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- Use 3rd person's point of view (the TRAINEE or STUDENT-TRAINEE, HE, SHE)
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- READ and FOLLOW kung unsay nka enclosed sa () para dli ta mag cge balik2 for correction
- Double-check your GRAMMAR and formatting. You can use Grammarly or any grammar checker app.
- Do not copy your classmate's TR content, any content aside lang sa Part I.



CARAGA STATE UNIVERSITY Main Campus Ampayon, Butuan City



ON-THE-JOB TRAINING (OJT) AT NAVIGATU CARAGA STATE UNIVERSITY, AMPAYON, BUTUAN CITY

NARRATIVE REPORT

ARNEL PAULIN TAGUPA

Submitted to the Faculty of Information Technology (IT) Department College of Computing and Information Sciences (CCIS) Caraga State University

In partial fulfillment
Of the requirements for the Degree
Bachelor of Science in Information Technology (BSIT)

October 2023

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APPROVAL SHEET

This terminal report of the ON-THE-JOB TRAINING at NAVIGATU, KM 7NH1, BUTUAN CITY 8600, prepared and submitted by ARNEL P. TAGUPA, in partial fulfillment of the requirements for the Degree of BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT) is hereby recommended for acceptance.

JENELYN B. REFAMONTE-ASIS Training Supervisor
Date Signed
REJEANFE G. SANCHEZ CCIS SIP Coordinator
Date Signed
Accepted as partial fulfillment of the requirements for the degree of BACHELOF OF SCIENCE IN INFORMATION TECHNOLOGY.
MARIA BESA JOY M. ORTUYO, MSc. BSIT Chairperson
Date Signed

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Last but not least, special thanks are extended to family and friends for their unwavering support and inspiration throughout this project. Their support proved instrumental in overcoming obstacles and successfully completing the OJT, as they provided the much-needed moral encouragement. The trainee deeply appreciates the contributions made by all these significant individuals, organizations, and entities in shaping professional development during the OJT experience.

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I. TRAINING INSTITUTION PROFILE

A. Navigatu Background

CSU, in its quest to be the lead innovation and entrepreneurial university in the region and Mindanao, established the innovation and Technopreneurship Hub (iTech) the Technology Business Incubator (TBI) jointly founded with the Department of Science and Technology-Philippine Council for industry energy and Emerging Technologies Research and Development (DOST-PCIEERD).

The innovation and Technopreneurship Hub (ITECH) of Caraga State University, a DOST-PCIEERD TBI facility is branded as Navigatu. Coined from the word navigation and is inspired by the rich history of Butuan's Balangay Boat as the oldest woode watercraft excavated in the region that showed evidence of our trading relationship all throughout Southeast Asia in early as 700 AD, Butuan's early establishment of trading in the harbor became an inspiration of the TBI branding Navigatu with its promise to embark aspiring entrepreneurs to a voyage of innovations that will come to its success in no time.

ITECH, as the TBI in CSU, is a physical space that merges research and development (R&D) laboratory, technology adapters from both public and private institutions, government support services, and investors to support the startup ecosystem in the Caraga region and nearby provinces.

The TBI presently focuses on the technology-based entrepreneurship activities in the field of information computing and engineering technologies in CSU it focuses on innovations in the field of computing, specifically mobile applications, electronics, agriculture, and mining engineering technologies among others.

B. Vision, Mission, & Objectives

Vission

A prime technology business incubator of sustainable startups in Southern Philippines

Mission

Our mission is to contribute to the prominent success of emerging technopreneurs in southern Philippines through strategic partnership, relevant education and training programs, networking business-enabling assistance, and facilitate the creation of spinoffs or startups from research and development, towards job creation in specific sectors that are aligned in our region's unique areas of opportunity.

Objective

The general objective of iTech as the TBI in the university is primarily to promote innovation and entrepreneurship. Specifically, it aims to:

- Advance the entrepreneurial culture of the university.
- Lead in the development of a comprehensive set of program to nurture innovation and entrepreneurship among the students, researchers and faculty members in the university.
- Serve as the central point where students, faculty, researchers, alumni, entrepreneurs & business leaders, investors, and industry can connect with each other.
- Establish the incubation/innovation space, technology commercialization and industry collaboration offices.
- Help create jobs, wealth and business aligning with national priorities.
- Promote new technology/knowledge/innovation-based startups.
- Provide a platform for speedy commercialization of technologies developed by the university or by any academic/technical/R&D institution or by an individual.
- Build a vibrant startup ecosystem, by establishing a network between the university, financial institutions, industries and other institutions.
- Provide cost-effective, value –added services to startups like mentoring, legal, financial, technical, intellectual property related services, and help establish/create startups and build successful business models.

II. TRAINING MANAGEMENT

A. On-the-Job Training (OJT)

On the Job Training (OJT) is a structured program that offers students the opportunity to enhance their skills and gain experience in a real business setting. It holds importance as it effectively prepares individuals, for the challenges they may face in their chosen profession by bridging the gap between learning and real world application. The primary objectives of OJT encompass skill development, knowledge application, professional integration, career advancement and gaining insights into industry practices. These aspects are crucial, for attaining an comprehensive career journey.

In the context of Navigatu, On-the-Job Training (OJT)'s main objective is to provide participants with the practical skills and information necessary for engaging in technology-based entrepreneurial activities successfully. Specifically, in the areas of information technology, computing, and engineering technologies, OJT within Navigatu is committed to promoting innovation and entrepreneurship within the Caraga region. Navigatu's OJT seeks to build a generation of entrepreneurs capable of advancing technology and fostering the growth and development of the region's economy by offering a real-world platform for experiential learning.

Within Navigatu, OJT participants are given a variety of roles that match the TBI's goals. These duties frequently involve technology-based entrepreneurial efforts and could involve work with engineering and information technology. The development of cutting-edge projects, including those using mobile applications, electronics, agriculture, and mining engineering technologies, is anticipated of participants. These tasks support Navigatu's aim of supporting innovation and entrepreneurship by allowing participants to put their knowledge to use, get practical experience, and contribute to the creation of technology-driven enterprises in the area.

B. Nature of Work

As a Navigatu trainee web developer, the trainee is in charge of creating a web application that is specifically suited to the requirements of incubators. The main goal is to develop an intuitive interface that enables incubatees to effectively manage their profiles within the Navigatu ecosystem. This requires putting in place tools that incubators may use to enter and update information about themselves, their projects, and pertinent paperwork, all of which helps to speed and organize the profiling process.

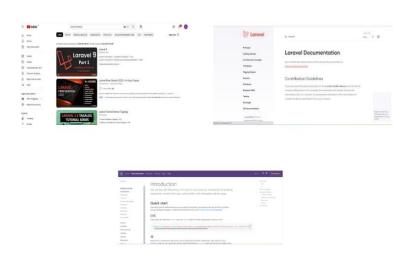
Additionally, creating a safe file-sharing system for the web application is part of the assignment. Incubatees can effortlessly exchange crucial documents, reports, and other materials with Navigatu thanks to this functionality. The aspiring web developer is concentrated on making sure the site has strong security features, protecting private data and anything exchanged there.

The role will culminate in a fully functional online application that improves interaction and teamwork between incubators and Navigatu. In line with Navigatu's objective and vision, this online application seeks to greatly contribute to the success of entrepreneurial projects within the Caraga region by making it easier to profile incubatees and providing a safe platform for file exchange.

C. Narration of Experience

i. Tasks Performed with Evidence

Week 1 (July 4 – July 7, 2023)

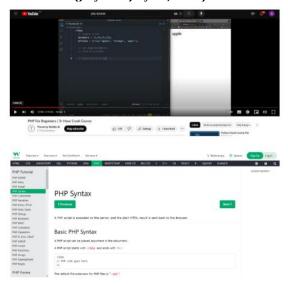


The student-trainee's major responsibility during his first week at Navigatu was to immerse himself in the realm of web programming using Bootstrap and Laravel. He spent time reading the documentation for both frameworks in an effort to better understand their functions and how they might be used in the current web application development project. He watched YouTube tutorials that covered the basics of Laravel implementation in addition to the documentation to better understand the framework.

The student-trainee made some useful observations during this first week. Due to its functionality and simplicity, He saw that Laravel seemed to be a good framework for beginners. Because of its user-friendliness, it was accessible to those who were new to web programming. He was amazed by the YouTube's abundance of videos, which served as a great resource for instruction. He was able to understand Laravel and apply it to real-world tasks thanks in large part to this comprehensive set of learning resources.

He had no mistakes to correct because it was only his first week. As a result, He created a firm foundation for his career as a web developer at Navigatu by concentrating on learning the essential information and using the available tools.

Week 2 (July 12 - July 14, 2023)



The student-trainee's main goal during his second week at Navigatu was to improve his PHP programming abilities. He committed himself to learning PHP during the week by participating in tutorials and carefully studying the W3Schools instructions. His commitment to this learning process helped his advance in his understanding of PHP, a vital programming language for web development.

The student-trainee noticed some interesting PHP-related things during this week. He discovered that PHP has a basic and clear syntax, making it rather simple to understand. It was the perfect language for creating web apps because of how simple it was and how powerful it was. His frequent use of PHP has also enhanced his knowledge of how it is applied in actual projects.

Notably, no serious issues were detected this week, and as a result, no troubleshooting was necessary. Instead, the student-trainee improved his skill set and created the foundation for his contributions to Navigatu's web development projects through diligent practice and study.

Week 3 (July 17 - July 21, 2023)





The trainee was completely engaged in the growth process in his third week at Navigatu. His main responsibility was to use Laravel code and Bootstrap templates to construct User and Admin Login and Register pages. His dedication to improving these crucial elements was made to guarantee user-friendly design and smooth functionality.

The trainee observed some interesting things about web development this week. He understood how crucial it was to provide user-friendly, secure registration and login processes. He obtained a deeper understanding of the possibility for developing a highly effective and visually appealing web application by integrating Bootstrap's templates with Laravel's strong code. During this time, the importance of these fundamental components to the development process became clear.

Instances when coding errors occurred were quickly fixed by the student. His strategy includes looking for answers from a variety of places. He routinely used ChatGPT and other services to help him understand and fix mistakes. Additionally, he used YouTube tutorials, which offered thorough, step-by-step instructions for debugging and fixing coding problems. The trainee's resolve to overcome difficulties in web development was shown by this proactive and resourceful approach.

With a solid understanding of both Bootstrap and Laravel at the end of the week, the trainee had successfully created the User and Admin Login and Register pages. His capacity to adapt and troubleshoot coding issues using the tools at hand demonstrated his tenacity and dedication to advancement in the web development industry.

Week 4 (July 24 – July 28, 2023)



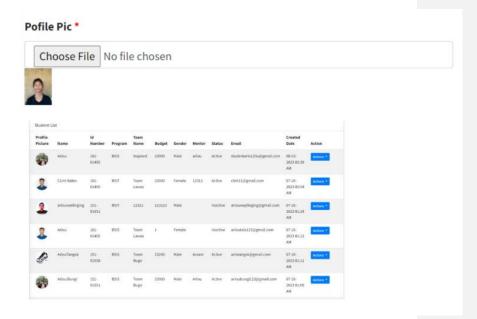
The trainee concentrated on crucial responsibilities regarding the project's user interface and database management throughout the fourth week at Navigatu. His main contributions to the project included making the sidebar, header, footer, and dashboard. He also carried out the database migration procedure and produced SQL scripts for testing.

This week, the trainee understood the value of a user interface with a clear framework. The sidebar, header, footer, and dashboard were all created, which helped to make the end-users' experience seamless and visually appealing. He also emphasized the significance of thorough database management during the migration process and how it contributes to data integrity and system dependability.

When the trainee made mistakes in putting these components into practice, he quickly fixed them. His plan called for using Bootstrap templates for the UI elements. When problems did arise, he took a proactive approach by consulting ChatGPT and YouTube courses as well as carefully reviewing the supporting material. With this multidimensional approach to problem-solving, he was able to overcome obstacles and keep the project's growth momentum.

By the end of the week, the trainee had successfully built the project's user interface's fundamental components and laid the framework for reliable database management. His capacity for flexibility, error-resolution, and resource-use demonstrated his dedication to producing a high-caliber online application.

Week 5 (July 31 - August 4, 2023)

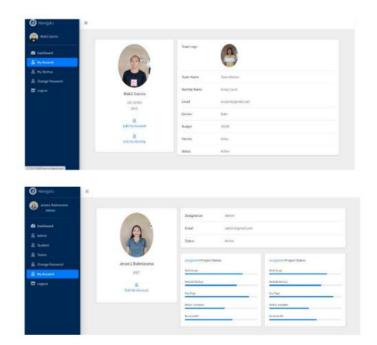


The trainee's main goal in his fifth week at Navigatu was to improve user profiles for the project. He achieved this by allowing users to add profile images and by integrating Laravel's functionality for image processing and storage.

This week, the trainee learned how crucial it is to give consumers the option to post images to their profiles in order to customize them. It improves the user experience and gives the platform a more personal touch. However, he ran into a problem where the user profiles weren't properly displaying the uploaded photographs.

The learner adopted a proactive stance to correct this oversight. By including a certain line of code in the picture upload form, he was able to solve the problem. The photographs may be processed and displayed in the user profiles thanks to the code enctype="multipart/form-data". The trainee's aptitude for spotting problems and finding solutions was highlighted by this observation and real-world problem-solving, resulting in a web application that offers a seamless user experience.

Week 6 (August 7 - August 11, 2023)



The trainee increased the project's functionality during his sixth week at Navigatu by adding more user and admin data. He also added a second database to hold information on the team.

The trainee had considerable difficulties navigating the database's foreign keys during this week. In order to set up the foreign keys and ensure adequate database linkages, there were many trial-and-error instances. For preserving data integrity and ensuring referential integrity between tables, foreign key restrictions are essential.

The trainee successfully used ChatGPT as a helpful resource in overcoming these obstacles. The AI-based support provided insights, ideas, and solutions that were crucial in addressing the mistakes and difficulties associated with the foreign key installation. This demonstrates the trainee's tenacity and inventiveness in tackling problems and improving the database structure for the project.

Week 7 (August 14 - August 18, 2023)

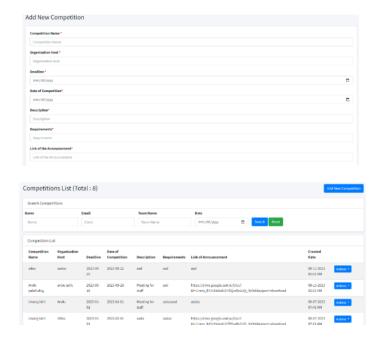
```
public function handle(Request $request, Closure $next): Response
{
    if(!empty(Auth::check()))
    {
        if(Auth::user()->user_type == 1)
        {
            return $next($request);
        }
        else
        {
                Auth::logout();
                return redirect(url(''));
        }
}
```

The trainee worked on establishing several user roles, such as administrators, members, and SuperAdmin, during his seventh week at Navigatu. This advancement was essential to giving different user categories restricted access and customized permissions. Throughout the application, it tried to build a safe and role-specific experience.

The trainee understood how crucial it was to implement user roles in the program correctly. In order to maintain security and guarantee that users could only access the features and functionalities that were appropriate for their position, this was crucial. If user roles are set up incorrectly, members might be able to access capabilities that are only available to administrators, or vice versa. This could result in unauthorized access.

The trainee carefully established and checked user roles and permissions in order to reduce this risk. His dedication to maintaining the security and integrity of the program, making it accessible and usable for users depending on their roles, was evident in his attention to detail and active effort in correcting any errors.

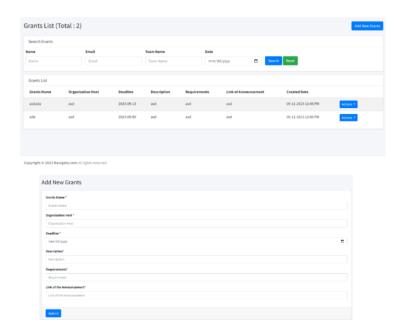
Week 8 (August 21 - August 25, 2023)



The intern's primary goal for the eighth week of his work at Navigatu was to develop a Competitions Functionality within the program. Administrators were able to provide crucial information such competition titles, host organizations, deadlines, competition dates, descriptions, requirements, and links to announcements using this functionality.

The trainee ran across a problem with adding links for competition announcements while working on the competitions functionality. By changing the database's default data type for storing the announcement links, the issue was fixed. This observation and the following fix demonstrated the trainee's capacity to spot and resolve database-related problems, guaranteeing the smooth operation of this crucial application feature.

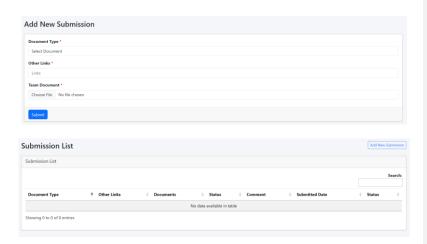
Week 9 (August 29 - September 1, 2023)



The intern focused all of his efforts on integrating Grants Functionality within the application during the ninth week of his stint at Navigatu. Administrators were able to include crucial information, such as grant names, host organizations, deadlines, descriptions, conditions, and links to announcements, thanks to this functionality.

The trainee ran into a previous circumstance while working on the Grants Functionality. He specifically ran into a problem when he tried to add links to announcements. He utilized the workaround of changing the database's announcement link storage data type to fix the issue. He was able to effectively tackle the issue and guarantee the Grants Functionality's appropriate operation thanks to this proactive approach, showcasing his aptitude for problem-solving and dedication to program development.

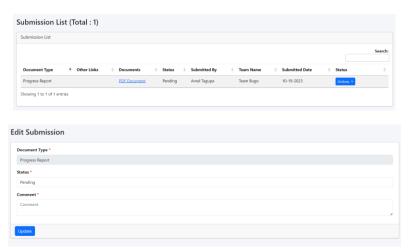
Week 10 (September 4 – September 8, 2023)



The trainee, spent the tenth week of his internship at Navigatu mostly implementing a submission functionality. He saw its importance for incubatees who could use it to transfer important documents to Navigatu. The ability of incubators to choose the type of document proved to be a critical component in this capability, ensuring correct classification for efficient processing.

He understood the need of establishing a simple and user-friendly application process for incubators. Any mistakes in this technique could complicate document management and classification, resulting in delays and inefficiencies. Throughout the week, his insights highlighted the need of well-structured submission functions, which were critical in allowing incubatees to contribute to Navigatu's projects without any problems.

Week 11 (September 11 - September 15, 2023)



The student-trainee started the implementation of an important task during the eleventh week of his internship at Navigatu. This feature's major goal was to give the Navigatu administrator access to and control over the files submitted by incubators. It also gave the admin the authority to change the status of these files, categorizing them as approved or denied. Furthermore, by allowing comments on files, the functionality allowed admin interaction, boosting the platform's collaborative and communicative capabilities.

Throughout the week, he emphasized the need of proper file management and teamwork within the Navigatu ecosystem. This feature greatly decreased the activities associated with choosing and processing incubatee contributions, which enhanced the platform's efficiency and responsiveness. As shown by the observations obtained this week, these roles were important in developing a well-organized and communicative environment within the Navigatu platform.

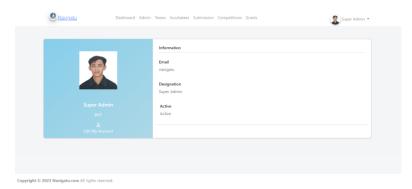
Week 12 (September 18 - September 22, 2023)

Edit My Team	Add New Member
Team Details	PAGE TITLE MEDICE
Choose File No file chosen	
Team Name •	
Team Bugo	
StartUp Details StartUp Name *	
End of the World	
l New Member	
Name *	
st Name	
Name *	
t Name	
hday *	
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le Pic "	
oose File No file chosen	
lumber *	
Number	
gram *	

The student-trainee focused on a major project aimed at giving incubator members with greater control and administration of their team-related information during the twelfth week of his internship at Navigatu. Incubatees now have the ability to view and edit their team information as part of this solution. Furthermore, this functionality enabled them to build their teams by adding new members, enabling collaboration and contributing to the dynamic expansion of Navigatu's entrepreneurial teams.

The main goal of the week was to emphasize the importance of providing incubator participants with everything they needed to actively manage and grow their business ideas. The ability to change team information and add new team members significantly improved the flexibility and responsiveness of the Navigatu platform. The observations collected this week highlighted the important role that these functions played in supporting innovation and entrepreneurship by allowing incubatees to adapt to changing conditions and maximize their team compositions.

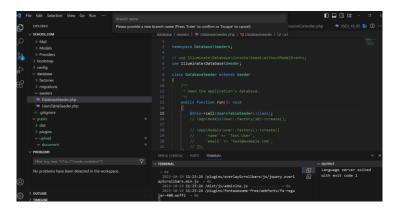
Week 13 (September 25 - September 29, 2023)



In his thirteenth week at Navigatu, the student-trainee began an essential stage of the application development process. The week was dedicated to thorough testing of the program, with the focus on an in-depth examination of its operation, features, and performance to detect and correct any potential flaws, errors, or vulnerabilities.

The testing step was crucial to the application's reliability and functionality since it detected and addressed any mistakes, flaws, or inconsistencies that could negatively impact the user experience. His goal was to improve the application's functionality, general quality, and prepare it for a smooth and successful launch. This week served as an important reminder of the significance of comprehensive testing in developing a reliable application that meets the demands of both Navigatu and its users.

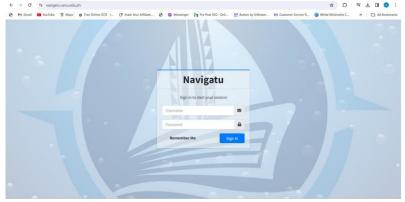
Week 14 (October 2 - October 6, 2023)



In the fourteenth week of his internship, the student-trainee focused his efforts on building a data seeder for Navigatu's built-in admin account. By populating the database with prepared data relevant to the admin account, this work was conducted to facilitate administrative access and control within the application.

The implementation of the Navigatu admin's data seeder was a big step in simplifying administrative tasks. It ensured that the administrator had access to the information and permissions needed for effective system management. This week's work emphasized the vital role of backend processes in maintaining a well-organized application that functioned as intended, hence improving the platform's overall efficiency and performance.

Week 15 (October 9 - October 13, 2023)



In the fifteenth week of his internship, the student-trainee reached an important stage in the application development process. This week was devoted to the exciting process of bringing the system up and making it live. The move from development to deployment was a significant step in making the application available to users and reaching its intended market.

During the hosting phase, thorough planning, configuration, and deployment were required to ensure that the system operated well on a web server. The transition of the application from a testing environment to a live platform ready for consumer usage was received with great excitement. The successful hosting of the system this week marked an important milestone in the project's life cycle, ushering in the next stage, which would allow users to interact with and use the program's features and functionalities.

ii. Knowledge, Skills, & Values Acquired

The trainee undertook a transforming journey while working as an intern at Navigatu, gaining a wealth of information, abilities, and ideals necessary for a career in web development.

He first gained technical expertise in web development frameworks and tools, particularly Bootstrap and Laravel. Through practical application, he improved his technical skill set dramatically by learning how to confidently handle databases, implement complex functionality, and develop user interfaces.

Throughout the internship, problem-solving became second nature to him. He discovered how to approach problems methodically, depending on information, documentation, and tools like ChatGPT and online tutorials to come up with workable answers. This ability has been crucial in solving coding problems and getting over technical barriers.

Additionally, he appreciated the value of teamwork and worked well as part of a team at Navigatu. Through this experience, he improved his communication abilities and learned how to work in tandem with others to accomplish project objectives. He also developed new perspectives on work efficiency, project planning, and project management. The ability to complete assignments on time depended heavily on time management and attention to detail.

His time spent interning at Navigatu was an all-encompassing learning opportunity that gave him the technical expertise, critical thinking skills, and professional values he needs to pursue a fulfilling career in web development. It gave him the self-assurance to take on challenging tasks and a feeling of responsibility and work ethics that will serve as a strong foundation for his future fieldwork pursuits.

iii. Problems Encountered

The trainee's experiences at Navigatu put his capacity for problem-solving and adaptation to a variety of tests.

Technical problems and coding errors were one persistent problem. He frequently encountered instances where the code didn't work as planned, forcing him to conduct extensive research, review relevant documentation, and seek help from tools like ChatGPT and online tutorials in order to spot and fix these mistakes. Throughout his internship, this approach of problemsolving was frequently used, demonstrating the dynamic nature of web development.

Another concern was data management, especially database-related issues. He had to deal with the complexities of database migrations, data connections, and data seeding. Ensuring data integrity and improving the database structure proved to be difficult jobs that required close attention and problem-solving.

The trainee also faced difficulties with time management and project deadlines. Balancing many responsibilities and ensuring project completion within deadlines needed thorough planning and efficient execution.

Despite these challenges, the trainee's eagerness and determination enabled him to properly solve each issue, ultimately adding to his growth and development as a web developer. These experiences emphasized the significance of resilience and adaptation in the dynamic sector of web development.

D. Conclusion

Finally, the trainee's experience throughout the internship at Navigatu has been transforming and enriching. Throughout the internship, he developed a wide range of technical skills, polished his problem-solving ability, and embraced professional principles necessary for a successful career in web development.

The internship provided countless possibilities for him to work with modern technologies and frameworks, particularly Bootstrap and Laravel, boosting his technical expertise and allowing him to confidently develop user interfaces, implement features, and manage databases.

Furthermore, the trainee's problem-solving abilities were tested as he experienced code errors, technological difficulties, and database-related issues. His proactive approach, which included extensive research, collaboration with experts, and great attention to detail, enabled him to successfully manage these challenges.

The internship also helped him develop a collaborative spirit by teaching him the value of good teamwork and communication. Project management and time management became second nature, ensuring that tasks were completed on schedule.

Aside from technical skills, the internship taught professional values such as accountability, integrity, and a dedication to producing high-quality work. These ideals will serve as a solid foundation for the trainee's future field interests.

Overall, the trainee's internship at Navigatu provided him with the information, abilities, and values required for a successful profession in web development. It has been a journey of growth and transformation that has reinforced his passion for the industry and prepared him to take on new challenges in the ever-changing world of web development.

E. Recommendation

Based on his internship experiences and observations, the trainee makes the following recommendations for Navigatu's future:

- Prioritize Continuous Learning and Skill Enhancement: Navigatu should continue to invest in continuous learning and skill enhancement for its team members in order for them to stay current in the ever-changing field of web development via training, workshops, and skill development opportunities.
- Improve Collaboration: To speed up project workflows and establish a supportive work environment, effective collaboration within the company should be promoted, with regular communication and coordination among team members.
- Documentation should be prioritized: Complete and up-to-date documentation on projects, code, and procedures should be kept to ease knowledge transfer and assist team members in understanding and troubleshooting existing projects.
- Focus on Ethical Considerations: Adhering to best practices for data security and privacy is critical, not just as a legal necessity, but also for sustaining user trust in data management and privacy.
- Implement Feedback and Review Mechanisms: Putting in place a feedback structure that allows team members to submit comments, share their experiences, and recommend areas for improvement can provide useful insights.
- Mentorship and Support: Offering mentorship and support to younger team members can help them advance professionally, and mentorship opportunities within Navigatu can help new team members adapt and improve their talents efficiently.

III. APPENDICES