



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan 3010

INTERNSHIP WEEKLY JOURNAL REPORT

Name of Student Intern: **QUIZON, KIER S.**

SIPP Coordinator: **Prof. Michelle M. Cortez**

HTE: **Bulacan Agricultural State College Main-Library**

Job Description: **Intern**

Period Covered

Days: **February 10, 2025 – February 14, 2025**

Hours: **40**

1. OBJECTIVES

- Gain proficiency in designing promotional materials and managing library card validation processes.
- Develop skills in troubleshooting library systems and collaborating with staff to facilitate library activities and events.
- Enhance the ability to assist students while maintaining efficient processes in library card issuance, event management, and system operations.

2. REFLECTION FROM THE OBJECTIVES

- Throughout the second week of my OJT, I focused on developing a blend of creative and technical skills in design and system management. By assisting with the design of promotional materials and library card validation, I was able to apply the concepts of user experience and communication in real-world scenarios. Troubleshooting BELMApp v2.0 and collaborating with staff enhanced my problem-solving and teamwork skills. Facilitating student services and managing events highlighted the importance of customer service, attention to detail, and efficiency in library operations. This experience has improved my ability to contribute effectively to library processes and further strengthened my commitment to service excellence.

Date	Tasks Accomplished	Knowledge, Skills, Values Learned
10 February 2025	<ul style="list-style-type: none">• Designed the ticket and poster layout for the Film Viewing activity in the library using graphic design tools.• Assisted students in validating their library cards using KOHA Integrated Library System.	<p><i>Knowledge</i></p> <ul style="list-style-type: none">• Learned design principles for promotional materials and the library's validation process. <p><i>Skills</i></p> <ul style="list-style-type: none">• Improved proficiency in graphic design tools and student authentication procedures. <p><i>Values</i></p> <ul style="list-style-type: none">• Demonstrated creativity, accuracy, and efficiency in design and validation tasks.

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11 February 2025	<ul style="list-style-type: none"> Participated in the preparation of the implementation of library activities. Assisted students in validating their library cards using KOHA Integrated Library System. 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Acquired knowledge of library activity planning and student validation processes. <p><i>Skills</i></p> <ul style="list-style-type: none"> Developed the ability to assist students with library card validation using system-based tools. <p><i>Values</i></p> <ul style="list-style-type: none"> Fostered teamwork and commitment to supporting library services and student needs.
12 February 2025	<ul style="list-style-type: none"> Identified and resolved system errors in BELMApp v2.0. Integrated a new statistic into the admin dashboard of BELMApp v2.0 using a bar graph tool. Participated in the preparation of the implementation of library activities. Collaborated with the library staff in facilitating the validation stickers. 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Gained proficiency in troubleshooting BELMApp v2.0, coordinating library activities, and managing validation sticker distribution. <p><i>Skills</i></p> <ul style="list-style-type: none"> Strengthened problem-solving, collaboration, and organizational skills in system troubleshooting and library operations. <p><i>Values</i></p> <ul style="list-style-type: none"> Providing technical assistance fosters teamwork and a service-oriented mindset.
13 February 2025	<ul style="list-style-type: none"> Designed the interface of the active and inactive staff table in the admin dashboard of the new system that will be developed for the inventory of books which is the Book Collection Analysis System. Assisted students in validating their library cards using KOHA Integrated Library System. 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Acquired knowledge in UI/UX design for staff management, library card validation, and event facilitation for film screenings. <p><i>Skills</i></p> <ul style="list-style-type: none"> Improve skills in dashboard design, student authentication, and coordinating audiovisual events. <p><i>Values</i></p> <ul style="list-style-type: none"> Commitment to quality, teamwork, and customer

	<ul style="list-style-type: none"> Managed and coordinated the Film Viewing activity in the audio-visual room, ensuring proper setup of equipment for the execution of the event. 	<p>service through attention to detail, clear communication, and collaboration in design tasks, student assistance, and event management.</p>
14 February 2025	<ul style="list-style-type: none"> Facilitated the student library card issuance using the KOHA Integrated Library System. Assisted the students for the Film Viewing in the audio-visual room and validating their library cards using KOHA Integrated Library System. Managed the database constraints and foreign key relationships of the new system that will be developed for the book inventory which is the Book Collection Analysis. 	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> Gained understanding of event management and the library card issuance and validation process. <p><i>Skills</i></p> <ul style="list-style-type: none"> Enhanced ability to assist students in library card validation and facilitate film viewing activities. <p><i>Values</i></p> <ul style="list-style-type: none"> Customer-service, patience, and efficiency is important in assisting students, managing library card and event processes for a faster transaction.

Prepared by:

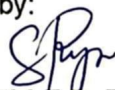


KIER S. QUIZON

Student Intern, BSIT 4B

Date: February 14, 2025

Noted by:



LEANELLE D. REYNO

College Librarian III

Date: February 17, 2025