

# On the Job Training

## Narrative Report

2023

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Submitted to: Ms. Jessa Marie Sabado

### Day 1:

Today we will be deployed to Cenro Bayugan and this is also our first day as an OJT. I can learn a lot from the different things that their staff teaches us about what we should do and what we shouldn't do. What I learned from Engr.

Charmaine Llacuna, mining is the process of extracting valuable materials, metals, and other geological materials from the earth's crust. Here are some key points about mining. First is a type of mining, there are several methods of mining, including surface mining and underground mining. Surface mining involves removing the overlying soil and rock to access the minerals beneath, while underground mining involves tunneling into the Earth to extract minerals. 2nd are mineral resources, mining is conducted to extract various mineral resources, including metals such as gold, copper, and iron, and precious stone such as diamonds and rubies, including manufacturing, construction, energy production, and electronics. It's important to the role that mining practices and their impacts can vary significantly depending on the specific mineral being extracted, the location, and the regulatory framework in place.



## Day 2:

Good morning! On our second day at Centro Bayugan, we continued our orientation, our topic was all about mapping. I also learned about the brief introduction to mapping and surveying that was discussed by Engr. Ryan John Buena, mapping is the process of creating visual representations of the Earth's surface or other areas of interest in order to understand, analyze, and navigate through them. Over time, maps have evolved from simple paper documents to sophisticated representation.



### Day 3:

Good day! Today is wala mi gebuhat but ma'am Isabel Pucayan (she is the admin staff) said na magsend mi og photos kay sir Joseph Guiron para mahimuan nami og ID's para mailhan mi na we are the one of the trainee's in CENRO Bayugan. But in the afternoon we are disappointed because the MEMO of CSU stated that we put on hold our OJT. And we don't know what to do ☺(-\_-)☺



#### Day 4:

For today's activity, Ma'am Jessa Marie Sabado instructed us to survey the garbage bin, if the waste is properly segregated and we took photos of every canteen. And also we asked the utility staff for some questions about the garbage if it is properly being organized. And in the afternoon we are advised to survey reiteration on the air-conditioned unit usage schedule in the CCIS and CHASS Building kung nisunod ba sila sa memo na e on and off sa exact time nga geingon. Ang uban nisusunod nga e off pagka 4:30pm but ang uban is wala niabot nalang og 4:50pm wala gehapon nila ge off. That's all for today 😊😊



### Day 5:

Today we checked every room with an air conditioner again like we did yesterday. If they followed the memo that was written. Our first check was at COFES and the next was at CCIS. The CCIS has already turned on the other room with an air conditioner even though it is not time to turn it on. Unlike COFES when they don't turn it on before 9:00 am. What I learned is that even though there is a memo written, others still do not follow the protocol.

In the afternoon, we did the same and checked the room with air conditioning. And sir Felix Largo also ordered us to check the trash cans if they are in the right order and if they are in a good place to throw them away. We were assigned to CCIS and the LIBRARY. The CCIS building doesn't have a trash can, their trash is just scattered and it's a mess to look at. The ones in the library are well and properly arranged.





### Day 6:

The first thing we did today was to check the rooms with air conditioning. There is a difference between now and in the past because the CCIS Building has followed the protocol of turning on at 9:00 am. But there was an instructor there who complained because he didn't like the memo that was released in the heat of the moment ☺☺ he said that the person who made that memo was stupid. We didn't care about it instead of beating it and we just reported it to them ma'am Sabado. And after we monitored the air conditioners we cleaned the drains, and we picked up the dirty garbage. Such as plastic, bottles, Styrofoam, and lights. We separate it with containers other than plastic, bottles, etc. We have cleaned the canals properly so that the water flows continuously.



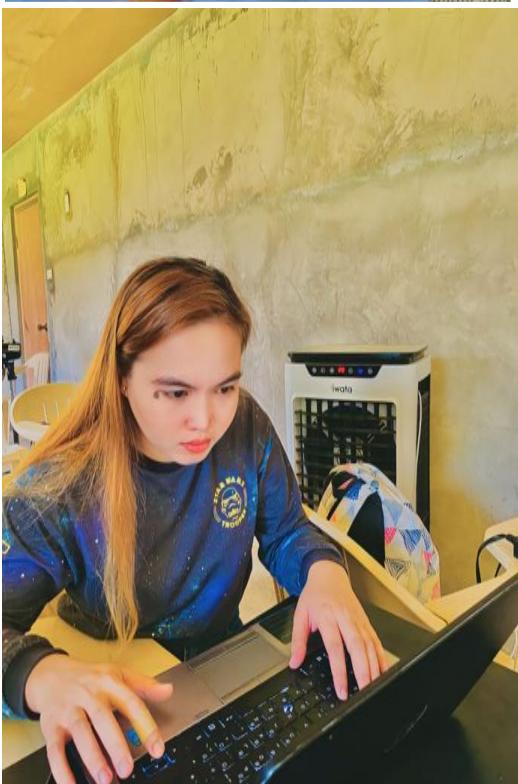
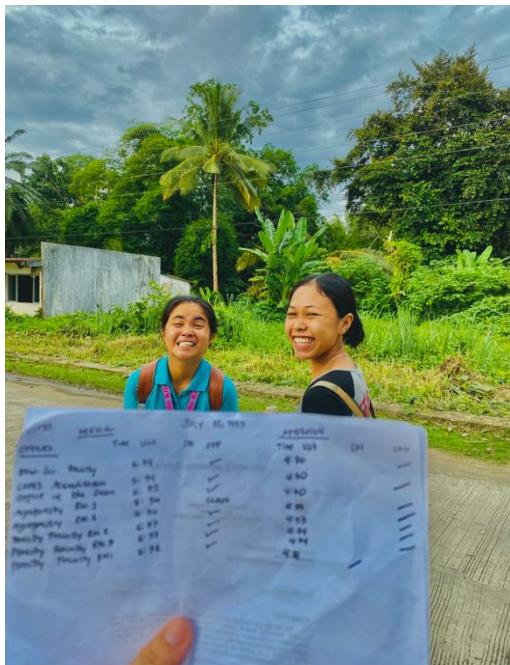
### Day 7:

Good day, today we just monitored the air-conditioned rooms we first went to the COFES Building and then to the CCIS Building. All we did was monitor until the afternoon because our bodies hurt because of the cleaning we did in the canals yesterday 😊 while our OJT was going on, we felt very happy because we were able to clean the garbage and put it in the right place.



Day 8:

Good day, today we monitored the rooms with air conditioning. Then we made a report on it every day we monitored. In the afternoon, we continued with our report and after that we monitored.



### Day 9:

Today what we did was give the memo for the arrangement of their trash can. Each trash can have names to organize its disposal. We gave each building in the school so that they are aware of the memo.



## Day 10:

Good day, today what we did was the same as in the morning to monitor the rooms with air conditioner, then Sir Felix Largo ordered us to calculate the average and total regarding the client satisfaction rating for an extension. And in the afternoon, we continued our report for our monitoring, and when we knew it was 4:30 in the afternoon, we monitored each building that was assigned to us in each room with air conditioning.



## Day 11:

We first monitored the rooms with air conditioning. After this, Sir Felix Largo called us to arrange the thesis hardbound. Each of these names must be the same then we scan each one. And in the afternoon, what we did was we continued the report we made for our monitoring of every room with air conditioning. After that, we went to our respective buildings to monitor the air-conditioned rooms.



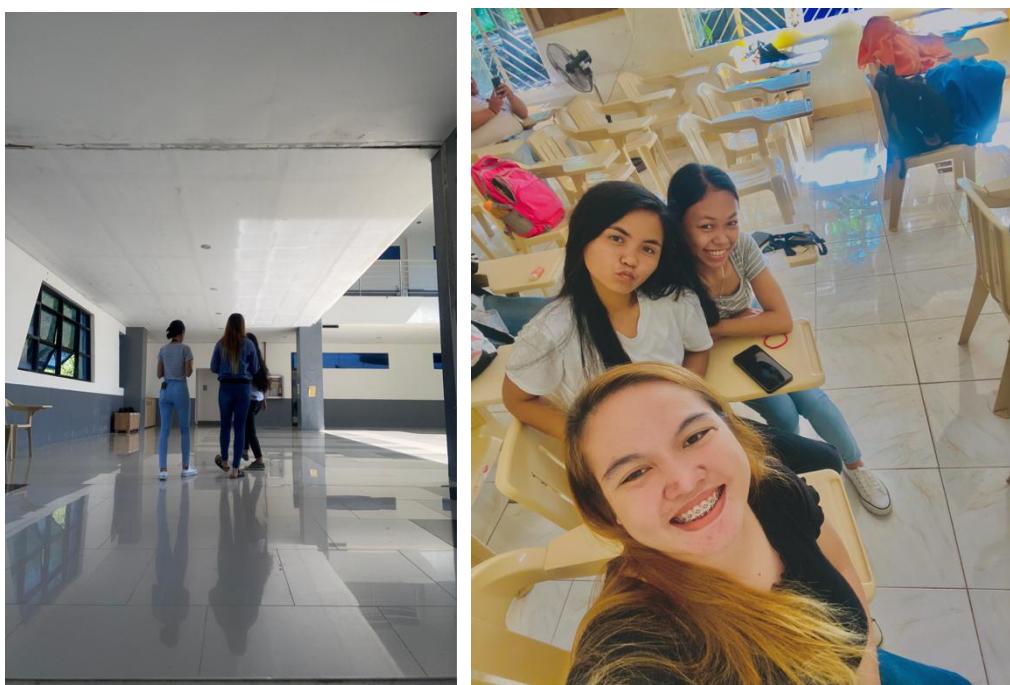
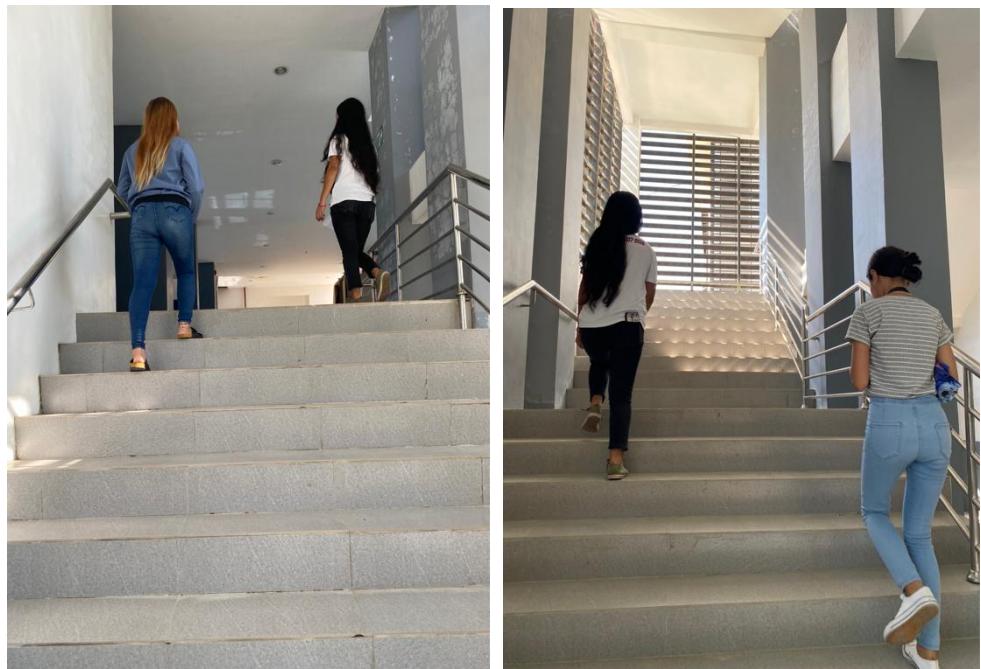
## Day 12:

Today I only have a half day because my stomach hurts so I came in late hehe. In the afternoon, we only monitored the rooms with air conditioning at the time when the air conditioning was scheduled to be off. Then we went home one by one.



### Day 13:

Good day, today we just monitored COFES and CCIS Building in the morning. In the afternoon, when we made a report on the monitor we made in each building after we were here, we did monitor to find out if they will follow the schedule that every air conditioner is off.



### Day 14:

Good day, this morning we monitored and made a report on our monitoring of each room with air conditioning. This afternoon we held a seminar about BASIC OF INTELLECTUAL PROPERTY and after we did this we monitored the rooms with air conditioning.



## Day 15:

Good day, this morning we monitored COFES and CCIS Building. And in the afternoon we just monitored. This is our last day to monitor these buildings because tomorrow we will be assigned another building.



### Day 16:

Good day, today I have someone else with me, she is Beverly Netura. The people with us and the building were different because they already knew our faces. Because they are blaming us to turn off their air conditioners. Now Netura and I are assigned to CLINIC and NEW MECAA. Then we did noise monitoring again. Sir Felix taught us how to use the noise meter and after he taught us, we formed a group and went to his area. And in the afternoon we monitored our new building with air-conditioned rooms.



### Day 17:

Good day, this morning we first monitored the rooms with air conditioning, then they told us sir Felix that we are going to Basag to do water quality monitoring. After we arrived he taught us how and what to do here. We are grouped by pairs and maybe even three to facilitate our water quality monitoring. And after we were here we returned to Villares. In the afternoon, we just monitor the bag or we go home.



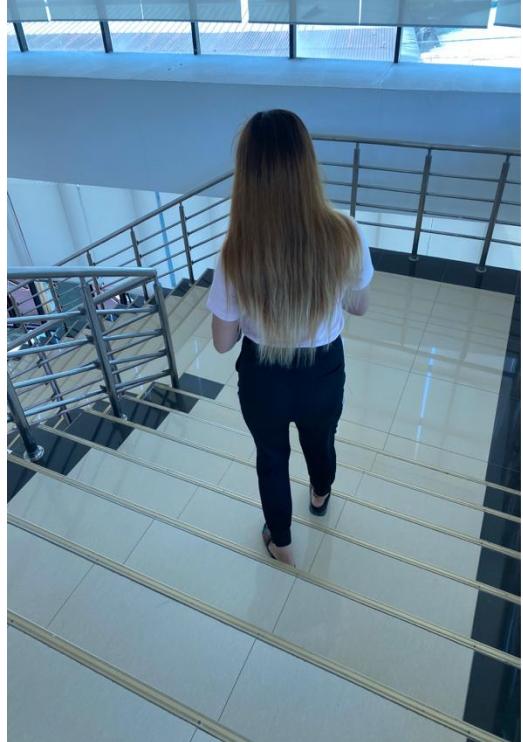
## Day 18:

Good day, today we first monitored the air-conditioned rooms, after we were here we helped clean the LSG Office. After we cleaned and arranged the office, we helped with our booth. We hauled bamboo to take to our booth. The bamboo is very heavy and very itchy but we are still happy because we helped them. After we helped, we monitored the air-conditioned rooms again.



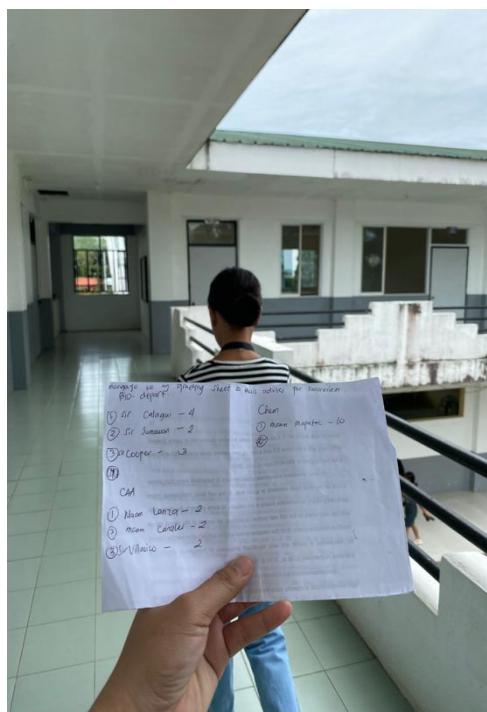
## Day 19:

good day, today we are with the OLD and NEW ADMIN assign because the others have finished their 200hrs. so we will monitor their area. In the afternoon, we just monitored and practiced for our culmination this coming Aug. 16.



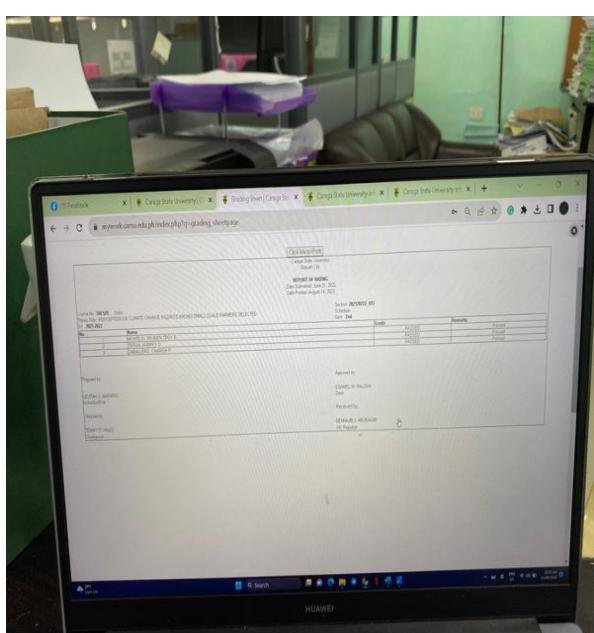
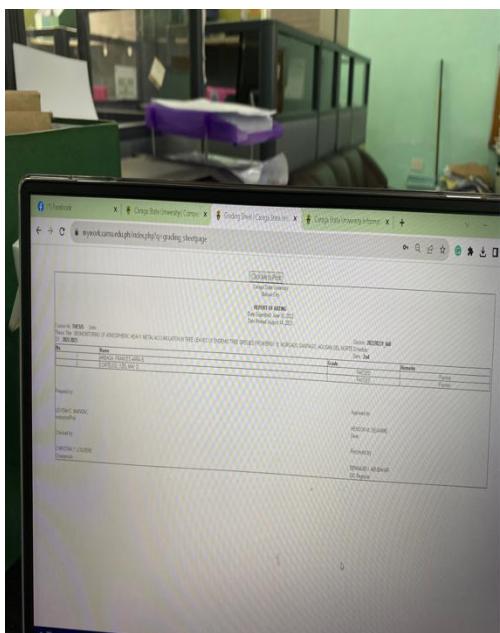
Day 20:

Good day, today is our ENTRADA but we are OJT so Sir Felix ordered us to get the grading sheets of Enbaysay graduates so that we can do it with an honorarium. First, we were in the CHEM department, second, we were in the Bio-department and lastly, we were in the CAA department. We didn't get the grading sheet today because their advisers are busy, so we'll get back to it tomorrow. After we did what sir ordered, we practiced to prepare for our culmination.



## Day 21:

Today we went back to what Sir Felix ordered us to get the grading sheets. The CHEM and Bio-departments still don't have their advisers, so we went to CAA first. We got what sir ordered from the CAA but it lacked two because ma'am Lanza who is the adviser of the Enbaysays has already Exited, so we only got the four. Then we went to their faculty office. In the afternoon we practiced dance for our coming culmination tomorrow.



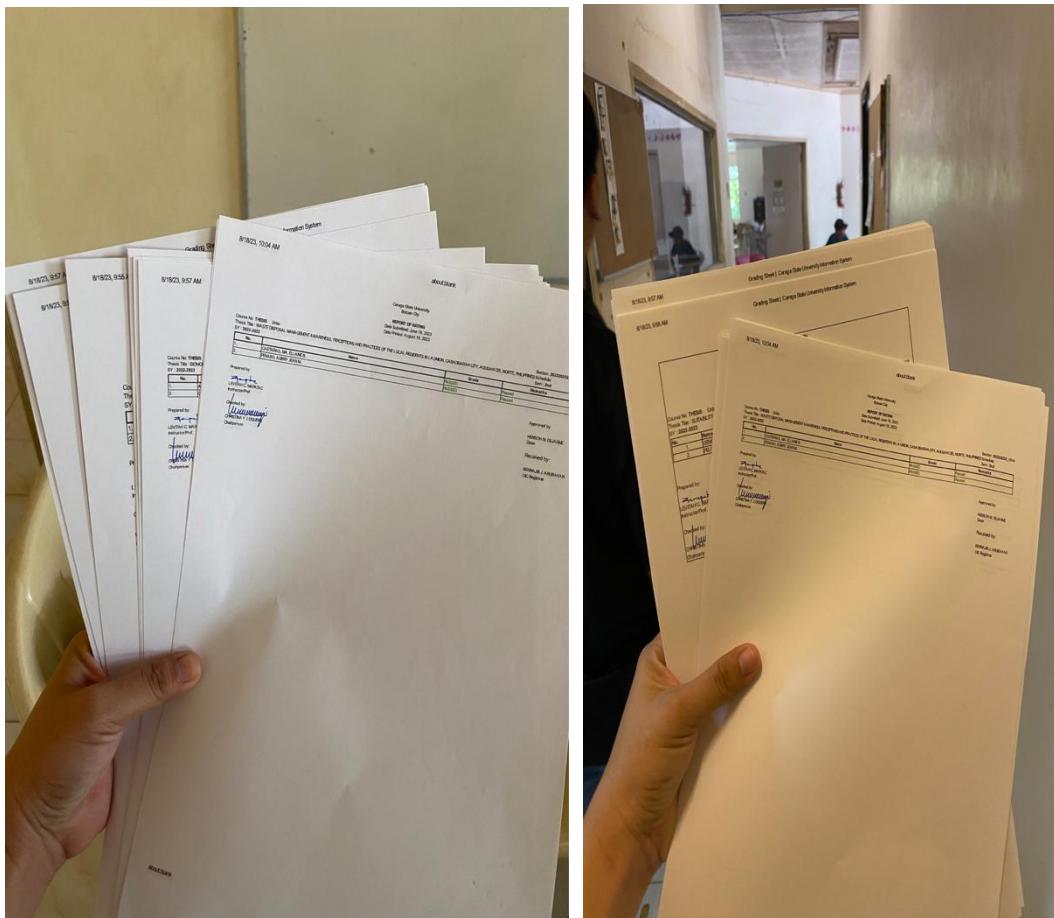
## Day 22:

Good day, today is the day we've been waiting for, our culmination. We are happy because all the OJT students will meet. I am also happy because I have reached the waiting to receive a certificate. Knowing that I worked hard for this ☺ even though I haven't finished my OJT, I'm still happy because we received it. I am also thankful to ma'am Sabado and Sir Felix because from them I learned a lot and knowledge, and because of this OJT I made many friends☺



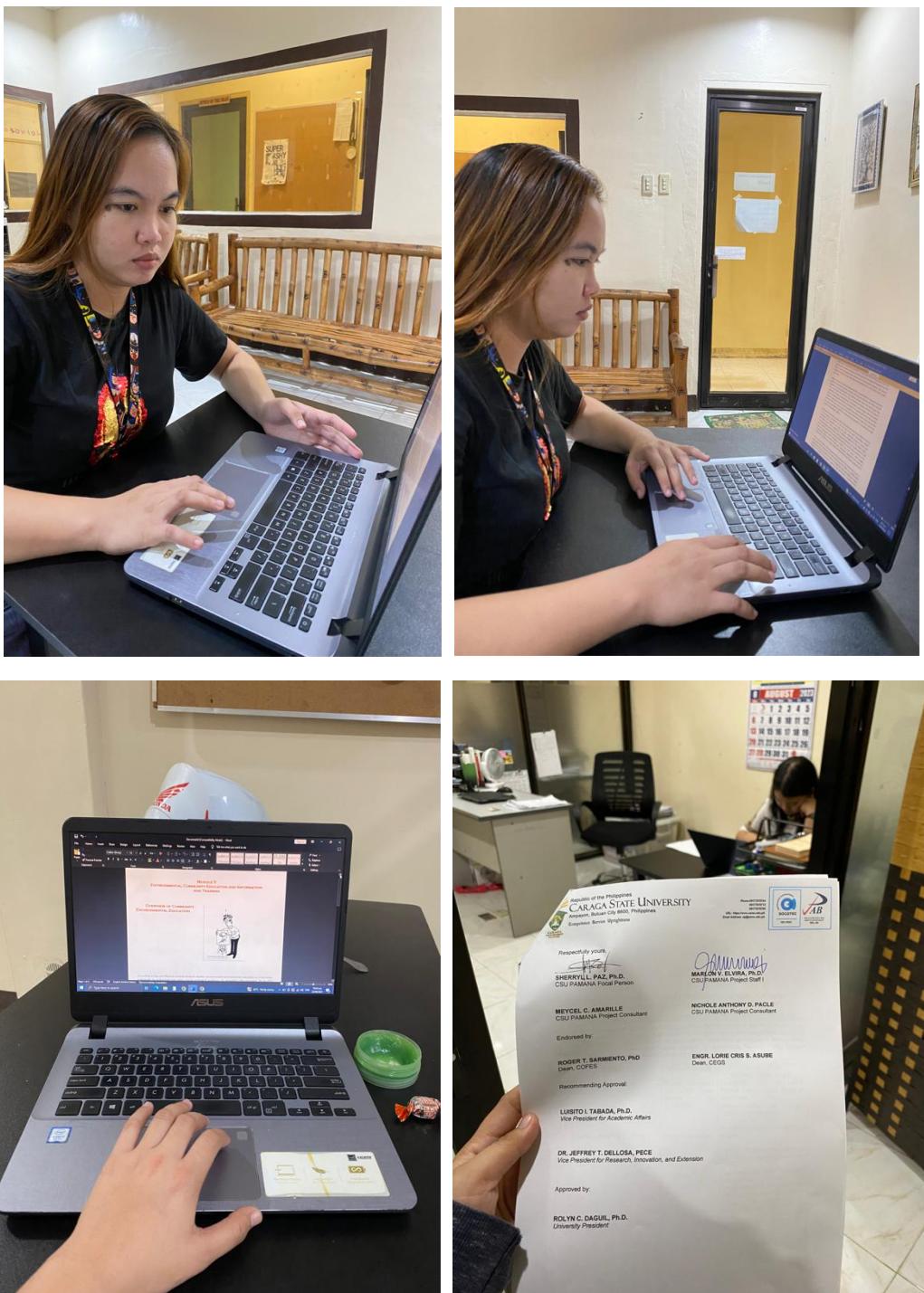
### Day 23:

Good day, today sir Felix ordered us to get the Grading sheets that we haven't gotten yet. And finally, we got ma'am Mapatac's. The grading sheets of Sir Calagui, Sir Cooper, and Sir Jumawan are not yet available because they are always busy and not in their office.



### Day 24:

Good day, today sir Felix ordered me to make a PPT of Module 5 by ma'am Meycel. At first, I was confused about how to do it because I'm not used to doing things like this because I don't have a laptop. But when I tried it, I immediately mastered how to do it. Then Ma'am Sabado ordered us to the CEGS Building because there is still a contract, Densing is with me. We searched where their offices were. And when we arrived at Sir Tabada's office, he wasn't there because he said his secretary had just left, so we'll get back to him tomorrow.



## Day 25:

Today Sir Felix and ma'am Sabado ordered us to return the paper they ordered us to write because Sir Marlon is looking for it, and this is also the day I will finish my OJT I am very happy because I was included at PCO learned and learned a lot because of it. Even though we didn't go through the first time we went there to do OJT, I'm still happy because I finished my OJT. And I am grateful to Sir Felix and Ma'am Sabado because I learned a lot from them. Even though it was difficult and tiring, I was very happy because I was included in PCO.

