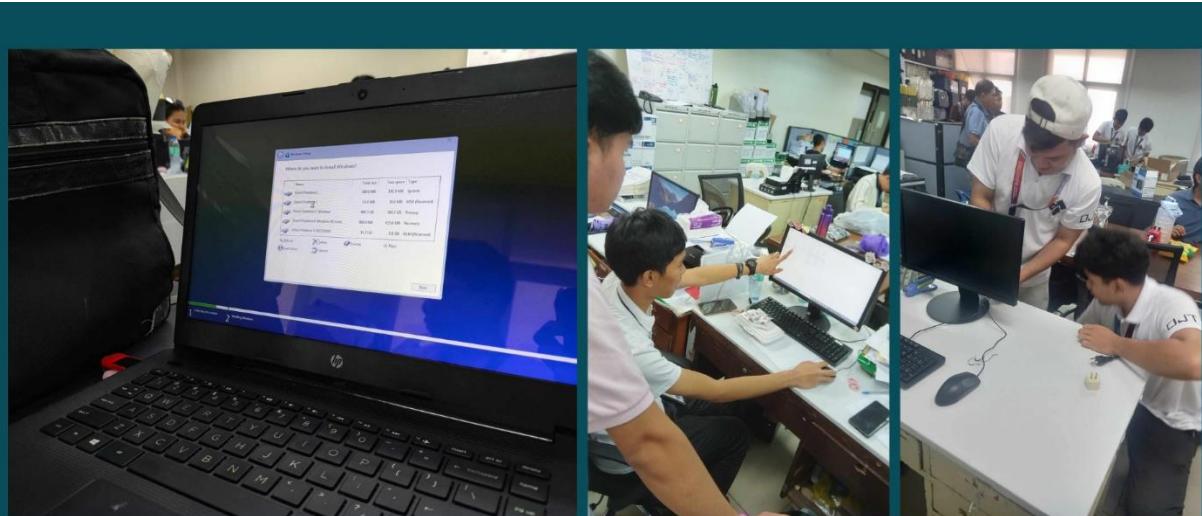
Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

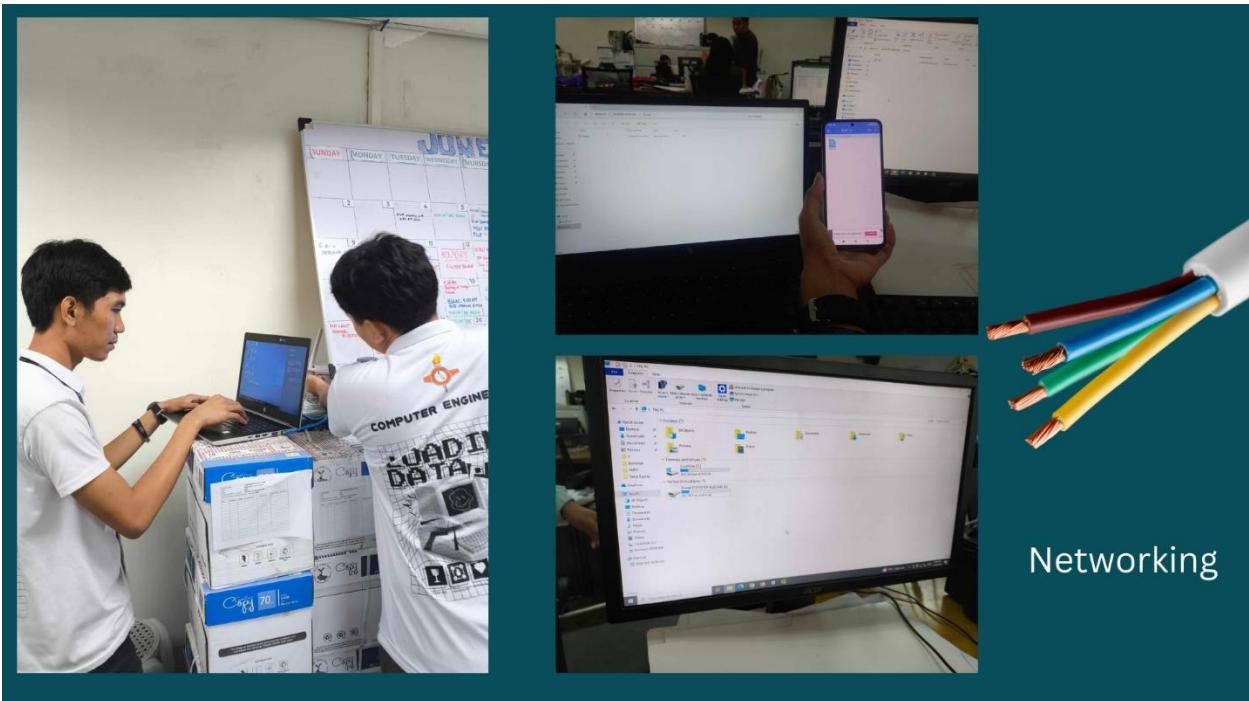
Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department



Computer Troubleshooting



Networking



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department



Printer Troubleshooting

REFLECTION

ON-THE-JOB TRAINING (OJT) IS CRUCIAL FOR STUDENTS PREPARING TO ENTER THE WORKFORCE AS IT PROVIDES REAL-WORLD WORK EXPERIENCE AND DEVELOPS ESSENTIAL SKILLS. DURING OJT, WE ENCOUNTERED DIVERSE CHALLENGES THAT DEMANDED PERSEVERANCE, TEAMWORK, AND CREATIVE PROBLEM-SOLVING. SOME TASKS WERE BEYOND OUR IMMEDIATE ABILITIES, BUT INSTEAD OF BEING DISCOURAGED, THESE EXPERIENCES MOTIVATED US TO IMPROVE AND LEARN. OJT NOT ONLY ENHANCES TECHNICAL SKILLS BUT ALSO FOSTERS INTERPERSONAL QUALITIES LIKE COMMUNICATION AND ADAPTABILITY. WE USE ONLINE RESOURCES EFFECTIVELY LIKE YOUTUBE AND STACK OVERFLOW TO SOLVE PROBLEMS THAT WE'RE NOT ABLE TO SOLVE BY OURSELVES, HIGHLIGHTING THE IMPORTANCE OF NAVIGATING AND VERIFYING INFORMATION ONLINE. OVERALL, OJT SERVES AS A CORNERSTONE IN PREPARING US FOR FUTURE CAREERS BY EQUIPPING US WITH PRACTICAL SKILLS AND FOSTERING PERSONAL GROWTH.



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

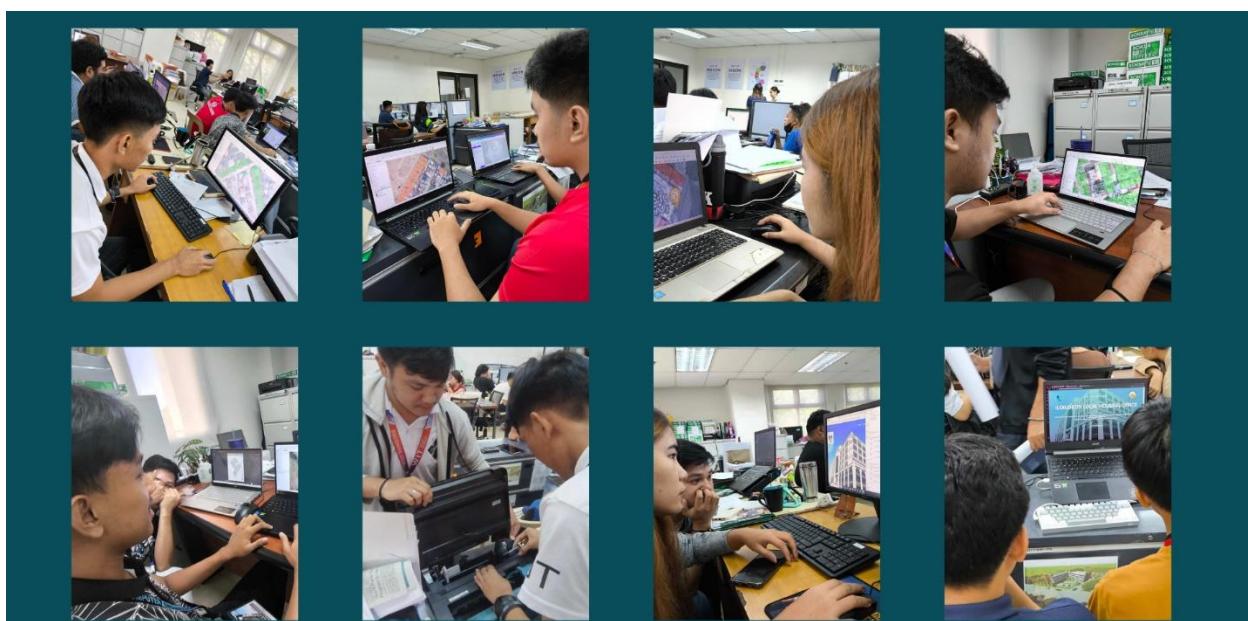
P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

PICTURE HIGHLIGHTS



QGIS AND WEBSITE



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Globe-Isacom No. 5087151

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department



COMPUTER SETUP /
NETWORKING



PIC WITH IDOL 😊





WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department



FIELD WORK



“Work hard you must, succeed you will”



WESTERN INSTITUTE OF TECHNOLOGY

LUNA ST., LA PAZ, ILOILO CITY
PHILIPPINES 5000

TELEPHONE Nos.: 3200259 3201475 3200902 3209767 3209853 3209456
FAX No. +6333 3201484

Website: www.wit.edu.ph

P.O. Box 258 ILOILO CITY
PHILIPPINES 5000

Globe-Isacom No. 5087151

E-mail: wit@wit.edu.ph

College of Engineering Computer Engineering Department

Thanks

fin.

