**ON-THE-JOB TRAINING**

**NARRATIVE REPORT**

In Partial Fulfillment

of the Requirements for the Degree of

Bachelor of Science in Information System

Submitted by:

**Intern Name**

Submitted to:

**Internship ADVISER Name**

OJT Adviser

(Month and Year)

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Statement of Co-Responsibility

Parent Consent Form

Acceptance of The Internship Agreement

Acceptance Form (HTE)

Internship/Practicum Schedule

Endorsement Letter/Letter of Intent

Medical Certificate

Health Card (Red Cross)

Certificate of Registration

NBI Clearance

Birth Certificate

Resume

**OBJECTIVES OF THE PRACTICUM**

In line with the College thrusts’ to meet the industry’s demand for competent and well-rounded graduates, the practicum program aims:

* To enable the students to apply and appreciate the relevance of classroom learning to the actual work setting;
* Enable the student to gain experience, relate and apply the theories he/she learns in school to real industrial situations and problems;
* Give the students an insight of the various operations, processes, techniques and controls presently used in industry;
* Develop and instill a positive attitude, self–confidence and self-motivation required of a responsible professional in handling tasks; and
* Impress on the student the importance of human relations in the working place or environment.

**BCHELOR OF SCIENCE IN INFORMATION SYSTEM**

**APPROVAL SHEET**

This On-The-Job Training Narrative Report is prepared and submitted by <your full name> in partial fulfilment of the requirement for the degree of Bachelor of Science in Information Technology is do hereby accepted.

**OJT Adviser Name**

OJT Adviser

Date: <insert date here>

**Academic dean**

Dean, iLIS

Date: <insert date here>

**Chapter 4. Assessment of ojt Program**

**Training assignment**

Please state in narrative form your training assignment details including the name of your company, the department with which you are assigned, the name of your mentor or trainer and the nature of jour ojt assignment (minimum of 1 page).

**Assessment of the ojt program**

**Related Learning Experiences** (minimum of 1 page).

The trainee must elaborate the related learning experiences of the trainee in his respective training venue and department.

The trainee must describe in details the different task performed during the training and the tangible outputs accomplished during the training period.

How did the training supervisor or mentor assisted the trainee in order to perform well during the training

**Interpersonal experiences**

What interpersonal skills were developed by the trainees during the training period? Explain more in details on how you acquired it from the training.

**Memorable events**

What are the memorable events experiences from your work assignment that lead to your personal growth as a trainee?

**recommendation for improvement**

What can you recommend to your college for the improvement of the practicum?

**WEEKLY PROGRESS REPORT**

|  |  |
| --- | --- |
| **Name** |  |
| **Week #** |  |
| **Inclusive Dates** |  |

|  |
| --- |
| **Duties Performed this week:** |
| **What new training/s took place this week?** |
| **What were your major accomplishments this week and what are the tasks involved in the accomplishment?** |
| **What problems have you encountered this week?** |
| **How did you overcome or solve those problems?** |
| **List one or two goals you have set for yourself next week.** |

**Noted by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor’s Signature over Printed Name**

**LEARNING LOG**

|  |  |
| --- | --- |
| **NAME** |  |
| **MODULE** |  |
| **DATE** |  |

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| --- |
| **NARRATIVE REPORT** |
|  |
| **WHAT I’VE LEARNED** |
|  |
| **HOW WILL I USE IT** |
|  |

**suggested RESUME’ FORMAT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **JUAN M. DELA CRUZ** | |  |  | | --- | --- | | **Contact** | | | C:\Users\Joey M. Villanueva\Pictures\Application Letter\download (3).jpg | 09XX-XXX-XXXX | | C:\Users\Joey M. Villanueva\Pictures\Application Letter\download (1).jpgC:\Users\Joey M. Villanueva\Pictures\Application Letter\download (3).jpg | 09XX-XXX-XXXX | |  | zzzzy\_xxxxxxxx@yahoo.com | | **BGC, Calapan City, Oriental Mindoro, Philippines** | | |

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| --- | --- |
| **PROFILE / PERSONAL INFORMATION** | |
| Date of Birth: |  |
| Place of Birth: |  |
| Religious Affiliation |  |
| Civil Status: |  |
| Nationality: |  |
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| Father’s Name: |  |
| Mother’s Name: |  |
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| **EDUCATION & QUALIFIVATION** | |
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| **SKILLS** | |
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| **SEMINAR / WORKSHOP** | |
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| **WORK EXPERIENCES** | |
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| **HONORS, AWARDS AND ACHIVEMENTS** | |
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| **RESEARCH AND PROJECT INVOLVEMENT** | |
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| **REFERENCES** | |
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**JUAN DELA CRUZ**

Applicant