



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE

Institute of Computer Studies
Pinaod, San Ildefonso, Bulacan, Philippines 3010
Telefax Nos: (044) 762-1427 / (044) 762-0120



CALENDAR OF ACTIVITIES

MONTH	WEEK NO.	DATE	DAY	TASK/ACTIVITIES
February	1	3	Monday	• Orientation to OJT tasks, and library systems
		4	Tuesday	• Encoding bibliographic records of library resources through Koha ILS. • Assistance to library clients
		5	Wednesday	• Work with teams to update and test their capstone projects in the library (e.g., e-library resources update, update database records, features, and interface) • Work with teams on library system development • Review progress and receive feedback from supervisors
		6	Thursday	
		7	Friday	
February	2	10	Monday	• Encoding bibliographic records of library resources through Koha ILS. • Assistance to library clients at Circulation and theses Sections • Assistance to library staff in the library inventory • Work with teams on the development of the library website
		11	Tuesday	• Work with teams to update and test their capstone projects in the library (e.g., e-library resources update, update database records, features, and interface) • Work with teams on library system development • Review progress and receive feedback from supervisors
		12	Wednesday	
		13	Thursday	
		14	Friday	
	3	17	Monday	• Encoding bibliographic records of library resources through Koha ILS. • Assistance to library clients at Circulation and theses Sections • Assistance to library staff in the library inventory • Work with teams on the development of the library website • Development of automated library attendance system for DRT Campus
		18	Tuesday	• Work with teams to update and test their capstone projects in the library (e.g., e-library resources update, update database records, features, and interface) • Work with teams on library system development • Review progress and receive feedback from supervisors
		19	Wednesday	
		20	Thursday	
		21	Friday	
	4	24	Monday	• Encoding bibliographic records of library resources through Koha ILS. • Assistance to library clients at Circulation and theses Sections • Assistance to library staff in the library inventory • Work with teams on the development of the library website • Development of automated library attendance system for DRT Campus
		25	Tuesday	• Work with teams to update and test their capstone projects in the library (e.g., e-library resources update, update database records, features, and interface) • Work with teams on library system development • Review progress and receive feedback from supervisors
		26	Wednesday	
		27	Thursday	
		28	Friday	



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March	1	3	Monday	<ul style="list-style-type: none"> Encoding bibliographic records of library resources through Koha ILS. Assistance to library clients at Circulation and theses Sections
		4	Tuesday	<ul style="list-style-type: none"> Assistance to library staff in the library inventory Work with teams on the development of the library website Development of automated library attendance system for DRT Campus
		5	Wednesday	<ul style="list-style-type: none"> Work with teams to update and test their capstone projects in the library (e.g., e-library resources update, update database records, features, and interface) Work with teams on library system development Review progress and receive feedback from supervisors
		6	Thursday	
		7	Friday	
	2	10	Monday	<ul style="list-style-type: none"> Encoding bibliographic records of library resources through Koha ILS. Assistance to library clients at Circulation and theses Sections
		11	Tuesday	<ul style="list-style-type: none"> Assistance to library staff in the library inventory Work with teams on the development of the library website Development of automated library attendance system for DRT Campus
		12	Wednesday	<ul style="list-style-type: none"> Work with teams to update and test their capstone projects in the library (e.g., e-library resources update, update database records, features, and interface) Work with teams on library system development Review progress and receive feedback from supervisors
		13	Thursday	
		14	Friday	
	3	17	Monday	<ul style="list-style-type: none"> Encoding bibliographic records of library resources through Koha ILS. Assistance to library clients at Circulation and theses Sections
		18	Tuesday	<ul style="list-style-type: none"> Assistance to library staff in the library inventory Work with teams on the development of the library website Development of automated library attendance system for DRT Campus
		19	Wednesday	<ul style="list-style-type: none"> Work with teams to update and test their capstone projects in the library (e.g., e-library resources update, update database records, features, and interface) Work with teams on library system development Review progress and receive feedback from supervisors
		20	Thursday	
		21	Friday	
March	4	24	Monday	<ul style="list-style-type: none"> Assistance to library clients at Internet and AVR Sections Update the library website with new features and interface (e.g., Library website, and Koha ILS (OPAC).
		25	Tuesday	<ul style="list-style-type: none"> Assistance to library staff and users with IT-related issues (e.g., Troubleshooting Library Computers, and printers) Development of automated library attendance system for DRT Campus
		26	Wednesday	<ul style="list-style-type: none"> Work with teams to update and test their capstone projects in the library (e.g., e-library resources update, update database records, features, and interface) Work with teams on library system development Review progress and receive feedback from supervisors
		27	Thursday	
		28	Friday	



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April	1	31	Monday	<ul style="list-style-type: none"> Assistance to library clients at Internet and AVR Sections Update the library website with new features and interface (e.g., Library website, and Koha ILS (OPAC). Assistance to library staff and users with IT-related issues (e.g., Troubleshooting Library Computers, and printers) Development of automated library attendance system for DRT Campus
		1	Tuesday	
		2	Wednesday	
		3	Thursday	
		4	Friday	
	2	7	Monday	<ul style="list-style-type: none"> Work with teams to update and test their capstone projects in the library (e.g., e-library resources update, update database records, features, and interface) Work with teams on library system development Review progress and receive feedback from supervisors Assistance to library clients at Internet and AVR Sections Update the library website with new features and interface (e.g., Library website, and Koha ILS (OPAC). Assistance to library staff and users with IT-related issues (e.g., Troubleshooting Library Computers, and printers) Development of automated library attendance system for DRT Campus
		8	Tuesday	
		9	Wednesday	
		10	Thursday	
		11	Friday	
April	3	14	Monday	<ul style="list-style-type: none"> Encoding bibliographic records of library resources through Koha ILS. Assistance to library clients at Learning Commons Section Assistance to library staff in the preparation of accreditation (e.g., layout design) Assistance to library staff (e.g., library activities, technical and mechanical processing of library resources) Work with teams on the development of the library website Development of automated library attendance system for DRT Campus
		15	Tuesday	
		16	Wednesday	
		17	Thursday	
		18	Friday	
	4	21	Monday	<ul style="list-style-type: none"> Work with teams to update and test their capstone projects in the library (e.g., e-library resources update, update database records, features, and interface) Work with teams on library system development Review progress and receive feedback from supervisors Encoding bibliographic records of library resources through Koha ILS. Assistance to library clients at Learning Commons Section Assistance to library staff in the preparation of accreditation (e.g., layout design) Assistance to library staff (e.g., library activities, technical and mechanical processing of library resources) Work with teams on the development of the library website Development of automated library attendance system for DRT Campus
		22	Tuesday	



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May		23	Wednesday	<ul style="list-style-type: none"> • Work with teams to update and test their capstone projects in the library (e.g., e-library resources update, update database records, features, and interface) • Work with teams on library system development • Review progress and receive feedback from supervisors
		24	Thursday	
		25	Friday	
	1	28	Monday	<ul style="list-style-type: none"> • Encoding bibliographic records of library resources through Koha ILS. • Assistance to library clients at Learning Commons Section • Assistance to library staff in the preparation of accreditation (e.g., layout design) • Assistance to library staff (e.g., library activities, technical and mechanical processing of library resources) • Work with teams on the development of the library website • Development of automated library attendance system for DRT Campus
		29	Tuesday	
		30	Wednesday	
		1	Thursday	
	2	2	Friday	<ul style="list-style-type: none"> • Library systems testing • Assistance to library clients • Library systems testing • Assistance to library clients • Library system deployment • Assistance to library clients • Assistance to library clients
		5	Monday	
		6	Tuesday	
		7	Wednesday	
		8	Thursday	
		9	Friday	

Prepared by:


ANDREI FRANCEZCA R. GONZALES
 Intern/Student Trainee, BSIT 4B

Date: 02-24-25

Noted by:


LEANELLE D. REYNO
 College Librarian III

Date: 02-24-25



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