

**ON-THE-JOB TRAINING AT PROVINCIAL DISASTER RISK REDUCTION
AND MANAGEMENT OFFICE PROVINCIAL CAPITOL COMPLEX,
CAMILMIL, CALAPAN CITY, ORIENTAL MINDORO**

A Technical Report
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Masipit, Calapan City, Oriental Mindoro

In Partial Fulfillment
of the Requirements for the Degree
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

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by

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We, trainees, genuinely dedicate this piece of work to our
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J.A.

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Chapter I

INTRODUCTION

Nature and Importance of On-the-Job Training

Education is an important aspect of learning individuals in orienting themselves about career choices. As there is an increase in knowledge and skills, the more a person can determine and focus on enhancing their capabilities to qualify the requirements of their chosen work. This is why on-hand preparation in a working environment is important to test and practice a learning individual's competency and experience.

On-the-job training is a means of practice, learning knowledge, enhancing skills, and adapting learned capabilities into the working environment. As part of the Bachelor of Science in Information Technology (BSIT) curriculum with a working hour of 486, the OJT focuses on developing competency in preparation and acquiring job qualifications in entering employment in the future. It provides qualifying career-oriented thinking and prepares an individual to process different aspects of organizational methods such as leadership, coordination, oral communication, strategic planning, and resource familiarization. OJT sets

the standards to become a qualified worker, which is crucial in a student's learning process. With more skills and knowledge written in job descriptions and past experiences, job seeking has an increased success rate. The Provincial Disaster, Risk Reduction, and Management Office is a government organization that focuses on providing safety measures and preparation, risk reduction, improving facilities, disaster response, and enhancing abilities with efficiency and resiliency. This agency is the trainees' training area in applying their skills and knowledge with their related course, and increase their working experience.

A study in Cagayan State University-Carig Campus, College of Information and Computing Sciences, with 80 respondents of Information Technology Students of SY 2017-2018, shows that the response of their supervisors from their corresponding agencies/companies considered the performance of the IT-OJT students to be excellent in their "personal appearance, teamwork attitude, communication skills, skills and competence, partnership and linkages and best practices and problems encountered and their overall performance" (Cancino-Escobar et al., 2018). In the trainees' on-the-job training experience in the Provincial Disaster Risk Reduction and Management Office at the Provincial Capitol, Camilmil,

Calapan City, Oriental Mindoro, they had tasks that correlate with the effectiveness of the OJT method that provides in developing the importance of learning, ethics, and adapting work-related skills as an act of preparation in applying for jobs in the future. The tasks from the agency have not only enhanced the trainees' technical skills (such as keyboard memory and typing, troubleshooting, editing, and analytical thinking). Still, they have also improved their organizational capabilities regarding cooperation, planning, task preparation, immersive work-related activities, teamwork, self-management, productivity, and willingness to learn.

Even though there are advantages or benefits for students undergoing on-the-job training, there are still certain areas of performance that still need to work on. Mina et al. (2020) stated in their study of 156 IT students as respondents at Nueva Ecija University of Science Technology, San Isidro Campus (AY 2018-2019 second semester) with their respective agencies; the supervisors responded that the students had shown excellence in terms of personal skills and technical understanding skills, but has problems in their performance with "oral and written communications, systems analysis and design, operations of databases, network and

multimedia systems, software integration, testing and documentation, systems management and administration and principles of accounting," but can be solved with given strategies such as expanding their activities in different practices and activities, widen the scope of agency options, and improve Information and Technology fields in reaching out students. It is important to counter problems related to on-the-job training as it will restrain its full potential to fully extend the learning process as a method for efficiency and improvement of students.

On-the-job training does not only approach the aspects of learning, skills, and capabilities, but it also increases the rate of landing a job. In 2020, even with the effect of COVID-19, there is 70% of companies that offers full-time job for interns, as finishing OJT increases the chance to get a job offer by 16%, with an average of 1.17 job offers, while 0.98 for those who have not finished their internship (Zuckerman, 2020). The more job offers, the higher opportunities, and options for a student's career goal.

Training Objectives of the On-the-Job Training

The general objective of on-the-job training is to elevate the student's knowledge and abilities and adapt to work sites that are effective in obtaining working experiences.

Specifically, OJT aimed to:

1. Develop flexibility in combining Bachelor of Science in Information Technology course strengths, and work efficiency to become career-oriented;
2. Develop work and career competency to qualify for agency standards;
3. Adapt to working environment as preparation for familiarizing different organizational practices and methods;
4. Enhance acquired IT-related knowledge and skills with a different approach in a situational context; and
5. Develop a system as project implementation to apply IT course-related capabilities in a work setting.

Outcome

The following are the outcomes after the trainees' on-the-job training in Provincial Disaster Risk Reduction and Management Office - Provincial Capitol that focuses on enhancing working skills that correlate to the trainees' field:

1. Personal Computer (PC) Operation

- 1.1 The need to enhance basic computer skills more professionally and efficiently is one of the trainees' challenges during the On-the-Job training. They were given tasks in encoding different reports (such as monthly reports and past training) through Google Forms.
- 1.2 Scanning annual typhoon reports and saving them as images in a folder.
- 1.3 The agency employees have taught the trainees to become responsible for confidential data and the importance of backup storage for files and documents.

2. Software Installation and Maintenance

- 2.1 The trainees perform reformatting of a computer due to software issues such as old model, slow user interface, and virus threats. They get to backup data into the hard drive, format, and installation of applications and drivers.

3. Computer Hardware Servicing

- 3.1 The trainees practice setting up desktop computers, LAN cables, TV configuration, photocopy machines, and printers.

3.2 The trainees get to troubleshoot printers/scanners, photocopy machines, and computer devices.

4. Multimedia Skills

4.1 The trainees acquire basic photoshop skills by editing PDRRMO text stickers.

5. Programming Skills

5.1 The trainees create a PDRRMO warehouse management system that manages item information/details, calculates item quantities, keeps track of the borrowers and the borrowed items, generates stored data reports, and secures account details.

5.2 The trainees enhance their skills in properly organizing data tables, CodeIgniter 3 framework, and normalizing databases.

5.3 The system development has dramatically enhanced the trainees' critical and logical thinking in programming by managing back-end codes to solve system errors, adding logical constraints and restrictions, and dynamic data management.

5.4 The trainees gained experience in arranging a project, gathering requirements, and client negotiation by communicating with the client to

decide what system to work on and its beneficiaries.

- 5.5 The trainees acquired proper planning and preparation skills by dividing work to become more productive and efficient in developing the system project.
- 5.6 The trainees adopted managing the system project while working on side-tasks from the office.
- 5.7 The trainees benefited from the system project presentation as it gave them work-related insights when satisfying client needs and sharing ideas necessary for their agency objectives.

6. Communication Skills

- 6.1 The trainees get to enhance their oral communication by interacting with clients through assistance or services.
- 6.2 The trainees accomplished interaction skills when calling clients and examining the current situations from different parts of Oriental Mindoro.
- 6.3 The trainees provide services by fixing client concerns such as managing documents.

7. Other IT-Related Skills

- 7.1 The trainees got to practice some errands where they were assigned photocopying tasks of different documents.

8. Non-IT Related Skills

- 8.1 The trainees gained new knowledge about work-related basic non-IT skills that serve as tasks needed to finish when in a working environment.
- 8.2 The trainees gained experience by going to different offices to deliver documents for authentication and retrieving appearances.
- 8.3 The trainees get to familiarize themselves with paper works because they were given tasks by writing the names from the travel order into the certificate of appearance.
- 8.4 The trainees managed tarpaulins by sanitizing and organizing them.

Chapter II

REVIEW OF RELATED LITERATURE

This chapter includes the different related literature of the on-the-job training that would provide a general overview of the Provincial Disaster Risk Reduction and Management Office in relation to this report.

Foreign Literature/Studies

Dalto (2018) stated that on-the-job training is considered one of the most popular types of training that enable students to expand their knowledge, skills, and connections to perform tasks related to their job description. Applying this kind of training within the school is beneficial in maintaining a healthy work environment. Furthermore, to the study, the advantages of OJT are proven since it is said as effective, inexpensive, familiar, tested instructional techniques, and assists in preparing for an entire work area. On-the-job training is done everywhere to put the knowledge gained into practice.

Internally, OJT is both given by the administration and schools. While it is frequently used to show essential working environment abilities, it ingrains parts of the work

environment culture and execution assumptions into the new operation. OJT is likewise the method of numerous agencies to give new employees onboarding data. Opportunities are provided to use this training, which results in a positive outcome of activities and expectations (Heathfield, 2021).

StuDocu (2018) apprenticeships, also called on-the-job training, are typically done during college. Every skill learned and acquired in school must be demonstrated by graduates in any field of study. To be able to put all of one's learning into practice, one must be doing real-world work. Various principles must be followed while undergoing training to become competent in actual performance and employable when the time comes. A qualified OJT trainee has the following characteristics: graciousness, loyalty, honesty, responsibility, appreciativeness, perseverance, enthusiasm, and sympathy.

Indeed Editorial Team (2021), identified six essential skills improved when OJT is conducted. First, industry or product knowledge; broadens the trainees' understanding of company benefits and reputation. Second, professionalism leads to job accomplishment, a stable professional reputation, and a high-quality work ethic and excellence. Third, because of the training, leadership makes

recommendations and insight into the strengths and weaknesses of the leader's actions and styles. Fourth, customer service; improves their problem-solving ability and reduces the number of calls returned. Fifth, time management trainees can handle their schedules and increase productivity. Lastly, in strategic thinking, the training enabled them to solve complex problems and plan for the future using only their minds.

Leros and Sapin (2017) assessed the performance of a Bachelor of Science in Information Technology student toward OJT. According to the result, students are delighted with conducting their OJT at their selected agency. The passing rate of the students is almost identical to that of those who enrolled in the training. Hence, the hypothetical situation of those students in the non-IT-related agency has been recorded as slightly effective, which means students didn't gain enough knowledge during their OJT.

Mcnerney (2020) says that the application of OJT helps the student to develop their competencies as a worker, but there is no disputing that it is a bit challenging. Some of these challenges or difficulties are why trainees failed to comply with the training. Here are the fundamental challenges encountered by the trainee: (1) no assigned work, increasing

anxiety and feeling bored; (2) too much work, damaging and leading to health complications; (3) no freedom to give opinions; (4) competition with other interns; and (5) hard to cope with work projects that do not include the trainees' ability.

Students' on-the-job training is crucial in completing a student's program. In this training, students are said to practice and train for their chosen vocations in real-world work conditions similar to those encountered by employees. This program assisted students in developing skills and knowledge that they can apply to future jobs. The trainee loved and developed new information and skills from the company's latest software program. The trainee establishes himself as an actual employee by demonstrating that they can perform the tasks in these businesses. In summary, the trainee is pleased with their training and has enjoyed various activities (Busa, 2017).

According to Binga-an (2018), job training brings out the competitive edge of every student. It helps in the development of professional and critical skills. Additionally, it assists in tackling shortcoming or problem, increase productivity, elevate morality and enhance creative thinking. Students can think outside the box and broaden their

thinking capacities, sharpen their communication skills, and learn new talents that can boost a company's competitive edge with training and upskilling. Such programs are the most effective means of encouraging innovation and increasing involvement.

Great Learning Team (2021) stated that there are five methods used in achieving the success of on-the-job training. Coaching, the new hire receives training from a senior employee or an internal trainer. Through demonstration and teaching from their seniors, the trainee can answer their questions and undertake hands-on work. Mentoring, the training is one-to-one, with the manager or trainer acting as a mentor, guiding learners through challenging situations. Structured training, this training approach, the trainer creates a step-by-step training procedure for the student, which includes a job overview, teaching, and demonstration of the skill required for the job function. Job Rotation, new recruits are rotated to other related job responsibilities to broaden their experience. Understudy, the senior employee teaches an assistant or subordinate to perform the senior employee's tasks and obligations in the event that the former is transferred, promoted, dies, or retires.

As indicated by Ahadi and Jacobs (2017), on-the-job training can provide practitioners and academics with a research agenda so that they can work methodically in various settings and environments. The S-OJT studies' empirical findings are provided in a methodical manner in the details, which occurred in a variety of organizations. This featured a variety of workplaces at various stages of the S-OJT process, the challenges they encountered, as well as audience kinds and outcomes.

Raga et al. (2019) revealed that the academic performance in programming classes is only slightly connected with students' OJT course ratings, but regression analysis shows that these characteristics do not contribute significantly to the students' OJT course performance. Surprisingly, in the linear prediction model created using stepwise regression, the student's scholar status is the only variable taken into account, overcoming the contributions of all programming courses and other background variables. The study emphasizes the fact that industry supervisors and course instructors do not necessarily evaluate students based on their technical programming skills, but rather on their personal attributes.

According to Mina et al. (2020), in order to maintain the delivery of high-quality education, IT mentors must establish a retention strategy in their program and provide guidance to students who are unable to adapt to the university's curriculum, which is a crucial solution to minimize skill mismatch. Additionally, the OJT Coordinators must guarantee that the students are placed in firms that are involved in the subject of IT so that they can obtain additional experience in the real world.

Shay (2019) believed OJT allows job seekers to "earn while they learn", which means they can choose a profession that will not only teach them the skills they need for the job they want but will also pay them while they study. Although OJT has been around for a long time, in 2019, job seekers are growing increasingly reliant on it to provide them with the skills they need to pursue their aspirations. With the cost of higher education rising and the value of higher education decreasing, OJT has become a more valuable instrument.

OJT is being used by Millennials and Generation Z to gain skills that will allow them to support their families. Because of its success in teaching past, present, and future job-forces, on-the-job training has a long history.

Understanding the history of OJT to appreciate its usefulness is very necessary.

Between 1935 and 1940, OJT's definition was first published in the dictionary. The acronym was initially used during the First World War. It was utilized at the time to prepare new recruits for specific work responsibilities. However, if we go back far enough in time, we can safely argue that the OJT method has been used for much longer. It's been a long time since it became a meaningful acronym.

From the beginning, in the early fifth century B.C., the Chinese created a philosophy. It enables students to take an active role in their own education. Trainees went over a fable or example, similar to how we do it now with case studies. The group then debated its significance. Socrates established what we now call the Socratic Method in about the third century B.C. Through using this style of job training, instructors started to post issues to the group and encourage them to develop solutions.

Scholasticism gained prominence in the 12th century. It's characterized as a type of experiential learning or learner-centered instruction in which information is delivered and learners discuss and interpret evidence using

a variety of approaches. John Locke had a significant impact on work training and education in the seventeenth century. He believes that children learn best when they start with simple concepts and work their way up to more complicated ones. Our current classroom training model is said to be heavily influenced by Locke's ideas in the middle of the nineteenth century.

Valamis (2019) stated that in the 20th century, the period of time in which people lived, enormous progress was made in job training. Malcolm Knowles' adult learning theory demonstrated that adults and children learn in distinct ways. Adults learned how to do their jobs in the same way that children learned in school before Knowles' findings. Adults became more involved in their own training after the introduction of adult-learning methodologies, and activity-based training began to take the place of traditional classroom approaches. Adults used exercises that closely matched their actual work environment and job responsibilities.

Meanwhile, in the modern day, OJT is being incorporated into advanced technologies. Online learning remains popular, but virtual and mobile learning are fast gaining ground. Workers can use programs created by instructional designers

to learn how to perform their tasks. Blended learning is the combination of traditional on-the-job training and technological-based approaches like computer simulations and virtual classrooms, which enables workers to absorb knowledge without having to go to training sessions (Burley, 2017).

Local Literature/Studies

On-the-job training is an educational experience that allows students to gain work experience in the field of their choice while also improving their career choice. Students are supposed to get a deeper understanding of the subject matter allocated to them throughout this training, as well as enhance their skills and talents as they prepare to become professionals in the near future (Samala, 2020).

Reyes (2018), the trainees' abilities are strengthened and enhanced through on-the-job training. Knowledge in the realm of computer technology is not limited to the four walls of the classroom. Extensive exposure and experience, particularly in troubleshooting, are also beneficial in improving abilities. On-the-job training usually consists of verbal and written instructions, demonstrations, and observations, as well as hands-on experience. On-the-job training is critical since it is the doorway to more

opportunity and success for every information technology professional. It is an opportunity for students to demonstrate and apply their newly acquired information in the classroom through practical performances and various activities. It assists students in developing not only the information but also the mind-set required in their field of expertise. Through exposures, the student-trainee becomes knowledgeable and effective in managing various activities, such as problem solving.

Hebron (2020) mentioned that delivering exceptional quality services to customers, the students, is a major focus of all schools, colleges, and universities of learning, as evidenced by their philosophy, vision, mission, and goals and objectives. Every educational institution revolves around instruction. However, without the numerous student services, it would not be comprehensive and complete. It is the primary concern of every on-the-job training (OJT) adviser, who carefully monitors, supervises, and assesses graduating students' activities, behavior, and extracurricular performance while meeting the students' diverse demands.

As proclaimed by Sigue (2019), in contrast to commercial organizations that have a set period for accepting interns, government offices frequently accept interns all year. As a

result, you won't have to wait months to become one. You have the option of starting your internship during your holiday or while your classes are still in session. Internships with the government give you the opportunity to work with intelligent people, including senior government officials. It provides hands-on learning opportunities and exposes you to life's realities.

Domingo and Olaguera (2017), legislations enacted by Republic Act No. 10121, also known as the Philippine Disaster Risk Reduction Management Act of 2010, the implementation of the law proclaimed a government policy to adopt the "complete, coordinated, and proactive" way to deal with disaster risk reduction and the board. That means limiting the financial and ecological effects of debacles with the dynamic contribution and support of all areas at all levels, and especially the nearby local area. In this way, it accommodates the regulation of the "strategies, structures, coordination systems, and projects with proceeding with financial plan appointment" zeroed in on calamity risk reduction that would reach out from the public to the neighborhood levels fully intent on fostering a country and networks that are calamity tough.

In Section 12 of Republic Act No. 10121, Disaster Risk Reduction and Management declares organization under all local government offices. According to the section, Local Disaster Risk Reduction Management Offices must be established in each province, city, and municipality, and a barangay disaster risk reduction and management committee must be formed to direct, implement, and coordinate disaster risk reduction programs in the area. Another, the LDRRMO, is also divided into three sections to provide assistance: first, administration and training; second, research and planning; and lastly, operations and warning.

According to PDRRMOormin (2014), natural disasters such as earthquakes, storm surges, tsunamis, and landslides, in addition to typhoons and floods, occur mostly due to our geographic location. A lot of these emergency circumstances are unavoidable. In Oriental Mindoro, disasters strike on a regular basis, with a high occurrence frequency, a wide geographic dispersion, and significant financial implications. Several typhoons strike each year, bringing flooding and significant damage to farms and property. Totally, the province of Oriental Mindoro comprises 1 city, 14 municipalities, and 426 barangays. That is why the Provincial Disaster Risk Reduction and Management Office of

Oriental Mindoro has requested the assistance of concerned government and non-government agencies to develop plans that prevent emergency situations, mitigate their negative effects, and ensure the provision of assistance to those in need.

The PDRRMO shall exercise general supervision and control over all programs, projects, activities, services, and undertakings concerning the welfare and safety of the people, disaster and emergency preparedness, mitigation, response, and rehabilitation management, as mandated under RA No. 10121, also known as the Philippine Disaster Risk Reduction and Management Act, as adopted in Provincial Ordinance No. 132. The Sangguniang Panlalawigan of Oriental Mindoro enacted a resolution in 2010 asserting its powers, duties, functions, and responsibilities.

In 2016 and 2017, Oriental Mindoro specifically Calapan City, was awarded as the best regional PDRRMC in National Gawad Kalasag. The office also won some criteria in the 21st Gawad Kalasag. Programs and training conducted by the office were recognized, appreciated, and commended at DRRM events. The office was also given lots of other certificates which prove the efficiency of their work (Politiko Bikol, 2018).

Rules and Regulations

Some of the basic rules and regulations that need to be followed by the student during on-the-job training according to CHED Memorandum Order 104 Series of 2017 include:

1. Students should wear proper dress code during the said training to avoid misinterpretation and to look presentable in front of the client.
2. Students should value the confidentiality of all information within the agency during and after on-the-job training.
3. Students are required to comply with reporting the activities regarding daily assigned duties in their agency to the OJT coordinator.
4. Students are expected to adhere to the brand and values of the agency while the standards, regulations, and guidelines must be followed properly.
5. Students should follow the OJT plan and perform tasks and activities in order.
6. The student should not be classified as an employee but an intern for the whole period of OJT.
7. Students are required to complete the training hours that were specified in the school's endorsement.

Nature of Work in the Office

Lewis (2019) the type of work that an intern does well defines the nature of his work. This can include both routine and non-routine chores. The nature of an intern's work is defined by the qualities of these duties when combined. The title itself may summarize the nature of this work. These are the usual activities inside the PDRRMO:

1. Create monthly activity and training reports. A monthly report is a useful tool for communicating your accomplishments and current tasks to your boss. While evaluating your most current performance and productivity levels, the report production process can also give you and your team a sense of accountability. Monthly reports should be concise yet thorough, covering important events and actions taken as well as monthly goals (Petersen, 2018).
2. File management (storing, encoding, and retrieving). File management is the act of identifying, storing, and retrieving these files in an organized manner. When done correctly, it can save a lot of time and difficulty (Staff Writer, 2020).
3. Monitoring and inspecting high-risk areas. Risk monitoring is concerned with the manner in which risk

was monitored. This ensures that the organization executes the risk response measures (and any information security requirements), determines the ongoing efficacy of risk response measures, and identifies any changes that would impact the risk posture (Metheny, 2017).

4. Conducting disaster rehabilitation and recovery programs. It comprises the repair, reconstruction, and implementation of development measures that will allow impacted communities and areas to return to normalcy and create resilience to future disasters. It is considered important to empower local government units (LGUs) to establish and implement post-disaster rehabilitation and recovery plans and programs because they are at the forefront of recovery efforts (NEDA, 2021).
5. Prepare the requested documents. According to the Indeed Editorial Team (2021), it is both required and useful to keep a system of structured, accurate, and consistent documentation in the workplace. Making documentation a priority, particularly in different government offices, can assist in resolving conflicts, providing resources when needed, and answering crucial questions about the company. Documentation is a collection of records kept by individuals or businesses to offer proof or

information that can be used to make decisions. Records of employment and company acts and occurrences are kept in the workplace as needed by law, regulations, and corporate policy.

6. Perform other duties assigned by the staff. In almost every employment, you'll be asked to take on extra responsibilities or assist in areas other than your primary responsibilities. This might be a fantastic way to get new people and teams acquainted. At times, you might wonder why you went to college in the first place if this is what your profession has turned out to be (Taylor, 2021).

DO NOT SPY

Chapter III

DESCRIPTION AND SCHEDULE OF ACTIVITIES

This chapter discusses the description of the training agencies, their location, the time duration, the work performed by the trainees, and the schedule of the activities.

Location and Duration of the On-the-Job Training

The trainees enrolled in On-the-Job Training to complete their Bachelor of Science in Information Technology degree. The students met all of the prerequisites for enrollment in the course. The program is divided into two sections: In-campus and off-campus training.



Figure 1. Provincial Disaster Risk Reduction and Management Office

The students were sent on Provincial Disaster Risk Reduction and Management Office for their off-campus training. The agency is located at Provincial Capitol, Camilmil, Calapan City, Oriental Mindoro. The students completed four hundred eighty-six (486) hours of training on the said agency. They started the training on March 23, 2022 and ended on June 10, 2022.

Profile of the Training Agencies

Provincial Disaster Risk Reduction and Management Office Calapan City Oriental Mindoro

The implementation of the Republic Act 10121, the Philippine Disaster Risk Reduction and Management Act of 2010 has laid the basis for a paradigm shift from just disaster preparedness and response to disaster risk reduction and management (DRRM). The Provincial DRRM Plan serves as the provincial guide towards the achievement of sustainable development through inclusive growth while building the adaptive capacities of communities; increasing the resilience of vulnerable sectors, and optimizing disaster mitigation opportunities with the end view of promoting people's welfare and security towards gender-responsive and rights-based sustainable development.

Over the past several years, the province has gained much attention and momentum in disaster risk reduction. Various stakeholders and agencies in DRRM have undertaken numerous projects and activities. However, sustaining the positive results and scaling them up to effect rippling positive changes in people's lives have been constant challenges. Threats remain. Disasters and people's risk to disasters are still present.

This is because the underlying causes of people's vulnerability have yet to be fully recognized and addressed. For years, DRR has focused more on efforts around disaster preparedness and response and not so much on identifying the hazard-prone areas and other factors contributing to people's exposure to disasters, incorporating risk analysis into development plans, and building people's capacities towards sustainable livelihood options, and the like. Although DRR has been gaining attention among people and institutions, a complete paradigm shift from "disasters as an immediate product of hazards" to "disasters as a function of people's vulnerability" has not yet fully happened. Also, converging DRR and CCA remains a challenge in understanding and mainstreaming into plans and policies, including institutional mechanisms. Lastly, gaps in increased

knowledge, understanding, and capacities remain and cause a big challenge for the province regarding DRRM.

The PDRRMP of the Provincial Government of Oriental Mindoro outlines the activities aimed at strengthening the capacity of the provincial government and the lower local government units (LGUs) together with partner stakeholders to build disaster-resilience communities and to institutionalize arrangements and measures for reducing disaster risks, including projected climate risks and enhancing disaster preparedness and response capabilities at all levels. It highlights, among others, the importance of mainstreaming DRRM and CCA in the development processes such as policy formulation, socio-economic development planning, budgeting, and governance, particularly in the area of environment, agriculture, water, energy, health, education, poverty reduction, land-use and urban planning and public infrastructure and housing among others. Mainstreaming also puts forth the need to develop common tools to analyze the various hazards and vulnerability factors that put our communities and people in harm's way.

VISION

A province with healthy, upright and empowered citizenry living in a safe and green environment, prepared and resilient to climate change and disaster risks and governed by dynamic and responsive leadership.

By 2020, Oriental Mindoro is Luzon and Visayas' Food base, Premier Tourism Destination and Center for Investments.

MISSION

The Provincial Government of Oriental Mindoro, as an improved and responsive organization, shall enhance the capabilities of its elected officials and workforce, improve financial stability, judiciously utilize its resources, and strengthen its linkages with other government units/agencies, private sector and civil society groups.

Description of the Activities Performed

The activities performed by interns during the training period are included in the on-the-job training. The activities performed by interns and their descriptions are listed below.

1. Personal Computer (PC) Operation

This section shows the trainees' engagement of personal computers, and how they practiced their skills using it.



Figure 2. Encoding the Records of Participant's Profile

The act of typing documents using word processing software is known as "encoding data." The trainees in the PDRRMO office had the task of encoding the attendees' information from hard copy into soft copy using input data in a Google form. It was to encode numerous data of the

participant who have attended different training (2013 – 2018) such as WASAR, CBDRMM, SFAT & BLS, Hospital Safe and etc. The encoding was done in the span of 3 months (from April to June 2022). They encoded these by using google forms, where there are already made form fields for them to easily fill.



Figure 3. Preparation and Assigning of Data Encoding Task

On the 28th day of March 2022, the trainees learned about the proper ethics to become professional as it highlights the responsibility of handling data or documents in terms of confidentiality. The employees entrust the PDRRMO account to the trainees, in which they encoded the data through the account's Google drive. The employees instructed that the data to be encoded are confidential. Lastly, they told the

trainees to organize the documents in folders with proper naming.

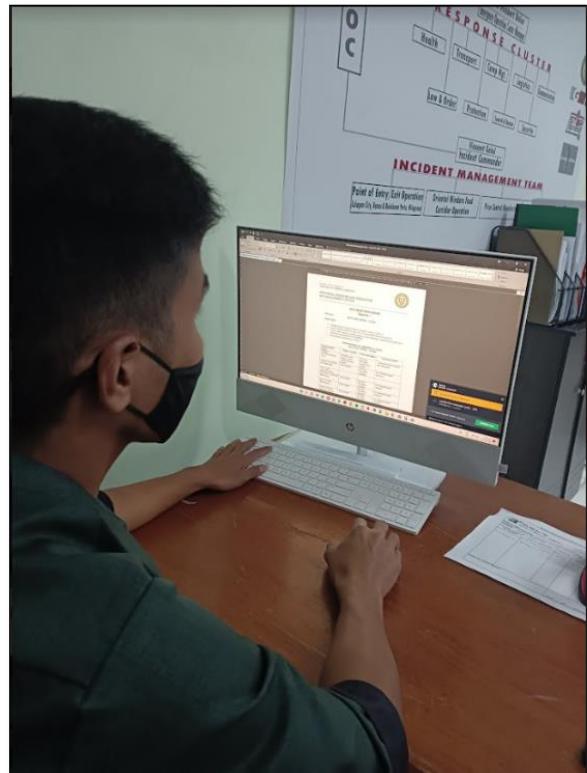


Figure 4. Creating and Submission of Daily Monitoring Report

This task was assigned to the trainees without one to create a daily monitoring report because some employees are traveling or busy doing another task. That is why they asked the trainees to help them. The daily monitoring tasks were given in April and May 2022. In creating the daily monitoring report, the trainees should text and call first the other DRRM officers in different municipalities province-wide. Then they asked about the weather and power interruption that

happened, and if there were any untoward incidents, they would encode all the data they gathered in the report. Next is that they had encoded the rain gauge and water level in the entire province, and the data would come from the website of PAG-ASA. Lastly, they submitted the report via email to the different local and national agencies, which was their reference.



Figure 5. Scanning Typhoon Reports

The trainees were tasked with scanning past typhoon reports into PNG files. This task was only given between the last month of March and the first week of April 2022. The trainees were first taught on how to scan the documents and then start scanning the different typhoon disasters by putting multiple papers, which are processed into the

computer, and saved into categorized folders. At least 15 documents were scanned before the trainees were given a new task. They encountered issues with the scanner machine and the scan application during scanning.

2. Software Installation and Maintenance

This part shows the trainees managing software-related issues and troubleshoot.



Figure 6. Computer Desktop Formatting

On one of the days in April 2022, trainees were assigned to format the computer of Mr. Benito S. Ortiz III, due to its slow function, lagging issues, old computer or model, virus issues, freezes from time to time and automatically start. Mr. Benito always encountered those problems, so he

wanted to resolve this issue. The only solution the trainees know and most effectively is to format the computer.

The first step that the trainees took in formatting the computer was to back up all the important files on the hard disk, such as Photos and important PDRRMO files and documents, so that when they needed those files, they could access them immediately. Then select the reset button on the setting to start the formatting after the backup of files. Next is to wait for the entire process while the formatting is being done, and do not turn off the computer to avoid malfunctioning. Lastly is to set up all the needed requirements, refresh and restart for the final testing of the computer.

The desktop computer was then finally fixed, and the back-up data has been transferred without any missing specifications.

3. Computer Hardware Servicing

This part of the report shows the trainee applying their learned skills and knowledge in hardware servicing.

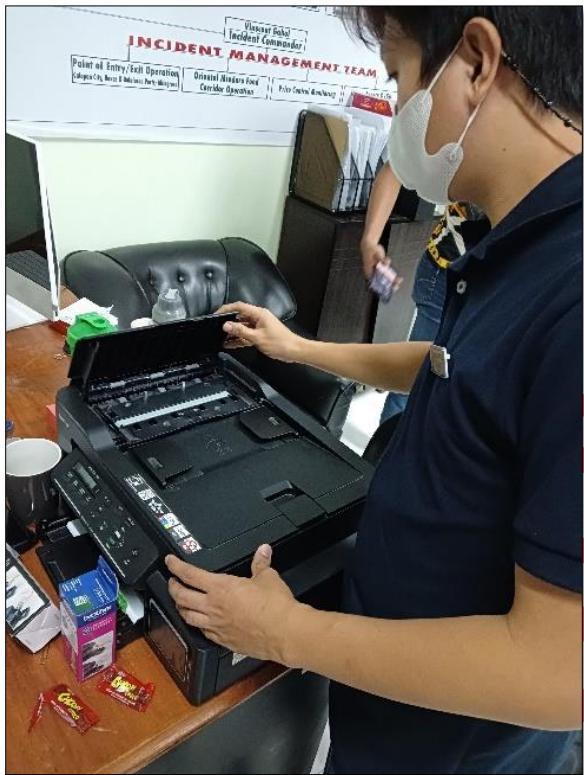


Figure 7. Troubleshooting of Printer/Scanner

The OJT trainees were assigned to troubleshoot the office printer/scanner to make it available again. This occurred between March to April 2022. They discovered that the common problem is having a paper jam during scanning and printing documents.

If the printer says, "you have a paper jam," there are a couple of potential culprits. First, make sure the paper is properly aligned in the paper tray. If your paper is askew even a little bit, it can quickly turn into a jam. Usually, removing the paper from the unit and lining it up better with

the feeding elements cleared up the problem. For some, it could be just 100 sheets, while others can hold an entire ream.

Check your printer's user guide for the recommended paper capacity – an overstuffed paper tray can instantly flag the paper jam warning in your machine. Trainees should also ensure that the printer menu's paper or media type setting matches their current print job. Printers include settings for paper types like card stock, photo paper, or presentation paper. Thicker paper can cause a paper jam if the settings are off, and a quick change of the paper type can resolve your paper jam message immediately.

The trainees were assigned to the printing and scanning task and encountered many issues. However, the trainees could troubleshoot and fix the problem and perform their tasks continuously.



Figure 8. Setting up Desktop Computer

The trainees got to set up a desktop computer which is basic learning in proper computer organization. The trainees were first asked to sanitize the desktop table and the system unit. It was also checked whether there were any component damages, but it appeared to be fine. The trainees then looked for a spot where to put the table. After finding a good spot, the trainees began setting up the computer and managing all components. They also check whether the system unit is running properly after the setup. This task was only done for a day on March 25, 2022.

4. Multimedia Skills

The figure in this section shows the trainees performing multimedia tasks and usage of editing tools



Figure 9. Photoshop Image Editing

A side task related to photoshop was given to one of the trainees, where that person was asked to enhance a cropped-up photo of a text to be used as a banner/trademark for the PDRRMO's speedboat, which was done for only a day in April 2022. The trainees learned a few tools that were applied to the task, such as the usage of the filter option, the canvas size (image), blending option, pen tool (for cropping), and horizontal type tool. The text was enhanced, but it looked a bit blurry.

5. Programming Skills

This section shows the trainees programming skills being applied through a project output.

The figure consists of two screenshots of a web-based warehouse management system for PDRRMO. Both screenshots feature a yellow sidebar on the left with various navigation options: Home, Items, Borrowers, Status, Report, Account Management, and History. A red arrow points from the top screenshot down to the bottom one, indicating a transition or comparison between the two pages.

Top Screenshot (Items Page):

This screenshot shows the 'Items' page where users can view food and non-food items available in the inventory. The table includes columns for Item ID, Item Image, Item Type, Equipment, Description/Brand, Serial Number, Color, and Unit. One item listed is a Life Jacket (Adult) with serial number 123321, orange/black color, and unit pc/s. Another item listed is a Non-Food item with the description Wet Suit Gloves.

Item ID	Item Image	Item Type	Equipment	Description/Brand	Serial Number	Color	Unit
6		Non-Food		Life Jacket Adult	123321	Orange/black	pc/s
5		Non-Food		Wet Suit Gloves			

Bottom Screenshot (Home Dashboard):

This screenshot shows the 'Home' dashboard with general information and a calendar. The dashboard displays four key metrics: Number of items (1), Number of borrowers (1), Number of unreturned items (2), and Number of accounts (5). Below this is a 'Calendar of Borrow Status' for June 2022, showing the days of the week (Sun-Sat) and specific dates (29, 30, 31, 1, 2, 3, 4).

Figure 10. Developing Warehouse Management System for PDRRMO

A side task related to photoshop was given to one of the trainees, where that person was asked to enhance a cropped-up photo of a text to be used as a banner/trademark for the PDRRMO's speedboat, which was done for only a day in April 2022. The trainees learned a few tools that were applied to the task, such as the filter option, the canvas size (image), blending option, pen tool (for cropping), and horizontal type tool. The text was enhanced, but it looked a bit blurry.

6. Communication Skills

This part of the report shows the trainees' performance in communication and interaction on a working environment.



Figure 11. Client Interaction Disaster Update

The PDRRMO employees taught the trainees how they interact with other locations of Oriental Mindoro in terms of receiving information about disaster and hazard updates that have occurred in their place. The trainees learn the importance of oral communication while maintaining a connection to receive reports. Then questions are asked about the deployed employees in the location, the disasters that have occurred, and the action that has taken place after the incident. This task was done on April 13, 2022.

7. Other IT-Related Activities

This section shows the trainees performing additional IT-related activities compiled for the agency.



Figure 12. Photocopying Documents

In one of the basic tasks given to the trainees, they were asked to photocopy some documents from the office. They learn how to operate the photocopy machine (into 215) and manage documents with a proper result. The trainees first learned how to operate the photocopy machine by checking how to differentiate functions for long and short papers. Then, they get to test how to photocopy the documents properly. The task was done in 3 months depending on the days the employees needed a photocopy of the documents.

8. Non-IT Related Activities

This part of the report shows other work-related activities that has no relation with IT field.



Figure 13. Receiving Certificate of Appearances and Document Authentication

The trainees got to do non-IT-related tasks that taught them to cooperate with employees through management of documents by authentication and to receive and edit certificates of appearances. These tasks were done in 3 months, depending on which day the employees gave the tasks. In the process of receiving a certificate of appearance, the employees are asked first to go to either the Human Resource (HR) Office or the Governor's Office certificate of appearance. Once the certificate is given, it is first processed by one of the employees from the PDRRMO. After it is processed, the trainees are asked to write the listed names and their details.





Figure 14. Managing TV Cables and Tarpaulin

The trainees were asked to manage the TV cables and tarpaulin on the day of 11th May, 2022. These are non-IT related skills that helped the trainees learn how to coordinate and assist the employees in the office.

The trainees were asked to help organize the TV cables by attaching them to the ceiling with the help of the employees. They were asked to assist the employee by giving the required tools such as hooks and a hammer. The trainees also helped manage the TVs' position to connect the cables easily. There were minor problems where the cable wasn't able to reach under the tables due to scattered items and boxes, but it was fixed after by cleaning the area and organizing the items.

Chapter IV

TECHNICAL ANALYSIS OF ON-THE-JOB TRAINING

The trainees' technical analysis of on-the-job training, skills enhanced, knowledge gained, lessons learned, and issues encountered during the training, as well as recommendations, are presented in this chapter.

Technical Analysis of the Activities Performed

1. Scanning of reports.

The trainees learned that scanning reports are another way to access old backup documents for easy access, have less storage space, and avoid losing it. It also helps to easily organize documents by name, year of publication, and category.

2. Encoding of PDRRMO documents.

The trainees learned and understood the importance of encoding PDRRMO documents, and this was done for the office to reduce and dispose of old files and easily find and access the document they needed. They also learned how to encode files through Google forms and save them on Google drive.

3. Creating daily monitoring report.

Creating daily monitoring reports was one of the learning that the trainees acquired. They learned how to talk and communicate with other DRRM officer's province-wide properly. They send reports to different local and national agencies via email, and also, they created the summary report where they include all the daily reports for the whole month using Microsoft Excel.

4. Internet connection troubleshooting.

Troubleshooting of internet connection was one of the learnings that the trainees acquired. During the On-the-Job-Training, the trainees resolved different issues and problems that the clients were experiencing regarding internet connection. Most of the issues are based on the webinars and training that they are attending, they are logged out automatically, or somehow their computer is buffering.

5. Computer Desktop Assembling.

Trainees learned and understood the proper assembling of different parts and essential components of the computer. They know how to troubleshoot some issues because they are familiar with the basics of computers. Trainees also learned the importance of

computer assembling and the different advantages that were offered once it was learned.

6. Printing and Photocopying of documents.

Trainees learned how to maintain and troubleshoot printers and photocopies. They experienced refilling of ink and toner, resolving the paper jammed issue on both printer and photocopies. This activity enhanced their skills in proper maintenance of printers and photocopies.

7. Developing Warehouse Management System for PDDRM Office.

The trainees proposed a system that helped the PDRRM Office to monitor the different rescue equipment to be borrowed. It was made to properly manage and inventory every piece of equipment to avoid loss and improper handling of returned items or equipment. They learned how to create a warehouse management system, such as the dashboard for user and admin, the Login panel, and other essential pages to be used in the system.

8. Delivering documents to different offices.

The trainees learned what and where the different offices in the Provincial Capitol are. They brought pertinent documents that needed to be signed and

received by an authorized person. They also learned how to apply the proper ethics when meeting new people.

Skills Enhanced

The trainees gained enhanced skills after four hundred eighty-six (486) hours of off-campus training. Since trainees assembled a computer desktop, analyzed and troubleshoot internet connection problems, troubleshoot printer/ scanner problems, and networked and set up internet connections, developed a website for the PDDRMO office, they have improved their hardware/software servicing skills. They used what they had learned in school and tried their hardest to avoid making mistakes or damaging components; as the trainees' communication skills improved, they now use them to communicate with everyone in the office where they perform their on-the-job training. The trainees improved their communication skills by providing excellent service to each customer/client and meeting their needs until they got their expected and satisfaction services. They also went to various offices, such as the Governor's office, the COA, the DILG, HR, and the PA's office, to bring a paper that needed to be authenticated. They also used their creativity to design a warehouse system, which was given to the PDRRM Office.

~~SECRET~~

Knowledge Gained

Everyone knows that OJT is a part of a college curriculum designed to train and orient students about their future careers. OJT is important for teaching students about their chosen careers and exposing them to the realities of working. While training in the workplace, students learn discipline, organization, and people skills. It also guides students in gaining relevant knowledge and skills by performing in a normal workplace since real employees supervise on-the-job training in real-world work environments.

The trainees gained more knowledge during their off-campus training. They experience a lot of work-related to their course, such as encoding of PDRRMO different pieces of training, they encoded various training on Google forms then arranged it by year and then saved on PDRRMO Google Drive for easier information access. Next is the internet connection troubleshooting. Here they fixed slow and lost internet connection to the different devices of PDRRMO employees that were needed for important office matters. Then what to do if there is a paper jam in the printer/scanner. They troubleshoot numerous printer/scanner/Xerox machine issues and problems. Then enhanced a photo-text image through Photoshop. In this activity, the trainees used Photoshop to provide and meet the

PDRRMO clients' needs. Last is the proper assembling of different components and parts of the computer. This was the most important and knowledgeable part of the trainees' OJT because they assembled, built, and fixed errors and problems in hardware servicing, so they learned and applied their knowledge. In addition, the trainees gained more knowledge when they started creating a warehouse management system that would help to lessen the work and to secure the data of the equipment borrowed from the PDRRMO office. They learned to change the syntax for assigning a different class name, assigned a protected variable for a table outside public functions and applied the visitor.js to the system for monitoring users. Lastly, they learned to create a data table for monitoring (IP address, country browser, page landed, and date visited).

They used whatever the trainees have learned in their OJT in their future job searches. This internship also taught students how to work independently, an excellent opportunity to gain experience.

Problems Encountered

Problems are inevitable in the workplace. The trainees encountered a number of difficulties and problems during their internship period. Some of them are as follows:

1. Loss of Internet Connection

The trainees sometimes encountered slow and lost internet connection while encoding PDRRMO documents and reports. It affects and slows the encoding process because they are encoding all the records in Google forms and saving them to Google drive. The solution that the trainee makes for this problem is to check the available WIFI networks, try to reconnect to the network then refresh the page.

2. Lack of Learning Effectiveness

The activities and tasks assigned by the PDRRMO employees to the trainees are only basic IT-related information. Some of the tasks given are sometimes not connected to the knowledge we gained from school. Limited materials and activities were the cause of this type of problem faced by the intern. The solution that the trainee makes for this problem is to check the available WIFI networks, try to reconnect to the network then refresh the

page. The solution that the trainee should do is to go outside their comfort zone and try new different things for them to learn.

3. Lack of Computer Hardware tools

Some problems that were encountered was sometimes not yet resolved because of a lack of tools. Trainees experienced difficulty in resolving some of the issues of PDRRMO employees, like printer ink leakage. Trainees cannot correctly troubleshoot the problem because they cannot open the part where the leakage is due to no available tools. Also, there is a problem where the soldering of cut wires of the fan is needed to reconnect because the system unit is overheating. It was not resolved since there was no soldering iron. That's why having a complete set of hardware tools is important and needed to solve different computer problems. Trainees ask for assistance from the Provincial MIS to help them fix the hardware-related problems.

4. Uncooperative Clients

In all agencies and all sectors, customers or clients are one of the most given problems that workers encounter. Some clients they serve are demanding and does not want a delayed service. Sometimes they act like they know

everything and does not want to hear an explanation, and most of all was bouncing clients where they talked to everyone even though they have already talked to someone and given them directions. They have done that because they thought it would be faster and easier, but it is not. Since the agency where the trainees are deployed in government, they expected this type of people, so they know how to handle that behavior. Trainees were able to handle them and communicate with them well in order to provide satisfaction to the clients.

Lessons Learned

During the trainees' internship, they acquired knowledge and personal lessons essential in the workplace. In their experiences, they learned things that deal with the reality of professional practice. Values, attitudes, and behaviors were developed during their training days.

1. The trainees learned how to act professionally, put what they had learned, and apply it to their task. They worked with assurance and did everything they could to avoid making errors. They learned how to behave correctly in any situation.
2. They learned how to communicate effectively, and they learned how to deal with irritable clients. They made

every effort not to insult clients and to provide them with enough support.

3. They learned to be cooperative and attentive to their task because there is no such time to rest unless their work is done. Also, they learned to adjust every single day to handle the work pressure.
4. The trainees learned how to socialize with their co-workers. Since it is the first time they are working in the real-life workplace, they adapt themselves to the new environment, and communicate well with different kinds of people to avoid misunderstanding.
5. Trainees learned to ask first before doing any action. They realized that it would avoid problems in the end. Trainees learned how to interact with other people in different offices and wear a proper attire.
6. They also noticed that everyone was always on time or punctual. And they observed that every employee in an office is serious about how they handle their work.

Recommendations

Based on the experiences, they came up with the following recommendations:

1. Be Professional. Trainees must act as a professional in their workplace. They also need to avoid unethical actions to avoid mistakes or misunderstandings because those in the workplace they work with are already professionals.
2. Be patient. As much as possible, the trainees need to have a lot of patience to avoid trouble and not make a situation worse. Because in a workplace, it's inevitable that they have someone to work with that would cause annoyance.
3. Explore new knowledge. Trainees must go out of their comfort zone and explore new knowledge and skills that can be useful in their OJT and future. They also need this mindset for them to strive harder to gain and learned different things inside/outside their training area.
4. Be Punctual. In a workplace, it is important to come on time because success does not come through hard work alone; punctuality is one of the keys to achieving our ambitions. When they arrive early for

work, they should not be rushed to complete the duties assigned to them, and should be able to complete your work on time.

5. Ask if necessary. If they are unsure about something, it is better to ask before they act. This may help to avoid mistakes and avoid any accidents in the workplace, especially when they are delivering important documents to other offices.
6. Set goal. Trainees should have a specific goal to achieve for motivation and inspiration whenever they experience difficulties. Also, having a set goal is important, so they have the right path to follow to become successful someday.
7. Maintain productivity. It is important to keep the trainees active and to always maximize effort for every task. This benefits them by enhancing capabilities and developing new knowledge and skills, as well as providing new opportunities if ever noticed by superiors or employees.

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DO NOT COPY

APPENDIX I

Request Letter



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



CCS
COLLEGE OF COMPUTER STUDIES

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

March 3, 2022

MR. VINCENT B. GAHOL

PGDH-PDRRMO

**PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
PROVINCIAL CAPITOL, CAMILMIL, CALAPAN CITY**

Dear **MR. GAHOL**:

Greetings from Mindoro State University!

The Mindoro State University – Calapan City Campus will be sending the fourth year Bachelor of Science in Information Technology (BSIT) Students in different agencies this second semester of academic year 2021 - 2022 for their On-the-Job Training (OJT).

Relative to this, the undersigned respectfully requests your agency to accommodate five of our students for their OJT within four hundred eighty six hours (486) to help them enhance their knowledge and skills in their field of specialization. The students below have chosen your office as their Host Training Establishment (HTE) from March to May 2022.

1. Villanueva Jr., Roberto Aguilar
2. Zamora , Marc Junelle Villarba
3. Silva , Kimberly Maranan
4. Alday , Joshua Evora
5. Rodriguez , Angelou Elaiza Dejolde

May this request merit your most favorable response. Should you have any concern/inquiry regarding this matter, feel free to call/text 09077902564/09955368374.

Best regards and God bless!

Very truly yours,

KRISTIANNE ALEZA MARIE L. JAVIER, MSIT
OJT Coordinator, BSIT

Noted:

EPIEL F. CUSTODIO, MIT
Program Chairperson, BSIT

JOHN EDGAR S. ANTHONY, MSIT
Dean, College of Computer Studies

APPENDIX II

Endorsement Letter



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



CCS
COLLEGE OF COMPUTER STUDIES

March 22, 2022

MR. VINCENT B. GAHOL
PGDH-PDRRMO
PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
PROVINCIAL CAPITOL, CAMILMIL, CALAPAN CITY

Dear MR. GAHOL:

Greetings from Mindoro State University!

The Mindoro State University (MinSU), a Higher Education Institution in Oriental Mindoro which focuses on delivering a highly transforming and quality education at affordable cost, will be sending its fourth year Bachelor of Science in Information Technology (BSIT) students this second semester, academic year 2021-2022 for their On-the-Job Training (OJT).

Relative to the approved program of this college, the undersigned would like to formally endorse to you a number of students to be deployed in your office for four hundred eighty-six hours (486) to help them enhance their knowledge and skills in their field of specialization.

Ms. Kristianne Aleza Marie L. Javier, BSIT OJT Coordinator, will convey and endorse the students to your office on the March 23, 2022. She will also be the one to monitor and fetch them from your agency upon completion of their training. If you have concerns regarding this matter, you may contact her at 09077902564/09955368374.

Attached herewith is list of students as well as some suggested activities deemed relevant for the conduct of the trainees' major practices.

Best regards and God bless!

Very truly yours,

LEVY B. ARAGO JR. Ph.D.
University President



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



CCS
COLLEGE OF COMPUTER STUDIES

**PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
PROVINCIAL CAPITOL, CAMILMIL, CALAPAN CITY**

LIST OF STUDENTS

MALE	FEMALE
1. Villanueva Jr., Roberto Aguilar	1. Silva , Kimberly Maranan
2. Zamora , Marc Junelle Villarba	2. Rodriguez , Angelou Elaiza Dejolde
3. Alday , Joshua Evora	

TRAINING ACTIVITIES

The trainees are expected to be involved and participate in a real organization, complete 486 hours of on-the-job training where skills in planning, team management, communications, and technical skills, are applied. To ensure that they can relate their acquired competencies to the realities and problems of industries, below are the suggested activities for the program.

- Analyzes, designs, tests, maintains and/or document a software system applied to a real-world problem as a part of a team in an actual company enrichment thereby also developing personal and interpersonal working skills in the process:
 - Installation and configuration of computer software and hardware
 - Maintain and repair computer systems and networks
 - Set-up networks and servers
- Does a technical skill: troubleshooting, cabling, networking, assembling and disassembling computer etc.
- Identifies and assesses inefficiencies and problems in software and hardware processes
- Analyzes ethical and legal issues that arise in information technology field to determine how to address them technically and ethically.
- Solves problems systematically and understand the logical connection between ideas and concepts.
- Participates in workplace communication
- Practices career professionalism
- Practices occupational health and safety procedures

Prepared by:

Sarah Jane M. Festijo, MSIT
SARAH JANE M. FESTIJO, MSIT
OJT Course Facilitator

Kristianne Aleza Marie L Javier, MSIT
KRISTIANNE ALEZA MARIE L JAVIER, MSIT
OJT Coordinator, BSIT

APPENDIX III

Parent's Consent and Waiver



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



CCS
COLLEGE OF COMPUTER STUDIES

Sa kinaukulan

Ako si Eng. Simplicia Alday ay pinahintulutan ang aking anak na si Joshua Alday, Bachelor of Science in Information and Technology na dumalo at makilahid sa On-the-job Training (OJT) na gaganapin sa Provincial Disaster Risk Reduction and Management Office sa Ika - March 14, 2022 sapagkat kami ay maniniwala na makatutulong ang narabing gawain / programa sa pagpapalakwat ng kaniyang kaalaman at pagpapaunlad ng kaniyang tatauhay.

Ang pagsang-ayon naming ito ay nangangahulugan na ang pamunuan, mga guru at kawani nito ay hindi namin pananagutin sa anumang hindi maarahanhang pangyayari na maaaring maganap bago at pagkatapos ng narabing gawain / programa sa kabilang ibaong pag-imbat ng pamunuan, mga guru at kawani ng paaralan.

SUBSCRIBED AND SWEARN TO BEFORE ME THIS _____
 DAY OF 18 MARCH, 2022
 AT CALAPAN CITY, ORIENTAL MINDORO

Doc. No.:	149
Page No.:	31
Book No.:	52
Series of 20	

Lubos na gumagalang

Se Alday
Simplicia Alday

ATTY. GILBERTO U. REPIZO

Notary Public

Until December 31, 2022

PTR No. OIC5123 A / 1-11-2022

Calapan City, Cr. Mindoro

Roll of Attorney's No. 3948074-27-95

*Main Campus, Alcate, Victoria

*Bongabong Campus, Labasan, Bongabong Cr. *Calapan City Campus, Masipit Calapan City

March 14, 2022

Sa Kinavukulan:

Kami sina G. at Ging. Nelia D. Rodriguez at Enrico A. Rodriguez taga Tibag, Calapan City, Oriental Mindoro ay pinapahintulutan ang aming anak na si Angelou Elaiza D. Rodriguez (BRT) na dumalo at makilahok sa on the job training na ganapin sa Provincial Disaster Risk Reduction and Management Office ika-labing apat ng Marso sapagkat kami ay naniiniwalang makatutulong ang nasabing gawain/programa sa pagpapalawak ng kaniyang kaalaman at pagpapavilad ng kaniyang katauhan.

Ang pagrang-ayon naming ito ay nangangahulugan ng ang pamunuan ng paaralan, mga guro at kawani nito ay hindi namin pananagutin sa anumang hindi inaabuhang pangyayari na maaaring maganap bago at pagkatapos ng ng nasabing gawain/programa sa kabilang ibayong pag-iliingat ng pamunuan, mga guro at kawani ng paaralan.

SUBSCRIBED AND SWEORN TO BEFORE ME THIS _____
DAY OF 18 MAR 2022 AT CALAPAN CITY, ORIENTAL MINDORO.

Doc. No.: 148
Page No.: 37
Book No.: 621
Series of 20 22

Lubos na gumagalang,

NEYLA D. RODRIGUEZ

ATTY. GILBERTO U. REPIO
Notary Public
Until December 31, 2022
PTR No. 0855523 A / 1-11-2022
Calapan City, Or. Mindoro
Roll of Attorney's No. 30483 / 4-27-95
MCLE Compliance # V-0022395



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



CCS

COLLEGE OF COMPUTER STUDIES

Sa Kinaukulan:

Kami sina G.Ing. EMMA M. LIBRANDA
 taga Mabuhay I, Socorro, Oriental Mindoro ay pinahihintulutan ang
 aming anak na si Kimberly M. Silva BSIT na dumalo at
 makilahok sa On the Job Training na
 gagaganapin sa Provincial Disaster Risk Reduction & Management Office Ika-
Marso 14, 2022, sapagkat kami ay naniniwala na makakatulong
 ang nasabing gawain / programa sa pagpapalawak ng kanyang
 kaalaman at pagpapawid ng kaniyang kotauhan.

Ang pagsang-ayon naming ito ay nangangahulugan
 na ang pamunuan ng paaralan, mga guro at kawani nito ay
 hindi namin panahagutin sa anumang hindi inaabang
 panayam na maaaring magaan bago at pagkatapos ng
 nasabing gawain / programa sa kabilang ibayong pag-ingat
 ng pamunuan, mga guro at kawani ng paaralan.

Lubos na gumagaling,

(Signature)

EMMA M. LIBRANDA

(Pangalan at Logta ng Nagulang)

SUBSCRIBED AND SWEARN TO BEFORE ME THIS
 DAY OF 8 MAR 2022
 AT CALAPAN CITY, ORIENTAL MINDORO

Doc. No.:	147
Page No.:	21
Book No.:	63
Series of 20	22

ATTY. GILBERTO U. REPIO
 Notary Public
 Until December 31, 2022
 PTR No. 0555123 A/1-11-2022
 Calapan City, Or. Mindoro
 Roll of Attorneys No. 262274-27-85
 NCBC, Cebu, 6011, B.C. 2002-2025



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



CCS

COLLEGE OF COMPUTER STUDIES

sa kinauukulan'.

kami sina G. at Eng. Roberto at Gina Villanueva taga Lazarcto, Calapan City, Oriental Mindoro ay pinahihintulutan ang aming anak na si Roberto A. Villanueva Jr. BSIT na dumalo at makilahok sa On-the-Job-Training na gaganapin sa Provincial Disaster Risk Reduction & Management Office. Ika-Marso 14, 2022, sapagkat kani ay naniniwala na makatutulong ang nasabing gawain / programa sa pagpapalawak ng kaniyang kaalaman at pagpapaulad ng kanyang katauhan.

Ang pagsang-ayon maiming ito ay nangangahulugang na ang pamunuan ng paaralan, mga guro at kawani nito ay hindi namin pananagutin sa anumang hindi maasahang pangyayari na maaaring maganap bago at pagkatapos ng nasabing gawain / programa sa kabilang ibayong pag-iingat ng pamunuan, mga guro at kawani ng paaralan.

SUBSCRIBED AND SWEARN TO BEFORE ME THIS
DAY OF 18 MAR 2022 AT CALAPAN CITY, ORIENTAL MINDORO

lubos na gumagalang,

Gina A. Villanueva

GINA A. VILLANUEVA
(Pangalan at lagda ng Magulang)

Doc. No.:	160
Page No.:	35
Book No.:	622
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ATTY. GILBERTO U. REPIZO
Notary Public
Until December 31, 2022
PTR No. 085503 A/1-11-2022
Calapan City, Or. Mindoro
Roll of Attorney's No. 39483 / 4-27-95
MCLE Compliance # V-0022395

PARENT'S CONSENT
FORM

March 14, 2022

Sa Kinnekulan;

Kami sina G. at Grg. Crisjune D. Zamora at Mrs. Michelle V. Zamora toga Lalid, Calapan City, Oriental Mindoro ay pinahihintulutan ang aming anak na si Marc Jurrelle V. Zamora (Bachelor of Science in Information and Technology) na dumalo at makabahagi sa On-the-Job Training (OJT) na gagampin sa Provincial Disaster Risk Reduction and Management Office sa Iba-March 14, 2022 sapagkat kami ay naniwala na Makatulang ang Nasabing gawain / programa sa pagpopakudsa ng Kaniyang Kabilangan at pagpapawid ng kaniyang katauhan.

Ang pagsang-ayon nating ito ay nangangahulugan na ang pamumunuan ng paaralan, mga guro, at kawani nito ay hindi hamtin para magtutulungan sa anumang hinli na asahang paryagayari na maaaring magamit ibayo at pagkatao ng nasabing gawain / programa sa kabila ng ibaang pag-iingat ng pamumunuan, mga guro at kawani ng paaralan.

(Libre na gumagaling),

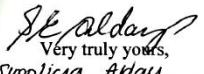
Mrs. Michelle V. Zamora

GILBERTO D. ZAMORA

SUBSCRIBED AND SWORN TO BEFORE ME THIS	
DAY OF <u>18</u> MARCH 2022	AT CALAPAN CITY, ORIENTAL MINDORO

Doc. No.:	146
Page No.:	31
Book No.:	192
Series of 20:	22

ATTY. GILBERTO U. REPIZO
Notary Public
Until December 31, 2022
PTR No. C358523 A / 1-11-2022
Calapan City, Or. Mindoro
Roll of Attorney No. 30483 / 4-27-25
MOCLE Compliance # V-0022396

 <p>Mindoro State University Victoria, Oriental Mindoro 5205 Philippines</p>	<p>E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: +63 977 846 72 28</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FM-SWS-09</div> <div style="text-align: center;">STUDENTS WAIVER</div> <div style="text-align: center;"><u>03-02-22</u></div> <div style="text-align: center;">Date</div>
<p>The President This College Sir:</p> <p>Please be informed that I am permitting <u>Alday, Joshua E.</u> to attend the <u>On-the-Job Training</u> <u>(OJT)</u> on <u>March 14, 2022</u> at <u>Provincial</u> <u>Disaster Risk Reduction and Management Office</u>. I assume full responsibility for allowing my son/daughter to join the aforementioned activity.</p> <div style="text-align: right; margin-top: 10px;">  Very truly yours, <u>Simplicia Alday</u> Signature over Printed name of Parent/Guardian </div> <hr/>		
 <p>Mindoro State University Victoria, Oriental Mindoro 5205 Philippines</p> <p>E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: +63 977 846 72 28</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FM-SWS-09</div> <div style="text-align: center;"><u>03-02-22</u></div> <div style="text-align: center;">Date</div>		
<p>To whom it may concern:</p> <p>This is to certify that I am voluntarily joining / participating/ attending to / the <u>On-the-Job Training (OJT)</u>, on <u>March 14, 2022</u>, which will be held in <u>Provincial Disaster Risk Reduction and Management Office</u>. I also declare that neither MinSU nor its officials should be held responsible for any untoward incident that may happen during the activity.</p> <div style="text-align: right; margin-top: 10px;">  Noted: <u>KRISTIANNE ALEZA MARIE L. JAVIER</u> OJT Coordinator, BSIT <u>Sydney</u> (Student's Signature) </div>		
<p>Acknowledged:</p> <div style="text-align: right; margin-top: 10px;">  ALEXIS P. FORTUNATO Coordinator, Student Affairs and Services </div>		

 <p>Mindoro State University Victoria, Oriental Mindoro 5205 Philippines</p>	<p>E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: +63 977 846 72 28</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FM-SWS-09</div> <p><u>March 14, 2022</u> Date</p>
STUDENTS WAIVER		
<p>The President This College Sir:</p> <p>Please be informed that I am permitting <u>Angel Flavia D. Rodriguez</u> to attend the <u>on the job training</u> <u>on March 14, 2022 at Provincial</u> <u>Disaster Risk Reduction and Management Office</u>. I assume full responsibility for allowing my son / daughter/ to join the aforementioned activity.</p> <p style="text-align: right;"><i>Very truly yours, NEGLA D. RODRIGUEZ</i></p> <p style="text-align: right;">Signature over Printed name of Parent/Guardian</p> <hr/>		
 <p>Mindoro State University Victoria, Oriental Mindoro 5205 Philippines</p>		
<p>E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: +63 977 846 72 28</p>		
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">FM-SWS-09</div> <p><u>March 14, 2022</u> Date</p>		
<p>To whom it may concern:</p> <p>This is to certify that I am voluntarily joining / participating/ attending to / the <u>on the job training</u>, on <u>March 14, 2022</u>, which will be held in <u>Provincial Disaster Risk Reduction & Management Office</u>. I also declare that neither MinSU nor its officials should be held responsible for any untoward incident that may happen during the activity.</p> <p style="text-align: right;"><i>and Rodriguez</i> (Student's Signature)</p>		
<p>Noted: <u>Kristianne Alexa Marie L. JAVIER</u> KRISTIANNE ALEXA MARIE L. JAVIER OJT Coordinator, BSIT</p>		
<p>Acknowledged: <u>ALEXIS P. FORTUNATO</u> ALEXIS P. FORTUNATO Coordinator, Student Affairs and Services</p>		

 <p>Mindoro State University Victoria, Oriental Mindoro 5205 Philippines</p>	<p>E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: +63 977 846 72 28</p>
STUDENTS WAIVER	
<u>March 01, 2022</u> Date	
<p>The President This College Sir:</p> <p>Please <u>KIMBERLY M. SILVA</u> be informed that I am permitting to attend the <u>On-THE-JOB TRAINING</u> on <u>MARCH 14, 2022</u> at <u>PROVINCIAL DISASTER RISK REDUCTION and MANAGEMENT OFFICE</u>, I assume full responsibility for allowing my son / daughter/ to join the aforementioned activity.</p> <p style="text-align: right;"><i>[Signature]</i> Very truly yours, <u>EMMA M. LIBRANDA</u></p> <p style="text-align: right;">Signature over Printed name of Parent/Guardian</p> <hr/> <p></p> <p>Mindoro State University Victoria, Oriental Mindoro 5205 Philippines</p> <p>E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: +63 977 846 72 28</p>	
FM-SWS-09	
<u>March 02, 2022</u> Date	
<p>To whom it may concern:</p> <p>This is to certify that I am voluntarily joining / participating/ attending to / the <u>ON-THE-JOB TRAINING</u> , on <u>MARCH 14, 2022</u> , which will be held in <u>PROVINCIAL DISASTER RISK REDUCTION and MANAGEMENT OFFICE</u> . I also declare that neither MinSU nor its officials should be held responsible for any untoward incident that may happen during the activity.</p> <p style="text-align: right;"><i>[Signature]</i> (Student's Signature)</p> <p>Noted: <u>K. J. B.</u> KRISTIANNE LIEZA MARIE L. JAVIER OJT Coordinator, BSIT</p> <p style="text-align: right;">Acknowledged: <i>[Signature]</i> ALEXIS P. FORTUNATO Coordinator, Student Affairs and Services</p>	

 <p>Mindoro State University Victoria, Oriental Mindoro 5205 Philippines</p>	<p>E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: +63 977 846 72 28</p>	<p>FM-SWS-09</p>
STUDENTS WAIVER		
<u>March 02, 2022</u> Date		
<p>The President This College Sir:</p> <p>Please be informed that I am permitting <u>Roberto A. Villanueva Jr.</u> to attend the <u>On-the-Job Training</u> on <u>March 14, 2022</u> at <u>Provincial Disaster Risk Reduction and Management Office</u>. I assume full responsibility for allowing my son / daughter/ to join the aforementioned activity.</p>		
<p>Very truly yours, <u>Roberto A. Villanueva Jr.</u> Signature over Printed name of Parent/Guardian</p>		
<hr/>		
 <p>Mindoro State University Victoria, Oriental Mindoro 5205 Philippines</p>		
<p>E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: +63 977 846 72 28</p>		
<p>FM-SWS-09</p>		
<u>March 02, 2022</u> Date		
<p>To whom it may concern:</p> <p>This is to certify that I am voluntarily joining / participating/ attending to / the <u>On-the-Job Training</u>, on <u>March 14, 2022</u>, which will be held in <u>Provincial Disaster Risk Reduction and Management Office</u>. I also declare that neither MinSU nor its officials should be held responsible for any untoward incident that may happen during the activity.</p>		
<p><u>Holloway</u> <small>(Student's Signature)</small></p>		
<p>Noted: <u>Kristianne Aliza Marie L. Javier</u> KRISTIANNE ALIZA MARIE L. JAVIER OJT Coordinator, BSIT</p>		
<p>Acknowledged: <u>Alexis P. Fortunato</u> <small>(Signature)</small> ALEXIS P. FORTUNATO Coordinator, Student Affairs and Services</p>		

 <p>Mindoro State University Victoria, Oriental Mindoro 5205 Philippines</p>	<p>E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: +63 977 846 72 28</p>	<div style="border: 1px solid black; padding: 2px;">FM-SWS-09</div>
STUDENTS WAIVER		
<u>03/02/22</u> Date		
<p>The President This College Sir:</p> <p>Please be informed that I am permitting <u>ZENORA, MARC JUNELLE V.</u> to attend the <u>ON-THE-JOB TRAINING (OJT)</u> on <u>MARCH 14, 2022</u> at <u>PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</u>. I assume full responsibility for allowing my son / daughter/ to join the aforementioned activity.</p> <p style="text-align: right; margin-right: 100px;"> ^{husw} <u>Ma. Michael V. Aguilera</u> Signature over Printed name of Parent/Guardian </p> <hr/>		
 <p>Mindoro State University Victoria, Oriental Mindoro 5205 Philippines</p>		
<p>E-mail: mnsctmainop@gmail.com Website: www.minscat.edu.ph Phone: +63 977 846 72 28</p>		
<div style="border: 1px solid black; padding: 2px;">FM-SWS-09</div>		
<u>03/02/2022</u> Date		
<p>To whom it may concern:</p> <p>This is to certify that I am voluntarily joining / participating/ attending to / the <u>ON-THE-JOB TRAINING (OJT)</u> , on <u>MARCH 14, 2022</u>, which will be held in <u>PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</u>. I also declare that neither MinSU nor its officials should be held responsible for any untoward incident that may happen during the activity.</p> <p style="text-align: right; margin-right: 100px;"> ^(Signature) <u>KRISTIANNE ALICEA MARIE L. JAVIER</u> OJT Coordinator, BSIT </p> <p style="text-align: right; margin-right: 100px;"> ^(Signature) (Student's Signature) </p> <p style="text-align: right; margin-right: 100px;"> ^(Signature) <u>ALEXIS P. FORTUNATO</u> Coordinator, Student Affairs and Services </p>		

APPENDIX IV

Memorandum of Agreement

MEMORANDUM OF AGREEMENT
(On-the-Job Training Students)

KNOW ALL MEN BY THESE PRESENTS

This Memorandum of Agreement made and entered and executed this 7th day of March, 2022 at Alcate, Victoria, Oriental Mindoro, Philippines, into by and between:

The **PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (PDRRMO)** existing under and by virtue of the laws of the Philippines with office at Provincial Capitol, Camilmil, Calapan City Oriental Mindoro, represented by its Provincial Government Department Head, **MR. VINCENT B. GAHOL** herein referred to as the “**PDRRMO**”;

The **MINDORO STATE UNIVERSITY (MinSU)**, an institution of higher learning duly organized under and by virtue of the laws of the Republic of the Philippines, with business address at Alcate, Victoria, Oriental Mindoro, represented by its University President, **DR. LEVY B. ARAGO, JR.**, of legal age, Filipino, married and with residence and postal address at Victoria, Oriental Mindoro herein after referred to as the “**MinSU**”;

WITNESSETH: THAT

WHEREAS, **PDRRMO** has the capability of training BSIT OJT students to become responsible and productive members of the society, with relevant and comprehensive training in the field of Information Technology;

WHEREAS, **PDRRMO** agrees to forge linkage and be a partner of **MinSU** to undertake training programs in pursuit of its objectives;

WHEREAS, **MinSU** under CHED Memorandum is required to send BSIT Students to OJT in agencies that could help prepare them for their actual work setting;

WHEREAS, **MinSU** in accordance with the CHED Memorandum Order, chooses **PDRRMO** as one of the training agencies for BSIT students;

NOW THEREFORE, for and in consideration of the above premises and their mutual covenants herein after set forth, the Parties hereto agree, as they have agreed on the following terms and conditions:

I. THE TRAINING PROGRAM

The training program aims to provide BSIT student-trainees with actual experiences, strengthen their skills and promote their competitiveness. Through this program, student-trainees are expected to acquire and maintain professional competence, practical knowledge and desirable attitudes and values in reputable agencies and industries.

II. DUTIES AND RESPONSIBILITIES

A. The PDRRMO shall:

1. Accept BSIT students from MinSU to render on-the-job training for 486 hours subject to the following terms and conditions:
 - 1.1 there should be a letter of recommendation/endorsement by the College President;
 - 1.2 duly notarized Training Agreement and Liability Waiver, duly accomplished parents' consent and medical certificate
2. design and implement the internship plan in partnership with MinSU;
3. orient the students on the policies to be observed throughout the conduct of the OJT and identify work assignments for the student trainees based on the target competencies;
4. assign personnel to be the immediate supervisor of the OJT students;
5. ensure safety of the students inside the office while having their on-the-job training;
6. monitor, evaluate and provide feedback on the performance of OJT students;
7. submit evaluation reports on OJT students;
8. ensure that student interns do not perform tasks and duties of regular position;
9. notify and provide at least 30 working days written notice to MinSU of a student-trainee's breach of contract or misconduct in the internship premises prior to its decision to suspend or terminate the Training Agreement; and
10. issue certificate of completion of the student-trainees not later than two-weeks after the completion of internship.

B. The MinSU shall:

1. recommend/endorse students who will undergo on-the-job training;
2. coordinate with the head of the Agency on the deployment of OJT students;
3. assign an OJT Coordinator/In-charge, as partner of the assigned **PDRRMO** OJT immediate supervisor to help them in the management of the program.
4. submit duly accomplished Waiver Agreement, parents letter of consent and medical certificates of the OJT students;
5. monitor and evaluate performance of the student-trainee jointly with the **PDRRMO**
6. monitor the students undergoing on-the-job training;

7. submit the internship plan and other requirements;
8. participate in the meeting and other activities organized by **PDRRMO** under the principle of partnership; and

C. The Student-trainees shall:

1. follow the training guideline of the agency;
2. perform the work assigned to them; and
3. comply all the necessary documents required by **MinSU** and **PDRRMO**

III. CHANGES IN AGREEMENT

Any change or amendment in the partnership agreement may be made only upon mutual written agreement of both parties. Changes in activities, schedules and/or deliverables that pose additional program can only be executed through an exchange of letter between **PDRRMO** and **MinSU**.

IV. TERMINATION OF AGREEMENT

The **PDRRMO** and **MinSU** may terminate this Agreement at any stage of the program implementation should either party fail to deliver its obligations on the scheduled mutual agreement. Either party may terminate this MOA by giving a prior written notice to the other party. Any termination or cancellation shall be carried-out in a manner which shall not unduly prejudice activities already commenced (at the time that notice is received) for the benefits of the third parties, and the Parties agree to ensure an orderly hand-over and transition.

This Memorandum of Agreement takes effect on March 10, 2022.

IN WITNESS WHEREOF, the parties have hereto set their hands and seal this day of _____, in _____, Philippines.

 MinSU  DR. LEVY B. ARAO, Jr. University President	PDRRMO  MR. VINSCENT B. GAHOL Provincial Government Department Head-PDRRMO
--	--

WITNESSES:

 DR. MARLYN M. REDUBLO Campus Executive Director	 RAM JOSEPH D. TEMENA Printed Name and Signature
--	---

ACKNOWLEDGEMENT

Republic of the Philippines
CALAPAN CITY, ORIENTAL MINDORO

BEFORE ME ~~ME~~ Notary Public for and in Oriental Mindoro this ____ day of
12 APR 2022, 20____ personally appeared.

Name	Government Issued ID and Number	Date of Issue	Place of Issue
LEVY B. ARAGO, JR.	PRC ID No. 0088938	7/28/2018	PRC Manila
VINSCENT B. GAHOL	PROM ID No. 1084		Calapan City

Known to me as the same persons who have executed the above MEMORANDUM OF AGREEMENT and who acknowledge that the same is their voluntary act and deed. I further certify that this document consists of four (4) pages, and that the parties together with their instrumental witnesses have signed their names on every page of this document.

WITNESS my hand and notary seal this ____ day of 12 APR 2022, 20____ at
CALAPAN CITY, ORIENTAL MINDORO Philippines.

Doc. No. : Q32
Page No. : 68
Book No. : 69
Series No. : 2022

Notary Public
Until _____

ATTY. RALPH ANDERSON A. ROJAS
Notary Public
Notarial Commission No. NP-20-203
Until June 30, 2022 (B.M. No. 3795)
Roll of Attorney's No. 66270
PTR No. 0346372/01-03-2022/Calapan City
IBP No. 19818E-01-10-2022-CR-11-1

APPENDIX V

Daily Time Record

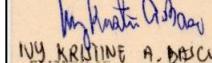
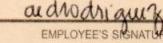
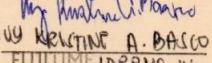
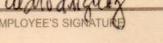
No. _____ Pay Ending <u>MARCH</u> 20 22			No. _____ Pay Ending <u>APRIL</u> 20 22					
Name <u>ALDAY, JOSHUA E.</u> Position _____			Name <u>ALDAY, JOSHUA E.</u> Position _____					
Dept. _____ Age <u>23</u>			Dept. _____ Age <u>23</u>					
			DEDUCTIONS					
			ABSENCES					
Reg.			Fines					
Over			Withholding Tax					
			S.S.S.					
Total Earnings								
Less Deductions								
NET PAY			TOTAL					
Days	MORNING		AFTERNOON		OVERTIME	Daily Total		
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29	7:50		5:15					
30	7:50		5:15					
31	7:50		5:15					
I hereby certify that the above records are true and correct.								
<u>Ivy Kristine A. Basco</u> V-9000 LDRRMO-IV			<u>Alday</u> EMPLOYEE'S SIGNATURE			<u>Ivy Kristine A. Basco</u> V-9000 LDRRMO-IV		
I hereby certify that the above records are true and correct.								
<u>Alday</u>			<u>Alday</u>			<u>Alday</u> EMPLOYEE'S SIGNATURE		

No. _____ Pay Ending <u>APRIL</u> 2022		No. _____ Pay Ending <u>MAY</u> 2022													
Name <u>ALDAY, JOSHUA E.</u> Position _____		Name <u>ALDAY, JOSHUA E.</u> Position _____													
Dept. _____ Age <u>23</u>		Dept. _____ Age <u>23</u>													
		DEDUCTIONS				DEDUCTIONS									
Hours	Rate	Amount		Fines		Hours	Rate	Amount		Fines					
Reg.						Reg.									
Over				Withholding Tax		Over				Withholding Tax					
				S.S.S.						S.S.S.					
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Less Deductions				Less Deductions				Less Deductions							
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Days	MORNING		AFTERNOON		OVERTIME		Daily Total	MORNING		AFTERNOON		OVERTIME		Daily Total	
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29	<u>7:50</u>			<u>5:15</u>											
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I hereby certify that the above records are true and correct.															
<u>My Print A. Basco</u>				<u>J. Alday</u>				I hereby certify that the above records are true and correct.							
NY KRISTINE A. BASCO V-9000 LDRRMO - IV				EMPLOYEE'S SIGNATURE				NY KRISTINE A. BASCO V-9000 LDRRMO - IV				EMPLOYEE'S SIGNATURE			

No. _____ Pay Ending <u>MAY</u> 2022.		No. _____ Pay Ending <u>JUNE</u> 2022.				
Name <u>ALDAY, JASHUA E</u> Position _____		Name <u>ALDAY, JASHUA E</u> Position _____				
Dept. _____ Age <u>23</u>		Dept. _____ Age <u>23</u>				
DEDUCTIONS			DEDUCTIONS			
Hours	Rate	Amount	Hours	Rate	Amount	
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Over			Over			
Total Earnings			Total Earnings			
Less Deductions			Less Deductions			
NET PAY		TOTAL	NET PAY		TOTAL	
MORNING		AFTERNOON		OVERTIME		Daily Total
Days	IN	OUT	IN	OUT	IN	
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I hereby certify that the above records are true and correct.						
<u>Ivy Kristine A. Basco</u> V-9000 LDRRMO - N		<u>Alday</u> EMPLOYEE'S SIGNATURE		<u>Ivy Kristine A. Basco</u> V-9000 LDRRMO - IV		
I hereby certify that the above records are true and correct.						
<u>Mykhath A. Basco</u>		<u>Alday</u>		<u>Alday</u> EMPLOYEE'S SIGNATURE		

No. _____ Pay Ending MARCH 2022						No. _____ Pay Ending APRIL 2022					
Name RODRIGUEZ, ANGELU ELAIZA D. Position _____						Name RODRIGUEZ, ANGELU ELAIZA D. Position _____					
Dept. PDRRMO Age 21						Dept. PDRRMO Age 21					
Hours			Rate			Amount			Hours		
Reg.									Reg.		
Over.									Over.		
Total Earnings						Total Earnings					
Less Deductions						Less Deductions					
NET PAY						NET PAY					
DEDUCTIONS						DEDUCTIONS					
Fines						Fines					
Withholding Tax						Withholding Tax					
S.S.S.						S.S.S.					
TOTAL						TOTAL					
MORNING AFTERNOON OVERTIME						MORNING AFTERNOON OVERTIME					
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26							11	7:50		5:15	
27							12	7:50		5:10	
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29	7:50		5:15				14				6:00
30	7:50		5:15				15				6:00
31	7:45		5:15								
I hereby certify that the above records are true and correct.											
<i>Mary Kristine A. Basco</i> IVY KRISTINE A. BASCO FUJITIME LDRRMO - IV MODEL-9,000						<i>Mary Kristine A. Basco</i> IVY KRISTINE A. BASCO FUJITIME LDRRMO - IV MODEL-9,000					
Employee's Signature						Employee's Signature					

No. _____ Pay Ending <u>APRIL 2022</u> Name <u>RODRIGUEZ, ANGELA ELAIZA D.</u> Position _____ Dept. <u>PDRRM</u> Age <u>21</u>																																																																																																																																																																																																												
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No. _____ Pay Ending MAY 2022						No. _____ Pay Ending JUNE 2022																	
Name ANGELIN ELAIZA D. RODRIGUEZ Position _____						Name RODRIGUEZ, ANGELIN ELAIZA D. Position _____																	
Dept. PDRRMO Age 21						Dept. PDRRMO Age 21																	
	Hours	Rate	Amount		ABSENCES		Hours	Rate	Amount		ABSENCES												
Reg.				Fines		Reg.				Fines													
Over.				Withholding Tax		Over.				Withholding Tax													
				S.S.S.						S.S.S.													
Total Earnings						Total Earnings																	
Less Deductions						Less Deductions																	
NET PAY				TOTAL		NET PAY				TOTAL													
Days	MORNING		AFTERNOON		OVERTIME		Days	MORNING		AFTERNOON		OVERTIME											
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 I.U. KRISTINE A. BASCO FUJITIME PDRRMO-IV MODEL-9,000						 EMPLOYEE'S SIGNATURE						 I.U. KRISTINE A. BASCO FUJITIME PDRRMO-IV MODEL-9,000						 EMPLOYEE'S SIGNATURE					

No. _____ Pay Ending		MARCH '22				No. _____ Pay Ending		APRIL '22				
Name <u>SILVA, KIMBERLY M</u>		Position _____				Name <u>SILVA, KIMBERLY M.</u>		Position _____				
Dept. <u>PDRRMO</u>		Age <u>21</u>				Dept. <u>PDRRMO</u>		Age <u>21</u>				
Hours Rate Amount			ABSENCES			Hours Rate Amount			ABSENCES			
Reg.			Fines			Reg.			Fines			
Over			Withholding Tax			Over			Withholding Tax			
Total Earnings			S.S.S.			Total Earnings			S.S.S.			
Less Deductions						Less Deductions						
NET PAY			TOTAL			NET PAY			TOTAL			
Days	MORNING		AFTERNOON		OVERTIME				MORNING		AFTERNOON	
	IN	OUT	IN	OUT	IN	OUT	Daily Total	IN	OUT	IN	OUT	Daily Total
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28	<u>7:45</u>			<u>5:15</u>								
29	<u>7:50</u>			<u>5:15</u>								
30	<u>7:50</u>			<u>5:15</u>								
31	<u>7:45</u>			<u>5:15</u>								
I hereby certify that the above records are true and correct.												
<u>INV KRISTINE A. BASCO</u>				<u>Silvia, Kimberly</u>								
V-9000 LDRRMO-IV				EMPLOYEE'S SIGNATURE								
I hereby certify that the above records are true and correct.												
<u>INV KRISTINE A. BASCO</u>				<u>Silvia, Kimberly</u>								
V-9000 LDRRMO-IV				EMPLOYEE'S SIGNATURE								

No. <u> </u>		Pay Ending <u>APRIL</u>		20 <u>52</u>				No. <u> </u>		Pay Ending <u>MAY</u>		20 <u>52</u>					
Name <u>SILVA, KIMBERLY M.</u>		Position <u> </u>						Name <u>SILVA, KIMBERLY M.</u>		Position <u> </u>							
Dept. <u>PDRRMO</u>		Age <u>21</u>						Dept. <u>PDRRMO</u>		Age <u>21</u>							
Hours			Rate		Amount		DEDUCTIONS		Hours			Rate		Amount		DEDUCTIONS	
Reg.							Fines			Reg.					Fines		
Over							Withholding Tax			Over					Withholding Tax		
							S.S.S.								S.S.S.		
Total Earnings								Total Earnings									
Less Deductions								Less Deductions									
NET PAY				TOTAL				NET PAY				TOTAL					
Days	MORNING		AFTERNOON		OVERTIME		Daily Total	Days	MORNING		AFTERNOON		OVERTIME		Daily Total		
	IN	OUT	IN	OUT	IN	OUT			IN	OUT	IN	OUT	IN	OUT			
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<u>Ivy Kristine A. Basco</u>								<u>Kimberly</u>									
V-9000 LDRRMO - IV								EMPLOYEE'S SIGNATURE									
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<u>Ivy Kristine A. Basco</u>								<u>Kimberly</u>									
V-9000 LDRRMO - IV								EMPLOYEE'S SIGNATURE									

No. _____ Pay Ending		MAY	20 82			No. _____ Pay Ending		JUNE	20 82														
Name		SILVA, KIMBERLY M.	Position			Name		SILVA, KIMBERLY M.	Position														
Dept.		PDRRMO	Age	21		Dept.		PDRRMO	Age	21													
Hours		Rate	Amount	DEDUCTIONS		Hours		Rate	Amount	DEDUCTIONS													
Reg.				Fines		Reg.			Fines														
Over				Withholding Tax		Over			Withholding Tax														
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Less Deductions						Less Deductions																	
NET PAY				TOTAL		NET PAY				TOTAL													
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<i>Ivy Kristine A. Basco</i>												<i>Ivy Kristine A. Basco</i>											
EMPLOYEE'S SIGNATURE												EMPLOYEE'S SIGNATURE											
V-9000 LDRRMO-IV												V-9000 LDRRMO-IV											

No. _____ Pay Ending <u>APRIL 2022</u>																																																																																																																																											
Name <u>VILLANUEVA, ROBERTO A. JR.</u> Position <u>P</u>																																																																																																																																											
Dept. <u>PDRRMO</u>		Age <u>22</u>																																																																																																																																									
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No. _____ Pay Ending		APRIL, 2022						No. _____ Pay Ending		MAY 2022													
Name VILLANUEVA, ROBERTO A. JR Position								Name VILLAMUEVA, ROBERTO A. JR. Position															
Dept. PDRRMO		Age 22						Dept. PDRRMO		Age 22													
Days	Hours	Rate	Amount	DEDUCTIONS	ABSENCES		DEDUCTIONS	Hours	Rate	Amount	ABSENCES												
	Reg.				Fines				Reg.				Fines										
	Over				Withholding Tax				Over				Withholding Tax										
					S.S.S.								S.S.S.										
	Total Earnings									Total Earnings													
	Less Deductions									Less Deductions													
NET PAY				TOTAL			NET PAY			TOTAL													
Days	MORNING		AFTERNOON		OVERTIME		Daily Total	MORNING		AFTERNOON		OVERTIME											
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<i>Inv. Kristine A. Basco</i> INV KRISTINE A. BASCO V-9000 LDRRMO-IV						<i>Atulantewa</i> EMPLOYEE'S SIGNATURE						<i>Inv. Kristine A. Basco</i> INV KRISTINE A. BASCO V-9000 LDRRMO-IV						<i>Atulamewa</i> EMPLOYEE'S SIGNATURE					

No. _____ Pay Ending		MAY 2022		No. _____ Pay Ending		JUNE 2022	
Name VILLANUEVA, ROBERTO A. JR. Position				Name VILLANUEVA, ROBERTO A. JR. Position			
Dept.	PDRRMO	Age	22	Dept.	PDRRMO	Age	22
Hours		Rate	Amount	ABSENCES			
Reg.				Fines		Fines	
Over				Withholding Tax		Withholding Tax	
				S.S.S.		S.S.S.	
Total Earnings				DEDUCTIONS			
Less Deductions							
NET PAY				TOTAL		TOTAL	
Days	MORNING		AFTERNOON		OVERTIME		Daily Total
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28				10			
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30	7:45			5:15			
31	7:35			5:10			
I hereby certify that the above records are true and correct.							
<i>My Name A. Basco</i> IVY KRISTINE A. BASCO V-9000 LDRRMO - IV				<i>My Name A. Basco</i> IVY KRISTINE A. BASCO V-9000 LDRRMO - IV			
EMPLOYEE'S SIGNATURE				EMPLOYEE'S SIGNATURE			

No. _____ Pay Ending MARCH 2022							No. _____ Pay Ending APRIL 2022						
Name ZAMORA, MARC JUNELLE V. Position							Name ZAMORA, MARC JUNELLE V. Position						
Dept. PDRRMO			Age 22				Dept. PDRRMO			Age 22			
Hours			Rate		Amount		Deductions			Absences			
Reg.										Fines			
Over.										Withholding Tax			
										S.S.S.			
Total Earnings													
Less Deductions													
NET PAY							TOTAL			TOTAL			
Days	MORNING		AFTERNOON		OVERTIME		Deductions			Absences			
	IN	OUT	IN	OUT	IN	OUT	Fines	Withholding Tax	S.S.S.	Fines	Withholding Tax	S.S.S.	
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31	7:50				5:15								
I hereby certify that the above records are true and correct.													
<i>Ivy Kristine A. Basco</i> IVY KRISTINE A. BASCO FUTTIME MODEL-9,000 LDRRMO-IV							<i>I.P.</i> EMPLOYEE'S SIGNATURE						
I hereby certify that the above records are true and correct.													
<i>Ivy Kristine A. Basco</i> IVY KRISTINE A. BASCO FUTTIME MODEL-9,000 LDRRMO-IV							<i>I.P.</i> EMPLOYEE'S SIGNATURE						

No. <u>Pay Ending APRIL 2022</u>						No. <u>Pay Ending MAY 2022</u>											
Name <u>ZAMORA, MARC JUNELLE V.</u> Position _____						Name <u>ZAMORA, MARC JUNELLE V.</u> Position _____											
Dept. <u>PDRRMO</u> Age <u>22</u>						Dept. <u>PDRRMO</u> Age <u>22</u>											
Hours			Rate			Amount			Deductions			Absences					
Reg.												Fines					
Over.												Withholding Tax					
												S.S.S.					
Total Earnings												Total Earnings					
Less Deductions												Less Deductions					
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TOTAL												TOTAL					
Days	Morning		Afternoon		Overtime		Days	Morning		Afternoon		Overtime					
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I hereby certify that the above records are true and correct.

Mary Kristine A. Basco

IVY KRISTINE A. BASCO
FUJITIME LDRRMO-IV
MODEL-9,000

JFL

EMPLOYEE'S SIGNATURE

I hereby certify that the above records are true and correct.

Mary Kristine A. Basco

IVY KRISTINE A. BASCO
FUJITIME LDRRMO-IV
MODEL-9,000

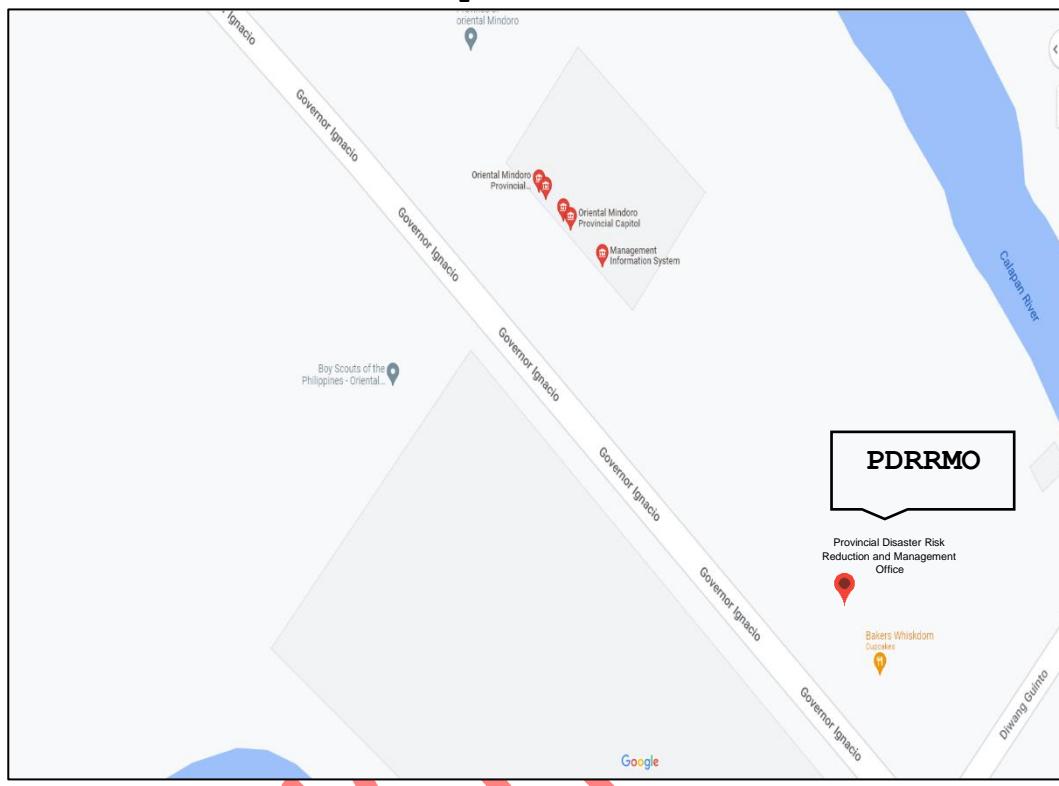
JFL

EMPLOYEE'S SIGNATURE

No. <u>Pay Ending MAY 2022</u>							No. <u>Pay Ending JUNE 2022</u>									
Name <u>ZAMORA, MARC JUNELLE V.</u> Position _____							Name <u>ZAMORA, MARC JUNELLE V.</u> Position _____									
Dept. <u>PDRRMU</u> Age <u>22</u>							Dept. <u>PDRRMU</u> Age <u>22</u>									
Hours			Rate			Amount			Hours			Rate				
Reg.									Reg.							
Over.									Over.							
Total Earnings									Total Earnings							
Less Deductions									Less Deductions							
NET PAY						TOTAL			NET PAY			TOTAL				
Days		MORNING		AFTERNOON		OVERTIME			Days		MORNING		AFTERNOON		OVERTIME	
		IN	OUT	IN	OUT	IN	OUT	IN			OUT					
16	7:45			5:15					1	7:49			5:15			
17	7:25			5:15					2	7:46			5:15			
18	7:36			5:15					3	8:00			5:00		16	
19	7:35			5:10					4	8:00			5:00		16	
20	7:35			4:00					5							
21									6	7:42			5:10			
22									7	7:40			5:30			
23	7:40			5:10					8							
24	7:45			5:10					9							
25	7:36			5:10					10							
26	7:49			4:00					11							
27	7:53			2:00					12							
28									13							
29									14							
30	7:40			5:15					15							
31	7:55			5:15												
I hereby certify that the above records are true and correct.																
<u>Myra Kristine A. Basco</u>							<u>Myra Kristine A. Basco</u>									
NY KRISTINE A. BASCO							NY KRISTINE A. BASCO									
FUJITIME LDRRMU-IV							FUJITIME LDRRMU-IV									
MODEL-9,000							MODEL-9,000									
EMPLOYEE'S SIGNATURE							EMPLOYEE'S SIGNATURE									

APPENDIX VI

Location Map of PDRRMO Office



APPENDIX VII

Daily Activities

NAME: ALDAY, JOSHUA E.		INTERNSHIP SITE: PDRRMO-PROVINCIAL CAPITOL	
DATE	ACTIVITIES PERFORMED	PROBLEMS ENCOUNTERED	ACTION TAKEN
MARCH 23, 2022	<ul style="list-style-type: none"> ▪ Introduced to the employees of the PDRRMO office individually. ▪ Sorted files and folder labelled 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
March 24, 2022	<ul style="list-style-type: none"> ▪ Scanned files about typhoons and converted them into PNG from the year 2017 to 2018. ▪ Computer/desktop set up ▪ Installed a printer on the desktop. 	<ul style="list-style-type: none"> ▪ Printer paper jammed ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ Click stop button then Remove paper, restart the printer and check the status ▪ N/A ▪ N/A
MARCH 28, 2022	<ul style="list-style-type: none"> ▪ Discussion about the rules and regulation of PDRRMO ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (Pdrrmo/Mdrrmo-Socorro Bdrrmc Of Happy Valley, Lapog & Mabuhay 1, September 18-21 , 2017) was recorded 	<ul style="list-style-type: none"> ▪ None ▪ Unreadable 	<ul style="list-style-type: none"> ▪ None ▪ Use the printed names of participants.

MARCH 29, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (Pdrrmo/Mdrrmo- Calapan City Bdrrmc - Gatud, Navotas And Nag-Iba, June 27-30, 2017) was recorded ▪ Photocopied of DTR ▪ Discussed about the system project. 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
March 30, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (Pdrrmo/Mdrrmo- Bongabong, Bdrrmc - Tawas, Sigange & Carmundo, September 11-14, 2017) was recorded ▪ Brought papers to the provincial budget office for received. 	<ul style="list-style-type: none"> ▪ Information update ▪ None 	<ul style="list-style-type: none"> ▪ Reload the page ▪ N/A
March 31, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (Pdrrmo/Mdrrmo- Gloria, Bdrrmc Banus, G. Antonio and Malayong, August 1-4, 2017) was recorded 	<ul style="list-style-type: none"> ▪ Slow connection 	<ul style="list-style-type: none"> ▪ Switch internet access
April 01, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in SFAT & BLS training (Pdrrmo/Mdrrmo - Roxas September 27-29, 2016) was recorded 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A

	<ul style="list-style-type: none"> ▪ Photocopied of documents ▪ Suggested the major function of the inventory system. 	<ul style="list-style-type: none"> ▪ None ▪ There are numerous ideas. 	<ul style="list-style-type: none"> ▪ The suggestion idea that was related to the system was combined
April 4, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (Pdrrmo/Mdrrmo- Calapan City Bdrrmc - Gatud, Navotas And Nag-Iba, June 27-30, 2017) was recorded ▪ Connected a LAN cable to the desktop computer. 	<ul style="list-style-type: none"> ▪ None ▪ Cannot connect LAN cable 	<ul style="list-style-type: none"> ▪ N/A ▪ If the Ethernet cable is plugged in, restart the desktop computer
April 5, 2022	<ul style="list-style-type: none"> ▪ Brought papers to the provincial budget office for payroll attachment. ▪ The records of the participant's profile in WASAR W/SFAT & BLS training (Bulalacao October 27-30, 2018) was recorded 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
April 6, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in Safe hospital (PDRRMO/PHR MO- Oriental Mindoro Southern District Hospital, October 21-22, 2016) was recorded ▪ Brought papers to the HIR for received. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A

	<ul style="list-style-type: none"> ▪ Activated Windows on the office laptop. 	<ul style="list-style-type: none"> ▪ Activate windows watermark suddenly appearing after recent windows update 	<ul style="list-style-type: none"> ▪ Go to settings to activate windows
April 7, 2022	<ul style="list-style-type: none"> ▪ Received bond paper and printer ink from the supply office. ▪ Import daily weather conditions, power interruptions, and untoward accident reports into Excel. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
April 8, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in BLS training (PDRRMO/RHU-NAUJAN MAY 4-5, 2015) was recorded. ▪ The records of the participant's profile in SFAT and BLS training (SFAT & BLS Bansud July 20-21, 2015) was recorded 	<ul style="list-style-type: none"> ▪ No internet connection ▪ None 	<ul style="list-style-type: none"> ▪ Use a different Wifi channel. ▪ N/A
April 11, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (Pdrrmo/ESSD-PPSKA July 31 - August 02, 2015) was recorded. ▪ Took pictures of the rescue equipment, such as the spine board, wheel chair, and stretcher. 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A

	<ul style="list-style-type: none"> ▪ Assisted in getting the folding bed into the stock room. 		
April 12, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (Pdrrmo/Mfi/ Mdrrmo-Pto Galera June 08-11, 2015) was recorded ▪ LDRRMO IV of the office showed us the contents of the trauma bag and taught us how to use it in case of an emergency. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
April 13-14, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (Pdrrmo/Mdrrmo - Bongabong, Bdrrmc - Tawas, Sigange & Carmundo, September 11-14, 2017) was recorded ▪ They discussed where the two teams were assigned and the tasks they each had during Semana Santa. ▪ Visited Cseascape Beach Resort for daily monitoring. 	<ul style="list-style-type: none"> ▪ Information update ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ Reload the page ▪ N/A ▪ N/A
April 15-16, 2022	<ul style="list-style-type: none"> ▪ Taught on how to make a report by calling various MDRRMO using cellphone calls. ▪ Prepared rescue equipment to be taken to Cseascape beach resort. 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A

	<ul style="list-style-type: none"> ▪ Assigned to go to the beach resort to guard the medic booth and help PDRDMO as an assistant. 		
April 18, 2022	<ul style="list-style-type: none"> ▪ Brought the papers for payroll attachments to the provincial engineering office (PEO). ▪ Photocopied all the attendance of PDRRMO employees. ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (Pdrrmo/Mdrrmo-Calapan City Bdrrmc - Gatud, Navotas And Nag-Iba, June 27-30, 2017) was recorded 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
April 19, 2022	<ul style="list-style-type: none"> ▪ Troubleshoot the printer. ▪ Refilled ink of the printer of the office. ▪ The records of the participant's profile in WASAR training (ROXAS, BONGABONG, BANSUD May 15-19, 2017) was recorded. 	<ul style="list-style-type: none"> ▪ Poor print quality ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ Check the correct media selected and that the paper in the tray matches the type selected in the print driver. ▪ None ▪ N/A
April 20, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (Pdrrmo/Mf/Mdrrmo 	<ul style="list-style-type: none"> ▪ Information update 	<ul style="list-style-type: none"> ▪ Refresh the page

	<ul style="list-style-type: none"> - Gloria November 2-5, 2015) was recorded ▪ Brought the document of sea ambulance to the PGSO for receive. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
April 21, 2022	<ul style="list-style-type: none"> ▪ Photocopied all attachments of the PDRRMO Contractual employees ▪ Submitted the report of waste materials to the PGSO. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
April 22, 2022	<ul style="list-style-type: none"> ▪ Connected laptop to TV using HDMI ▪ Attended Earth Day Webinar organized by PDRRMO. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
April 25, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (PDRRMO/MDRRMO - Roxas September 29- October 2, 2015) was recorded. ▪ Ma'am Ivy attended the meeting explaining the recommendation that was submitted yesterday. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
April 26, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in WASAR TRAINING (ROXAS, BONGABONG, BANSUD 2017) was recorded ▪ Photocopied the Attendance of PDRRMO employees. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
April 27, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in WASAR training (Pola, Pinamalayan, 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

	Socorro 2017) was recorded		
April 28, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in WASAR training (Pola, Pinamalayan, Socorro 2017) was recorded 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
April 29, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/SFAT & BLS training (Bongabong BDRT 2017) was recorded. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
May 02, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in WASAR training (PDRRMO/ MDDRMO - Victoria 2015) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
May 04, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in WASAR training (PDRRMO/ MDDRMO - Victoria 2015) was recorded ▪ Brought papers to the PA office for travel order and Certificates of appearance ▪ The records of the participant's profile in SFAT and BLS training (PDRRMO/ ORMECO 2014) was recorded 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
May 5, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in SFAT AND BLS training (PDRRMO/MDDRMO - Victoria 2014) was recorded ▪ Brought papers to the PA office for Travel Order 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

	<ul style="list-style-type: none"> ▪ Brought papers to the Governor office for Certificate of Appearance ▪ Brought papers to the HR office for authentication. 		
May 6, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in SFAT AND BLS training (PDRRMO/MDRRMO - Victoria brgy. Loyal, Macatoc, Ordovilla, Poblacion II & IV 2014) was recorded 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
May 10, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in SFAT and BLS training (PDRRMO/ MDDRMO - Baco 2014) was recorded 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
May 11, 2022	<ul style="list-style-type: none"> ▪ Distributed Kalamidad tarpaulin in the Deped and City Economic enterprise Department. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
May 12, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in SFAT and BLS training (PDRRMO/ MDDRMO - Baco February 26-28, 2014) was recorded ▪ The records of the participant's profile in CBDRRM W/SFAT and BLS training (PDRRMO/ MDDRMO - Roxas October 21-24, 2014) was recorded ▪ Photocopied travel order documents 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
May 13, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/SFAT and BLS 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

	<p>training (PDRRMO/MDDRMO - Roxas, brgy Little tanauan, Uyao, libtong, Mabuhay & Maraska October 21-24, 2014) was recorded</p> <ul style="list-style-type: none"> ▪ Brought papers to the Governor's Office for appearance of travel order. ▪ Went to Executive Assistant office for follow up contractual payroll of PDRRMO employees 		
May 16, 2022	<ul style="list-style-type: none"> ▪ Brought papers to the HR Office for authentication of documents. ▪ Photocopied the certificate of appearance (2 copies) 	<ul style="list-style-type: none"> ○ None ■ None 	<ul style="list-style-type: none"> ○ N/A ■ N/A
May 17, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/ SFAT and BLS training (PDRRMO/MDDRMO - Bansud 2014) was recorded ▪ Went to Govenor's Office for appearance OF travel order. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
May 18, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/ SFAT and BLS training (PDRRMO/MDDRMO - Bongabong 2014) was recorded ▪ Troubleshoot a printer 	<ul style="list-style-type: none"> ▪ None ▪ got a lot of paper jams 	<ul style="list-style-type: none"> ▪ N/A ▪ Be sure to square off the stack of paper before inserting it in the

			tray, be sure that the guides are flush with the paper, and avoid over-filling the tray.
May 19, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in WASAR(Open and Swift Water)training (PDRRMO/ MDDRMO – Baco March 26-28, 2014) was recorded ▪ Refilled printer ink 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
May 20, 2022	<ul style="list-style-type: none"> ▪ Brought papers to the Governor's Office for appearance of travel order. ▪ The records of the participant's profile in CBDRRM W/SFAT and BLS training (PDRRMO/MFI/Brgy Biga ,July 29-31, 2013) was recorded 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
May 23, 2022	<ul style="list-style-type: none"> ▪ Cable installation ▪ Photocopied the travel order ▪ Edit research paper 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
May 24, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in WASAR W/ SFAT and BLS training (PDRRMO/ 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

	<p>MDDRMO Victoria, March 18-22 , 2013) was recorded</p> <ul style="list-style-type: none"> ▪ Print the summary of monthly monitoring reports. ▪ Refill Xerox machine ink 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
May 25, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in CBDRRM W/ SFAT and BLS training (PDRRMO/ MDDRMO - Brgy Calima, 2013) was recorded ▪ Photocopied the observation of the commission of audit(COA) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
May 26, 2022	<ul style="list-style-type: none"> ▪ The records of the participant's profile in WASAR(Open and Swift Water)training (PDRRMO/ MDDRMO - Roxas2014) was recorded ▪ Brought laptop to the MIS office for repair 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
May 27, 2022	<ul style="list-style-type: none"> ▪ Brought papers to the HR Office for authentication of documents and payroll attachment. ▪ Photocopied the certificate of appearance (94 copies) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
May 30, 2022	<ul style="list-style-type: none"> ▪ Connected a LAN cable to the desktop computer. 	<ul style="list-style-type: none"> ▪ Cannot connect LAN cable 	<ul style="list-style-type: none"> ▪ If the Ethernet cable is plugged in, restart the

			desktop computer
May 31, 2022	<ul style="list-style-type: none"> ▪ Brought papers to the provincial budget office for payroll attachment and authentication. ▪ The records of the participant's profile in WASAR W/SFAT & BLS training (Bulalacao October, 2018) was recorded 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
June 1, 2022	<ul style="list-style-type: none"> ▪ Brought papers to the HIR for received. ▪ Activated Windows on the office laptop. 	<ul style="list-style-type: none"> ▪ None ▪ Activate windows watermark suddenly appearing after recent windows update 	<ul style="list-style-type: none"> ▪ N/A ▪ Go to settings to activate windows
June 2, 2022	<ul style="list-style-type: none"> ▪ Prepared system in PDRRMO. ▪ Updated the system info 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
June 3, 2022	<ul style="list-style-type: none"> ▪ Attended IT Day 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
June 4, 2022	<ul style="list-style-type: none"> ▪ Attended IT Day 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

NAME: RODRIGUEZ, ANGELOU ELAIZA D.		INTERNSHIP SITE: PDRRMO - PROVINCIAL CAPITOL	
DATE	ACTIVITIES PERFORMED	PROBLEMS ENCOUNTERED	ACTION TAKEN
MAY 23, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (WASAR Open Water SFAT/BLS - Municipality of Pola 2013) ▪ Papers were handed over to HR 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 24, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (WASAR Open Water SFAT/BLS - Victoria 2014) ▪ Photocopied report papers (Appearance & Authentication) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 25, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (WASAR Open Water w/ SFAT & BLS - Roxas & Student of P.E. Classs 2013) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MARCH 28, 2022	<ul style="list-style-type: none"> ▪ Orientation about the records, dos and don'ts of PDRM MO ▪ Encoded records of the participant's information in PDRRM training (SFAT & BLS Baco and Bongabong 2017) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MARCH 29, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (SFAT & BLS Naujan and Socorro/Pola 2017) 	<ul style="list-style-type: none"> ▪ Updated the form ▪ None 	<ul style="list-style-type: none"> ▪ Reloaded the page ▪ N/A

	<ul style="list-style-type: none"> ▪ Photocopied report papers 		
MARCH 30, 2022	<ul style="list-style-type: none"> ▪ Delivered the papers to HR for authentication ▪ Encoded records of the participant's information in PDRRM training (GROC & RLM 2017) 	<ul style="list-style-type: none"> ▪ None ▪ Loss in internet connection 	<ul style="list-style-type: none"> ▪ N/A ▪ Switched connection/ turned off router
MARCH 31, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (SFAT & BLS Socorro, Gloria, Bansud 2016) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 1, 2022	<ul style="list-style-type: none"> ▪ Photocopied report papers ▪ Delivered the papers to HR for authentication ▪ Encoded records of the participant's information in PDRRM training (SFAT & BLS Puerto Galera, Pinamalayan & Naujan 2016) ▪ Planned the functions that are included in the inventory system ▪ Searched images of materials for the system 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None ▪ None ▪ No images found 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A ▪ N/A ▪ Searched for the alternative name
APRIL 4, 2022	<ul style="list-style-type: none"> ▪ Normalized data in the database ▪ Encoded records of the participant's information in PDRRM training (WASAR Pola & San Teodoro 2016) 	<ul style="list-style-type: none"> ▪ Constraints ▪ None 	<ul style="list-style-type: none"> ▪ Don't delete keys in the table ▪ N/A

APRIL 5, 2022	<ul style="list-style-type: none"> ▪ Papers were handed over to HR ▪ Encoded records of the participant's information in PDRRM training (WASAR Pinamalayan 2016) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
APRIL 6, 2022	<ul style="list-style-type: none"> ▪ Photocopied report papers ▪ Encoded records of the participant's information in PDRRM training (WASAR Women Responder 2016) ▪ Papers were handed over to HR 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
APRIL 7, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (WASAR and HARR w/ SFAT & BLS 2018) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 8, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (HARR w/ SFAT & BLS Pola, San Teodoro and Roxas 2016) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 11, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (SFAT & BLS Socorro January - December 2015) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 12, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (CBDRRM w/ SFAT & BLS Naujan 2015) ▪ Discussed and categorized the materials inside the Trauma bag 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A

	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (CBDRRM w/ SFAT & BLS Gloria 2015) ▪ Taught about the process of monitoring, such as conducting the weather, personnel on duty, electrical interruption, etc. in different barangays 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
APRIL 13, 2022			
APRIL 14, 2022	<ul style="list-style-type: none"> ▪ Monitored and gathering information from beaches, port and terminal. ▪ Organized materials that was distributed in Roxas and Pinamalayan ▪ Took pictures for the documentation of the reports 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
APRIL 15, 2022	<ul style="list-style-type: none"> ▪ Taught about the process of monitoring, such as conducting the weather, personnel on duty, electrical interruptions, etc., in different barangays 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 18, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (SFAT & BLS Victoria and Bansud 2015) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 19, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (SFAT & BLS Victoria & Calapan City 2015) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

APRIL 20, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (CBDRRM w/SFAT & BLS Socorro & ESSD/PPSKA 2015) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 21, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (CBDRRM w/SFAT & BLS Gloria, Lazareto, Calero & San Rafael 2015) ▪ Gathered information regarding hazards in different municipalities in Oriental Mindoro through GeoRisk.ph 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
APRIL 22, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (CBDRRM w/SFAT & BLS Roxas & Naujan 2015) ▪ Gathered information regarding hazards in different municipalities in Oriental Mindoro through GeoRisk.ph ▪ Attended the PDRRMO webinar about earth day 	<ul style="list-style-type: none"> ▪ None ▪ No data available ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ Saved the past data then searched other hazard within the said area ▪ N/A
APRIL 25, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (CBDRRM w/SFAT & BLS Roxas: Brgy. San Vicente, San Mariano, San Rafael & Happy Valley 2015) 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ Ink not working 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ Removed the ink in the container then put new bottle of ink

	<ul style="list-style-type: none"> ▪ Developed a report regarding the monitoring last holidays ▪ Troubleshoot Xerox machine 		
APRIL 26, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (ICS & Table-Top Exercises Rescue Capability Demonstration 2014) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 27, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (HARR w/ SFAT & BLS PDRRMO/MDRRMO - Victoria/Roxas 2015) 	<ul style="list-style-type: none"> ▪ Loss in internet connection 	<ul style="list-style-type: none"> ▪ Switched connection/ turned off router
APRIL 28, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (CBDRRM w/ SFAT & BLS Roxas & Contingency Planning 2015) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 29, 2022	<ul style="list-style-type: none"> ▪ Find and sorted files in PGSO ▪ Encoded records of the participant's information in PDRRM training (CBDRRM w/ SFAT & BLS Bulalacao & Naujan 2015) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 2, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (SFAT MDRRT 2017) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
MAY 4, 2022	<ul style="list-style-type: none"> ▪ Delivered papers to PA's Office for appearance. ▪ Encoded records of the participant's information in 	<ul style="list-style-type: none"> ▪ None ▪ Loss in internet connection 	<ul style="list-style-type: none"> ▪ N/A ▪ Switched connection/

	PDRRM training (SFAT & BLS PDRRMO - MinSCAT 2017)		turned off router
MAY 5, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (HARR w/ BLS 2016) ▪ Delivered the papers to HR for authentication ▪ Sorted files of employee 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
MAY 6, 2022	<ul style="list-style-type: none"> ▪ Photocopied report papers ▪ Encoded records of the participant's information in PDRRM training (GSP 2017) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 10, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (CBDRRM SFAT & BLS PDRRMO - MinSCAT 2018 & 2014) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
MAY 11, 2022	<ul style="list-style-type: none"> ▪ Helped in organizing the materials in the office 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
MAY 12, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (WASAR Victoria and Bulalacao 2015) ▪ Delivered the papers to COA, DILG & GO for appearance and received 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A

MAY 13, 2022	<ul style="list-style-type: none"> ▪ Photocopied report papers of TO ▪ Encoded records of the participant's information in PDRRM training (SFAT SAVERS & ORMECO 2014) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 16, 2022	<ul style="list-style-type: none"> ▪ Delivered papers to Provincial Administrator's Office and Government Office for received ▪ Encoded records of the participant's information in PDRRM training (WASAR Open Water - Naujan 2014) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 17, 2022	<ul style="list-style-type: none"> ▪ Papers were handed over to HR ▪ Encoded records of the participant's information in PDRRM training (WASAR Open Water & SFAT - San Teodoro 2014) ▪ Delivered documents to Provincial Planning and Development Office for received 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
MAY 18, 2022	<ul style="list-style-type: none"> ▪ Photocopied report papers (Daily Task Record) ▪ Encoded records of the participant's information in PDRRM training (CBDRRM w/ SFAT & BLS - Bongabong & Bansud 2014) ▪ Papers were handed over to PA and GO for appearance 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ No available signed papers from Governor's Office 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ Return the papers again to the employee and wait for the next task

MAY 19, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (SFAT/BLS Baco & WASAR Open Water Gloria 2014) ▪ Papers were handed over to HR, PPDO, PGSO and GO for appearance and received ▪ Tasked to withdraw money to landbank 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
MAY 20, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (CBDRRM w/ SFAT & BLS Municipality of Pola & Pinamalayan) ▪ Papers were handed over to HR for authentication 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 23, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (WASAR Open Water SFAT/BLS - Municipality of Pola 2013) ▪ Papers were handed over to HR 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 24, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (WASAR Open Water SFAT/BLS - Victoria 2014) ▪ Photocopied report papers (Appearance & Authentication) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 25, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (WASAR Open Water 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A

	w/ SFAT & BLS - Roxas & Student of P.E. Class 2013)		
MAY 26, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (HARR SFAT/BLS Pola 2014) ▪ Papers were handed over to HR, PPDO, and GO for appearance and received ▪ Sort files of employees DTR 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
MAY 27, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (Contingency Planning 2014) ▪ Papers were handed over to PA's Office for authentication (Brought 2 ream bond paper to HR) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 30, 2022	<ul style="list-style-type: none"> ▪ Delivered documents at GO and PA's office ▪ Encoded records of the participant's information in PDRRM training (HARR SFAT & BLS Victoria 2013) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 31, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (MOSAR Baco, San Teodoro & Pola 2015) ▪ Photocopied report papers of the attendance of employees and appearance files 	<ul style="list-style-type: none"> ▪ Updated the form ▪ Slow internet connection ▪ None 	<ul style="list-style-type: none"> ▪ Reloaded the page ▪ Switch network and turn off the router ▪ N/A

JUNE 1, 2022	<ul style="list-style-type: none"> ▪ Delivered the papers to HR for authentication ▪ Gathered the requested appearance papers in PA's office ▪ Encoded records of the participant's information in PDRRM training (SFAT & BLS NEDA, ORMECO 2014) 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
JUNE 2, 2022	<ul style="list-style-type: none"> ▪ Encoded records of the participant's information in PDRRM training (GSP 2015 & SFAT MinSCAT 2014) ▪ Prepared templates for the PPT of the developed system ▪ Checked and tested the inventory system 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
JUNE 3, 2022	<ul style="list-style-type: none"> ▪ Attended IT DAY 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
JUNE 4, 2022	<ul style="list-style-type: none"> ▪ Attended IT DAY 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

DO NOT COPY

NAME: SILVA, KIMBERLY M.		INTERSHIP SITE: PDRRMO-PROVINCIAL CAPITOL	
DATE	ACTIVITIES PERFORMED	PROBLEMS ENCOUNTERED	ACTION TAKEN
MARCH 23, 2022	<ul style="list-style-type: none"> ▪ Introduced to all employee of PDRRMO ▪ Sorted files ▪ Labelled the folder with typhoon information. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
MARCH 24, 2022	<ul style="list-style-type: none"> ▪ Connected a desktop computer to a scanner ▪ Scanned files of typhoon (2017) 	<ul style="list-style-type: none"> ▪ NONE ▪ Scanner paper jammed 	<ul style="list-style-type: none"> ▪ N/A ▪ Removed jammed paper and check scanner status
MARCH 25, 2022	<ul style="list-style-type: none"> ▪ Scanned files of typhoon (2018) ▪ Managed scanner/printer ▪ Conceptualized about the project for our agency 	<ul style="list-style-type: none"> ▪ Scanner paper jammed ▪ Scanner paper jammed 	<ul style="list-style-type: none"> ▪ Remove jammed paper and checked scanner status ▪ Remove jammed paper and check scanner status, restart scanner
MARCH 28, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR training in ROXAS, BONGABONG, BANSUD (2017). 	<ul style="list-style-type: none"> ▪ Disconnection from the internet. 	<ul style="list-style-type: none"> ▪ Checked the available WIFI networks, try to reconnect to the network then refresh

			the page.
MARCH 29, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR training in POLA, PINAMALAYAN, SOCORRO (2017). 	<ul style="list-style-type: none"> ▪ NONE 	▪ N/A
MARCH 30, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR PNP (2017). ▪ Brought paper to HR office for authentication. 	<ul style="list-style-type: none"> ▪ NONE 	▪ N/A
MARCH 31, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM training in GLORIA (2017). 	<ul style="list-style-type: none"> ▪ NONE 	▪ N/A
APRIL 01, 2022	<ul style="list-style-type: none"> ▪ Brainstorming about the project ▪ Planning the design and functions of project. ▪ Encoded all attendees' information from various trainings such as WASAR with SFAT and BLS training in BULALACAO (2018). ▪ Brought paper to the HR office for receive. 	<ul style="list-style-type: none"> ▪ NONE 	▪ N/A
APRIL 04, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR training in BACO, 	<ul style="list-style-type: none"> ▪ NONE 	▪ N/A

	SAN TEODORO, MANSALAY (2018)		
APRIL 05, 2022	<ul style="list-style-type: none"> ▪ Brought paper to the HR office for receive. ▪ ASSIGNING DATA TYPES IN OUR PROJECT 	<ul style="list-style-type: none"> ▪ ERROR OCCURS WHEN INPUTTING DATA IN THE FORM 	<ul style="list-style-type: none"> ▪ CHECK THE ERROR AND CHANGE THE DATA TYPES
APRIL 06, 2022	<ul style="list-style-type: none"> ▪ Brought paper to the HR office for receive. ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS DEPED training in GLORIA (2018) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 07, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training in CALAPAN, NAIJAN, BACO PTO GALERA (2016). 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 08, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training in BONGABONG, ROXAS, MANSALAY (2016) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 11, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM WITH SFAT AND BLS training in PTO GALERA(2015) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 12, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM WITH SFAT AND BLS training in BONGABONG (2015). ▪ Ma'am Ivy explain to us what's inside the trauma bag that can 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	be used in case there is an accident or emergency.		
APRIL 13, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as BLS training in NAUJAN (2015) 	<ul style="list-style-type: none"> ▪ Disconnection from the internet 	<ul style="list-style-type: none"> ▪ Checked the available WIFI networks, try to reconnect to the network then refresh the page.
APRIL 14, 2022	<ul style="list-style-type: none"> ▪ Monitored beaches and resorts in different areas. ▪ They taught us what to do and how to make a report on the information provided by the different MDRRMO about weather, electricity interruption and untoward incident. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 15, 2022	<ul style="list-style-type: none"> ▪ Monitored beaches and resorts in different areas ▪ Arrange and wrapped facemasks and PPE for the MDRRMO of other municipalities. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 18, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training in PNP (2015) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 19, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training in ORIENTAL MINDORO DISASTER 	<ul style="list-style-type: none"> ▪ Disconnection from the internet . 	<ul style="list-style-type: none"> ▪ Checked the available WIFI networks, try to

	<p>YOUTH VOLUNTEERS (2015).</p> <ul style="list-style-type: none"> ▪ Taking screenshots of hazards in different municipalities of Region IV-B MIMAROPA to the website of GEORISK PH 		<p>reconnect to the network then refresh the page.</p>
APRIL 20, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training in FIRST DISTRICT (2015) ▪ Taking screenshots of hazards with map in different municipalities of Region IV-B MIMAROPA to the website of GEORISK PH 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 21, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training in NAUJAN (2015) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 22, 2022	<ul style="list-style-type: none"> ▪ Went to HR office for authentication of paper ▪ Encoded all attendees' information from various trainings such as CBDRRM WITH SFAT AND BLS training in STA ISABEL CALAPAN CITY (2015) ▪ Encoded all attendees' information from various trainings such as CBDRRM WITH SFAT AND BLS training in SOCORRO (2015) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	<ul style="list-style-type: none"> ▪ We are invited to attend a webinar hosted by PDRRMO on Earth Day. 		
APRIL 25, 2022	<ul style="list-style-type: none"> ▪ Brought paper to the HR office for receive. ▪ Encoded all attendees' information from various trainings such as CBDRRM WITH SFAT AND BLS training in BAYUIN, CALOCMOY & ZONE III (2015) ▪ Meeting with Ma'am Ivy. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 26, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM WITH SFAT AND BLS training in Municipality of Mansalay, Barangay Balugo, Sta Maria and Villa Celestial (2015) 	<ul style="list-style-type: none"> ▪ Disconnection from the internet . 	<ul style="list-style-type: none"> ▪ Checked the available WIFI networks, try to reconnect to the network then refresh the page.
APRIL 27, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as HARR WITH SFAT AND BLS training in Municipality of GLORIA AND POLA (2015). ▪ Make a PowerPoint 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 28, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training in Second District (2015) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	<ul style="list-style-type: none"> ▪ Photocopied of attendance 		
APRIL 29, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as Contingency Planning for MIMAROPA (2015) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
MAY 02, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as MOSAR training in San Teodoro, Baco, and Pola (2015) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
MAY 04, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR training in GLORIA (2015) ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training for NEDA (2014) ▪ Went to PA's office for the TO and APPEARANCE of the PDRRMO's employee 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
MAY 05, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as Contingency Planning for MIMAROPA (2014) ▪ Sorted of files ▪ Brought paper to HR office for authentication. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

MAY 06, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM with SFAT and BLS training in Naujan (2015) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
MAY 10, 2022	<ul style="list-style-type: none"> ▪ Organized papers and equipment inside the conference room for evaluation. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
MAY 11, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS for Brgy San Juan, Victoria (2014) ▪ Wrote about the information of PDRRMO employee's travel details. 	<ul style="list-style-type: none"> ▪ Disconnection from the internet ▪ None 	<ul style="list-style-type: none"> ▪ Checked the available WIFI networks, try to reconnect to the network then refresh the page. ▪ N/A
MAY 12, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS for PDEA Employees (2014) ▪ Brought paper to Commission on Audit, DILG and GO office for received. ▪ Photocopied of Travel Order. 	<ul style="list-style-type: none"> ▪ We do not know where the COA, DILG and GO offices are located. 	<ul style="list-style-type: none"> ▪ We asked one of the Capitol staff.
MAY 13, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM with SFAT and BLS training for Brgy Pili, Ranzo, Banilad Pinamalayan (2014) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	<ul style="list-style-type: none"> ▪ Brought paper to HR office for authentication. 		
MAY 16, 2022	<ul style="list-style-type: none"> ▪ Brought paper to PA and GO office for received. ▪ Encoded all attendees' information from various trainings such as CBDRRM WITH SFAT and BLS for Brgy Bigaan and Caagutayan, San Teodoro (2014) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
MAY 17, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM WITH SFAT and BLS for Brgy Tacligan and Ilag, San Teodoro (2014) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
MAY 18, 2022	<ul style="list-style-type: none"> ▪ Brought paper to PA and GO office for received. ▪ Encoded all attendees' information from various trainings such as CBDRRM WITH SFAT and BLS for Brgy Misong, Putting Cacao, Pola (2014) ▪ Photocopied of Travel Order. 	<ul style="list-style-type: none"> ▪ Disconnection from the internet. ▪ None 	<ul style="list-style-type: none"> ▪ Checked the available WIFI networks, try to reconnect to the network then refresh the page. ▪ N/A
MAY 19, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR for Roxas (2014) ▪ Withdrew money to the landbank 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
MAY 20, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	<p>such as CBDRRM with SFAT and BLS training for Brgy Pili, Ranzo, Banilad Pinamalayan (2014)</p> <ul style="list-style-type: none"> ▪ Brought paper to HR office for authentication. 		
MAY 23, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR(Open Water) w/ SFAT and BLS for Brgy Cambunang Bulalacao Oriental Mindoro (2013) 	<ul style="list-style-type: none"> ▪ Disconnection from the internet . 	<ul style="list-style-type: none"> ▪ Checked the available WIFI networks, try to reconnect to the network then refresh the page.
MAY 24, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR(Open Water) w/ SFAT and BLS for Bagumbayan, Roxas Oriental Mindoro (2013) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
MAY 25, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR(Open Water) w/ SFAT and BLS for Brgy Campaasan Bulalacao Oriental Mindoro (2013) 	<ul style="list-style-type: none"> ▪ Disconnection from the internet . 	<ul style="list-style-type: none"> ▪ Checked the available WIFI networks, try to reconnect to the network then refresh the page.
MAY 26, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR(Open Water) w/ SFAT and BLS for Brgy 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	Campaasan Bulalacao Oriental Mindoro (2013)		
MAY 27, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR(Open Water) w/ SFAT and BLS for Brgy Libtong Roxas Oriental Mindoro (2013) ▪ Brought paper to HR office for authentication. 	<ul style="list-style-type: none"> ▪ Disconnection from the internet . ▪ NONE 	<ul style="list-style-type: none"> ▪ Checked the available WIFI networks, try to reconnect to the network then refresh the page. ▪ N/A
MAY 30, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS for Puerto Galera Oriental Mindoro (2013) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
MAY 31, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS for MDRRMO Roxas (2013) 	<ul style="list-style-type: none"> ▪ Disconnection from the internet . 	<ul style="list-style-type: none"> ▪ Checked the available WIFI networks, try to reconnect to the network then refresh the page.
JUNE 1, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as BLS Orientation DepEd MIMAROPA-Puerto Galera (2013) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

JUNE 2, 2022	<ul style="list-style-type: none">▪ Encoded all attendees' information from various trainings such as SFAT and BLS for Socorro Oriental Mindoro (2013).▪ Brought paper to HR office for authentication.	<ul style="list-style-type: none">▪ NONE	<ul style="list-style-type: none">▪ N/A
JUNE 3, 2022	<ul style="list-style-type: none">▪ Attended IT Day	<ul style="list-style-type: none">▪ NONE	<ul style="list-style-type: none">▪ N/A
JUNE 4, 2022	<ul style="list-style-type: none">▪ Attended IT Day	<ul style="list-style-type: none">▪ NONE	<ul style="list-style-type: none">▪ N/A

DO NOT COPY

NAME: VILLANUEVA, ROBERTO A. JR.		INTERNSHIP SITE: PDRRMO- Provincial Capitol	
DATE	ACTIVITIES PERFORMED	PROBLEMS ENCOUNTERED	ACTION TAKEN
MARCH 23, 2022	<ul style="list-style-type: none"> ▪ Set-up Sir Benito Desktop Computer. ▪ Established internet connection using Ethernet cable. ▪ Sorted Typhoon files by year (from 2011 to 2019) 	<ul style="list-style-type: none"> ▪ Monitor no signal error ▪ NONE 	<ul style="list-style-type: none"> ▪ Checked the video cable and it was damage so I changed it with new video cable. Then it boot up properly. ▪ N/A
MARCH 24, 2022	<ul style="list-style-type: none"> ▪ Connected desktop computer into printer using data cable ▪ Scanned files of typhoon(2017) ▪ Inventory the delivered equipment (Oxygen Tanks, Disposable Mask, BP Monitor, Pulse Oximeter, etc.) 	<ul style="list-style-type: none"> ▪ NONE ▪ Scanner paper jammed 	<ul style="list-style-type: none"> ▪ N/A ▪ Remove jammed paper and check scanner status
MARCH 25, 2022	<ul style="list-style-type: none"> ▪ Scanned the files of Typhoon Nona (2018) ▪ Troubleshoot the printer paper jammed. ▪ Conceptualizing and Brainstorming about the project for our agency. ▪ Had a meeting with Sir Ram about the project or system 	<ul style="list-style-type: none"> ▪ Scanner paper jammed ▪ Scanner paper jammed 	<ul style="list-style-type: none"> ▪ Remove jammed paper and check scanner status ▪ Remove jammed paper and check scanner status,

	that we can create to help them.		restart scanner
MARCH 28, 2022	<ul style="list-style-type: none"> ▪ Ma'am Ivy explain and assigned us what to do and how to encode the files into the different folder in the PDDRMO Google Drive. ▪ Encoded all attendees' information from various trainings such as CBDRRM training in SOCORRO POLA, PINAMALAYAN (2015) ▪ Set-up and installation of printer (Epson 3210) 	<ul style="list-style-type: none"> ▪ NONE ▪ Needed to print purchase request. 	<ul style="list-style-type: none"> ▪ N/A ▪ installed Epson printer
MARCH 29, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS training in POLA, PINAMALAYAN, SOCORRO (2015) ▪ Activated Windows from the desktop of Ma'am Mannylyn, Ma'am Sarrah and Ma'am Aisa. 	<ul style="list-style-type: none"> ▪ NONE ▪ Windows activation Error because of the windows edition. 	<ul style="list-style-type: none"> ▪ N/A ▪ Installed and updated the latest version that is compatible with their respective desktop computer.
MARCH 30, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS PNP (2015) ▪ Assisted Ma'am Aisa on her Webinar Training. ▪ Printed Purchase Request document. 	<ul style="list-style-type: none"> ▪ NONE ▪ Can't connect to the webinar. ▪ Paper Jammed and low ink warning 	<ul style="list-style-type: none"> ▪ N/A ▪ Troubleshoot the internet connection. ▪ Removed Jammed Paper and refilled the ink then

			checked the printer status.
MARCH 31, 2022	<ul style="list-style-type: none"> ▪ Login on the Zoom Application. ▪ Helped Ma'am Aisa on setting-up her account in Zoom Meeting. ▪ Encoded all attendees' information from various trainings such as CBDRRM PNP (2015) 	<ul style="list-style-type: none"> ▪ Can't connect in zoom meeting. 	<ul style="list-style-type: none"> ▪ Troubleshoot the internet connection
APRIL 01, 2022	<ul style="list-style-type: none"> ▪ Brainstormed and gave suggestion and ideas about the project ▪ Planning the design and functions of project ▪ Encoded all attendees' information from various trainings such as WASAR with SFAT and BLS training in MANSALAY (2015) ▪ Photocopied 75 pages of payroll attachments 	<ul style="list-style-type: none"> ▪ NONE ▪ Printed blank pages. 	<ul style="list-style-type: none"> ▪ N/A ▪ Restarted the printer then open the settings of the printer and then press the automatic cleaning.
APRIL 04, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM training in CALAPAN, BACO, PUERTO GALERA (2015) ▪ Checked, analyzed and formatted the desktop computer of Sir Benito. 	<ul style="list-style-type: none"> ▪ NONE ▪ Desktop application takes time to load, and almost all the time the desktop was lagging. 	<ul style="list-style-type: none"> ▪ N/A ▪ Backup all the files of the computer into the external hard drive then formatted the computer.

	<ul style="list-style-type: none"> ▪ Install Ethernet cable for the desktop to have internet. 	<ul style="list-style-type: none"> ▪ Cannot send email and other activities due to no internet connection. 	<ul style="list-style-type: none"> ▪ Install Ethernet cable from computer into the WIFI modem.
APRIL 05, 2022	<ul style="list-style-type: none"> ▪ Inserted names and pictures of the rescue equipment into the inventory system. ▪ Searched for the appropriate template for the admin panel of the system. ▪ Assisted Junelle in the coding while he is resting. 	<ul style="list-style-type: none"> ▪ Error in uploading the picture of the equipment. 	<ul style="list-style-type: none"> ▪ Checked the image or file size then find alternative picture to be uploaded.
APRIL 06, 2022	<ul style="list-style-type: none"> ▪ Brought Certificate of Appearance at the PA's Office for signature. ▪ Assisted 2 walk in clients of the office. ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS in Community DRRM in Socorro (2015) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 07, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR training in ROXAS, MANSALAY, and BULALACAO (2015). ▪ Photocopied 50 pages of purchase order documents. 	<ul style="list-style-type: none"> ▪ NONE ▪ Paper jammed. 	<ul style="list-style-type: none"> ▪ N/A ▪ Removed Jammed Paper.

APRIL 08, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training in BANSUD AND MANSALAY (2015). ▪ Refilled the ink in the printer of Ma'am Aisa and Ma'am Jean. 	<ul style="list-style-type: none"> ▪ NONE ▪ Printing quality was too low because of the low level ink. 	<ul style="list-style-type: none"> ▪ N/A ▪ Run maintenance and Nozzle cleaning. Refilled the ink then restart the printer
APRIL 11, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as Mountain Search and Rescue training in MT. HALCON, BACO (2012) ▪ Photocopied 30 pages of Certificate of appearance documents. ▪ Answered queries of the clients via text and call. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 12, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM WITH SFAT AND BLS training in SOCORRO (2012) ▪ Ma'am Ivy taught the different emergency or rescue materials and its uses whenever there is emergency situation. ▪ Putted batteries inside the pulse oximeter. ▪ Inventory all the rescue supplies and equipment. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

APRIL 13, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as BLS training in SAN TEODORO (2014) ▪ Created a template for the releasing stab of food and non-food items. ▪ Assisted 1 walk in clients for food request. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 13- 14, 2022	<ul style="list-style-type: none"> ▪ They assigned different task for the overtime during Semana Santa 2022. ▪ They showed how to create situational report. ▪ Monitored the weather condition, power interruption and untoward incident via call to different MDRRMO's. ▪ Helped on maintaining cleanliness of office during the duty. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 15- 16, 2022	<ul style="list-style-type: none"> ▪ Assisted on the monitoring of local beaches, Calapan City Port and terminals during Semana Santa 2022. ▪ Helped on maintaining the cleanliness of office during the duty. ▪ Answered queries via phone call. ▪ Assisted in creating the Situational Report for the Semana Santa 2022. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	<ul style="list-style-type: none"> ▪ Assigned to help the PDRRMO standby medic booth at the Czeascape beach resort. ▪ Set-up and assembled the computer desktop for the Capitol in the South at Roxas. 		
APRIL 18, 2022	<ul style="list-style-type: none"> ▪ Helped on creating the attachments of the contractual employees for their payroll. ▪ Photocopied files (purchase order for meals) ▪ Printed attachments of the PDRRMO Contractual employees. ▪ Created and inputted columns on PDRRMO Logbook. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 19, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training in ORIENTAL MINDORO DISASTER YOUTH VOLUNTEERS (2016) ▪ Refilled ink of the Xerox machine of the office. 	<ul style="list-style-type: none"> ▪ NONE ▪ Unable to photocopy. 	<ul style="list-style-type: none"> ▪ N/A ▪ Refilled the ink then restart the Xerox machine
APRIL 20, 2022	<ul style="list-style-type: none"> ▪ Assisted in the coordination to the barangays that will be affected by traffic due to the arrival of the presidential aspirant Mr. Bongbong Marcos. ▪ Brought paper to PTO an HR for received. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	<ul style="list-style-type: none"> ▪ Created daily monitoring report of the operation and warning division 		
APRIL 21, 2022	<ul style="list-style-type: none"> ▪ Printed documents needed by Ma'am Aiza Adeva ▪ Assisted 2 walk-in clients for their queries. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
APRIL 22, 2022	<ul style="list-style-type: none"> ▪ Went to PGSO for the submission of waste material report of the PDRRMO. ▪ Encoded all attendees' information from various trainings such as WASAR WITH SFAT AND BLS training in SOCORRO (2015) ▪ Attended Earth Day Webinar organized by PDRRMO. <p style="color: red; font-size: 2em; opacity: 0.5;">DO NOT COPY</p>	<ul style="list-style-type: none"> ▪ NONE ▪ Updating the google form in order to continue . ▪ Cannot read the text properly on the monitor because it was too small for the 5 of us. 	<ul style="list-style-type: none"> ▪ N/A ▪ Updated the google form then refresh the tab. ▪ Borrowed HDMI cable then connected the laptop to the LED Monitor and have a better visual.
April 25, 2022	<ul style="list-style-type: none"> ▪ Reproduced 50 photocopies of payroll attachments. ▪ Assisted Sir. Aaren in attaching payroll attachments. ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. <p style="color: red; font-size: 2em; opacity: 0.5;">DO NOT COPY</p>	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	<ul style="list-style-type: none"> ▪ Submitted Daily Monitoring Report to the different national agencies. 		
April 26, 2022	<ul style="list-style-type: none"> ▪ Printed pictures of rescue boots that was needed for the attachment in the purchase request. ▪ Brought letter to PA's office regarding the Travel Order of Ma'am Sarrah Lee for the training about Camp Coordination and Camp Management (CCCM). ▪ Brought returned Payroll attachments to HR. ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. ▪ Submitted Daily Monitoring Report to the different national agencies. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
April 27, 2022	<p>DO NOT COPY</p> <ul style="list-style-type: none"> ▪ Assisted and released 18 Sacks of NFA Rice and 9 boxes of Sardines to the employee of GSMAC office for their request. ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training in MDRRMO MANSALAY and BULALACAO (2017) 	<ul style="list-style-type: none"> ▪ NONE ▪ Cannot submit the form. 	<ul style="list-style-type: none"> ▪ N/A

	<ul style="list-style-type: none"> ▪ Brought the Overtime Payroll to the Accounting Office. 		
April 28, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as HARR training in SOCORRO POLA, PINAMALAYAN (2017) ▪ Brought documents for authentication in HR office. ▪ Created 1 tarpaulin template on photoshop to be use in training. ▪ Inventory and pictured sea ambulance equipment and attach it to the PR document. ▪ Drafted Powerpoint presentation for the Upcoming election. 	<ul style="list-style-type: none"> ▪ Updating form needed cannot submit. 	<ul style="list-style-type: none"> ▪ N/A
April 29, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT AND BLS training in SOCORRO and POLA (2016) ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. ▪ Completed the Summary of daily monitoring report for the month of April 2022. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	<ul style="list-style-type: none"> ▪ Assisted 1 client for the return of the borrowed equipment then recorded on the equipment Logbook. ▪ Created 2 PDRRMO document stub for visitors logbook and trash cans signage. ▪ Reproduced 70 copies of PDRRMO files. 		
May 02, 2022	<p>DO NOT COPY</p> <ul style="list-style-type: none"> ▪ Ma'am Aisa asked assistance to help her in fixing the error in the XEROX Machine. ▪ Encoded all attendees' information from various trainings such as SFAT and BLS training in MinSCAT Bongabong (2015) ▪ Fixed the Temperature Scanner. ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. ▪ Set-up Ma'am Mannylyn old desktop computer because it is not booting up properly and it is slow/lagging. ▪ Printed several copies of the Travel Expense Voucher (TEV) of the Contractual Employees. 	<ul style="list-style-type: none"> ▪ Out of Toner and Paper Jammed. ▪ Language changed into Japanese and scanned temperature was unreadable. ▪ Boot-up problem and Slow/lagging. 	<p>DO NOT COPY</p> <ul style="list-style-type: none"> ▪ Removed the paper jammed and then changed the toner then restart . ▪ Trouble shoot the Temperature Scanner and set the mode in default ▪ Checked all the wires and plug then changed the UPS and the remove all unnecessary files and clean the disks.

May 04, 2022	<ul style="list-style-type: none"> ▪ Reproduced 50 copies of Sea Ambulance Purchase Request then brought to BAC office. ▪ Assisted and helped Ma'am Aisa in editing and formatting of NOA document of Copylandia Office Systems Corporations. ▪ Created 2 template for BP Monitoring and Reproduction of Documents stub using Microsoft Publisher. ▪ Check, cleaned and refilled the ink of the printer of Sir Ram. ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. 	<ul style="list-style-type: none"> ▪ NONE ▪ Printed copied are not properly printed, header was cut out. ▪ Low quality and unreadable printed copies. 	<ul style="list-style-type: none"> ▪ N/A ▪ Set the margin and edited the header and footer of the paper. ▪ Check, cleaned and refilled the ink of the printer
May 05, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM training in Puerto Galera (2014) ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. ▪ Assisted and released 5 Sacks of NFA Rice and 5 Boxes 	<ul style="list-style-type: none"> ▪ Updating form needed cannot submit. ▪ Spreadsh eet did not print right. 	<ul style="list-style-type: none"> ▪ Updated the form then refresh ▪ Set the print area, scaled the sheet to print, and chose the right sheet option.

	<ul style="list-style-type: none"> ▪ Printed inventory of Rescue Equipment in excel. ▪ Prepared and set-up Desktop and Printer to be used in the 24/7 rescue center in Pinamalayan. 		
May 06, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM training in MDRRMO Baco and San Teodoro (2014) ▪ Assisted 2 client for the request and released of food assistance and the other for receiving paper from Petron. ▪ Drafted 2 tarpaulin template to be used in the inauguration of the 24/7 rescue center in Pinamalayan. ▪ Reproduced 100 copies of Logbook and Travel Order attachment for Payroll. ▪ Brought payroll attachment of Sir Ever P. Lozada for the month of April in Provincial Engineering Office. ▪ Attended Gender Sensitivity Orientation organized by Human Resource Office. 	<ul style="list-style-type: none"> ▪ Updating form needed cannot submit. ▪ NONE 	<ul style="list-style-type: none"> ▪ Updated the form then refresh . ▪ N/A
May 10, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

	<p>various trainings such as CBDRRM training in MDRRMO ROXAS AND MANSALAY (2014)</p> <ul style="list-style-type: none"> ▪ Reproduced 90 copies of Logbook and Purchase Order attachment for Payroll. ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. ▪ Taught Ma'am Jean on how to print excel document. ▪ Drafted tarpaulin template to be used for the training. 		
May 11, 2022	<ul style="list-style-type: none"> ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. ▪ Refilled ink in the printer of Ma'am Mannylyn. ▪ Brought letter of request to the Governor's office for signature. ▪ Reproduced 50 copies of Purchase Request document. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
May 12, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

	<p>training in MDRRMO BACO, SAN TEODORO and PUERTO GALERA (2014)</p> <ul style="list-style-type: none"> ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. ▪ Helped Ma'am Jean in her Desktop Computer. ▪ Brought payroll of Contractual employees to the Provincial Accounting Office. ▪ Assisted 2 walk in clients for their request. 		
May 13, 2022	<p>DO NOT COPY</p> <ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS training in MDRRMO PINAMALAYAN and GLORIA (2014) ▪ Assisted 3 client for inquiry, request for ambulance and the other for receiving paper from BAC office. ▪ Created PowerPoint Presentation to be used during the meeting of PDRRMO Personnel. ▪ Went to Provincial Treasurers Office to follow up the Payroll of Contractual 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

	<p>Employees, then brought to Executive Assistant Office for signature.</p> <ul style="list-style-type: none"> ▪ Helped Sir Elmer in his Printer. 		
May 16, 2022	<p>DO NOT COPY</p> <ul style="list-style-type: none"> ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. ▪ Reproduced 100 copies of Overtime attachment for GSMAC and PDRRMO contractual employees. ▪ Assisted 2 walk-in clients for inquiry and request of food assistance. ▪ Encoded all attendees' information from various trainings such as WASAR training in MDRRMO BACO, SAN TEODORO and PUERTO GALERA (2016) ▪ Drafted Photoshop design for the shipping lines updates hotline numbers to be posted on PDRRMO official Facebook account. 	<ul style="list-style-type: none"> ▪ NONE ▪ Updating form needed cannot submit. 	<ul style="list-style-type: none"> ▪ N/A ▪ Updated the form then refresh
May 17, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR training in MDRRMO NAUJAN and VICTORIA (2016) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	<ul style="list-style-type: none"> ▪ Brought Overtime payroll of GSMAC and PDRRMO contractual employees to HR office. ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. ▪ Assisted in the clearing and proper placement of wires and cable in the PDRRMO Operation Center. ▪ Printed pictures of food menu to be attach in Purchase Request Voucher for the National and Local Election 2022. 	<ul style="list-style-type: none"> ▪ Cannot submit report to different government agencies due to slow internet ▪ Paper Jammed. 	<ul style="list-style-type: none"> ▪ Check and refresh the wifi router then refresh the website ▪ Removed paper jam and restart the printer
May 18, 2022	<ul style="list-style-type: none"> ▪ Assisted Ma'am Jean in creating DTR and accomplishment report for the Overtime payroll. ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. ▪ Follow-up the Overtime Payroll to the Provincial Budget Office. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
May 19, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as WASAR training in MDRRMO 	<ul style="list-style-type: none"> ▪ NONE ▪ They cannot view and edit pdf 	<ul style="list-style-type: none"> ▪ N/A ▪ Installed Adobe Acrobat Reader

	<p>SOCORRO and PINAMALAYAN (2016)</p> <ul style="list-style-type: none"> ▪ Helped Ma'am Aisa in downloading Performance Bond document. ▪ Installed Adobe Acrobat Reader Application to the desktop computer of Ma'am Aisa, Ma'am Mannylyn, Ma'am Jean and Ma'am Sarah. 	<p>files. Ma'am Jean computer had an issue due to incompatibility of the application.</p>	<p>and then find compatible application for the computer of Ma'am Jean.</p>
May 20, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM with SFAT and BLS training in MDRRMO POLA, Brgy. Maluanluan (2013) ▪ Edited and inputted some name of equipment in the PDRRMO Warehouse Management System. ▪ Created the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
May 23, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as HARR Training in the MDRRMO NAUJAN (2014) ▪ Printed 50 pages of Travel Order, Purchase Order and Vouchers documents. ▪ Assisted 2 walk-in clients for their 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	request of food assistance.		
May 24, 2022	<ul style="list-style-type: none"> ▪ Created and submitted the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. ▪ Photocopied 100 copies of Purchase Request attachment. ▪ Encoded all attendees' information from various trainings such as HARR Training in the MDRRMO VICTORIA (2014) 	<ul style="list-style-type: none"> ▪ NONE ▪ Paper Jammed. 	<ul style="list-style-type: none"> ▪ N/A ▪ Removed paper jam and restart the printer
May 25, 2022	<ul style="list-style-type: none"> ▪ Follow-up the Memorandum of the office in the Human Resource Office ▪ Encoded all attendees' information from various trainings such as HARR Training in the MDRRMO PINAMALAYAN (2014) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
May 26, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as HARR Training in the MDRRMO SOCORRO (2014) ▪ Brought Waste Material Report in the BAC office for signature. ▪ Created and submitted the 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's.		
May 27, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as CBDRRM with SFAT and BLS training in HARR Training in the MDRRMO SAN TEODORO (2014) ▪ Assisted in cleaning the office for the SGLG Validation. ▪ Brought travel order for signature of PA to the Provincial Administrators' Office. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
May 30, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS in Municipality of Bulalacao (2013) 	<ul style="list-style-type: none"> ▪ Updating form needed cannot submit. 	<ul style="list-style-type: none"> ▪ Updated the form then refresh .
May 31, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS in Municipality of Puerto Galera (2013) ▪ Follow-up 1 Vouchers documents in the Budget Office. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
June 01, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS Training in Municipality of Baco (2013) 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

	<ul style="list-style-type: none"> ▪ Created and submitted the province wide monitoring of weather condition, power interruptions and untoward incidents through call and text and multimedia from MDRRMO's. 		
June 2, 2022	<ul style="list-style-type: none"> ▪ Encoded all attendees' information from various trainings such as SFAT and BLS training in Municipality of San Teodoro (2013) ▪ Helped Ma'am Jean in entering ICS virtual training. 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
JUNE 3, 2022	<ul style="list-style-type: none"> ▪ Attended IT Day 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A
JUNE 4, 2022	<ul style="list-style-type: none"> ▪ Attended IT Day 	<ul style="list-style-type: none"> ▪ NONE 	<ul style="list-style-type: none"> ▪ N/A

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NAME: ZAMORA, MARC JUNELLE V.		INTERNSHIP SITE: PDRRMO-PROVINCIAL CAPITOL	
DATE	ACTIVITIES PERFORMED	PROBLEMS ENCOUNTERED	ACTION TAKEN
MARCH 23, 2022	<ul style="list-style-type: none"> ▪ Cut-out bookmarks of folders and NTR. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
MARCH 24, 2022	<ul style="list-style-type: none"> ▪ Set-up desktop computer ▪ Managed printer/scanner ▪ Scanned typhoon records into PNG. 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ Scanner paper jammed 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ Stop scanning process, remove jammed paper, restart scanner, and check scanner status.
MARCH 25, 2022	<ul style="list-style-type: none"> ▪ Scanned typhoon records into PNG. 	<ul style="list-style-type: none"> ▪ Scanner paper jammed ▪ Convert scanned papers into PDF 	<ul style="list-style-type: none"> ▪ Stop scanning process, remove jammed paper, restart scanner, and check scanner status. ▪ Scanned papers were approved to just stay on PNG.
MARCH 28, 2022	<ul style="list-style-type: none"> ▪ Encoded the attendees from different trainings (2017). 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

MARCH 29, 2022	<ul style="list-style-type: none"> ▪ Encoded the attendees from different trainings (2017). ▪ Enhanced a photo text-image through Photoshop. 	<ul style="list-style-type: none"> ▪ Files was sorted in the wrong folder. ▪ Photo was enhanced, but was still blurry. 	<ul style="list-style-type: none"> ▪ Properly organized by year and folder name ▪ Provided an alternate output by looking for similar font style, size and effects of the text.
MARCH 30, 2022	<ul style="list-style-type: none"> ▪ Encoded the attendees from different trainings (2017). ▪ Encoded the daily monitoring reports in March through Excel. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MARCH 31, 2022	<ul style="list-style-type: none"> ▪ Encoded the attendees from different trainings (2017-2018). ▪ Downloaded plugins of google form 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
APRIL 01, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system. ▪ Downloaded Sublime Text 3 and CodeIgniter 3. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
APRIL 04, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - designed dashboard using AdminLTE 3, created CRUD table or data table 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

	(items), and managed database.		
APRIL 05, 2022	<ul style="list-style-type: none"> ■ Developed PDRRMO inventory system - managed CRUD functions and designed dashboard. 	<ul style="list-style-type: none"> ■ Update image failed; error in database . 	<ul style="list-style-type: none"> ■ Inserted a condition to check if image is empty; if yes, will use previous data; if no, will update using new inserted data.
APRIL 06, 2022	<ul style="list-style-type: none"> ■ Developed PDRRMO inventory system - created new data tables (borrowers), managed CRUD functions, normalized database. 	<ul style="list-style-type: none"> ■ Unable to constrain foreign keys 	<ul style="list-style-type: none"> ■ Set-up update and delete of foreign key data as restricted; conditioned through PHP model.
APRIL 07, 2022	<ul style="list-style-type: none"> ■ Developed PDRRMO inventory system - created new data tables (borrows), managed CRUD functions, normalized database, checked foreign keys function in the 'borrow' database, managed JavaScript filtering. 	<ul style="list-style-type: none"> ■ Miscalculated the item quantity and borrowed quantity . 	<ul style="list-style-type: none"> ■ Implemented the increase/decrease calculation of quantities, with logical restrictions.

APRIL 08, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - managed data tables, finalized CRUD, organized restrictions from 'item' - 'borrowers' - 'borrow', normalized database. 	<ul style="list-style-type: none"> ▪ Append error in the JavaScript function where the PHP data is inserted to the data table. 	<ul style="list-style-type: none"> ▪ Applied JavaScript variables to convert PHP data to string.
APRIL 11, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - polished three main functions - managing items, borrowers, and borrowed status. 	<ul style="list-style-type: none"> ▪ Encountered a conflict in filtering borrower's name and search filter. 	<ul style="list-style-type: none"> ▪ Fixed by removing data table JavaScript html append.
APRIL 12, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - created status menu of the borrowed items. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 13, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - organized foreign keys, normalized database, created table 'register'. ▪ Observed the PDRRMO employees in recording daily reports of different barangays' condition in terms of weather, accidents, and employees on duty that was received through call/text. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 14, 2022	<ul style="list-style-type: none"> ▪ Tasked to monitor in Czeascape, Balite, Calapan City. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A

	<ul style="list-style-type: none"> ▪ Set-up tarpaulin ▪ Tasked to Video/Picture-taking 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 15, 2022	<ul style="list-style-type: none"> ▪ Observed the PDRRMO employees in recording daily reports of different barangays' condition in terms of weather, accidents, and employees on duty that was received through call/text. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 16, 2022	<ul style="list-style-type: none"> ▪ Tasked to monitor in Czeascape, Balite, Calapan City. ▪ Set-up tarpaulin ▪ Organized safety equipment. 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
APRIL 18, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - managed to finish the front-end design of the register menu. 	<ul style="list-style-type: none"> ▪ Lacked laptop to use 	<ul style="list-style-type: none"> ▪ Given different tasks - photocopied documents and draw NTR columns on log book.
APRIL 19, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - managed the data table for the registered accounts and the buttons to be used. ▪ Navigated the usage geoanalytics.ph 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A

APRIL 20, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - managed flash data error messages. 	<ul style="list-style-type: none"> ▪ Error messages was not displaying. 	<ul style="list-style-type: none"> ▪ Fixed by changing method where instead of using URL redirect, the view file was loaded by using function.
APRIL 21, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - managed to finish the register menu where accounts can be added with encrypted passwords, and added update function of the user's role and status. ▪ Presented the pre-development of the system to Mr. Ever. 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
APRIL 22, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - searched for a JS or API that can easily generate reports of the system's data. ▪ Set up HDMI connecting laptop screen to TV. ▪ Attended Earth Day webinar 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
APRIL 25, 2022	<ul style="list-style-type: none"> ▪ Created and presented a recommendation/suggestion report of 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

	PDRRMO performance during Semana Santa		
APRIL 26, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - designed login GUI, managed basic login functions (password authorization, account setting) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 27, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - managed login redirects and restrictions. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
APRIL 28, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - managed set and unset userdata, added split button for logout and profile option, managed view files redirect using 'active' and 'inactive' function. 	<ul style="list-style-type: none"> ▪ Userdata problems whenever an account is deleted. 	<ul style="list-style-type: none"> ▪ Delete option was removed to remove login redundancy, added 'active' and 'inactive' function as basis for login access.
APRIL 29, 2022	<ul style="list-style-type: none"> ▪ Encoded monthly report for April 01-28, 2022 of disaster occurrences from different municipalities. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
MAY 2, 2022	<ul style="list-style-type: none"> ▪ Developed a PDRRMO inventory system - polished login GUI, managed username and password authentication 	<ul style="list-style-type: none"> ▪ An error occurred in database showing that the table "item_register" does not exist 	<ul style="list-style-type: none"> ▪ Assigned a protected variable for table outside public functions.

MAY 4, 2022	<ul style="list-style-type: none"> ▪ Developed a PDRRMO inventory system - created edit profile option ▪ Disassembled a few computers, monitors and devices ▪ Retrieved an appearance/certificate from the Public Assistant Office based on travel order. 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ Retrieved the wrong papers 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ Asked for a double-check from the PA office
MAY 5, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - Created change password (current, new, confirm) with show/hide JavaScript function 	<ul style="list-style-type: none"> ▪ Show and hide icons are not dynamic 	<ul style="list-style-type: none"> ▪ Changed the syntax for assigning a different class name from "element.className = "";" to "\${element}.toggleClass("");"
MAY 6, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - Polished change password function, update profile function, and login function. ▪ Photocopied a few letters from HR 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A
MAY 10, 2022	<ul style="list-style-type: none"> ▪ Developed a PDRRMO inventory system - polished the update profile option, change password option and 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

	functions applied to all view files		
MAY 11, 2022	<ul style="list-style-type: none"> ▪ Set-up the wirings of TV cable ▪ Managed, organized, and cleaned a number of tarpaulins ▪ Delivered the tarpaulins to the Department of Education (DepED) and City Economic Enterprise Department (CEED). 	<ul style="list-style-type: none"> ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A ▪ N/A
MAY 12, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO inventory system - Normalized the database of item_register applied to item_item, item_borrow, item_borrower tables by managing foreign keys and join data tables, added date returned/unreturned function. ▪ Photocopied copies of travel order ▪ Went and received the certificate of appearance from the Provincial Administrator (PA) ▪ Authenticated a few travel orders from Human Resources (HR). 	<ul style="list-style-type: none"> ▪ Select ("*") was causing a data table error due to duplication of column variables. ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ Fixed by specifying the data variables in the select () in a format of tableName.tableName.column ▪ N/A ▪ N/A ▪ N/A
MAY 13, 2022	<ul style="list-style-type: none"> ▪ Developed PDRRMO warehouse management system - Revised the system's name from 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A

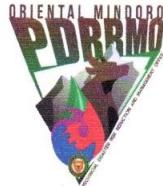
	<p>'PDRRMO inventory system' to 'PDRRMO warehouse management system'.</p> <ul style="list-style-type: none"> ▪ Searched and applied the visitor.js to the system for monitoring users ▪ Created a data table for monitoring (IP address, country, browser, page landed and date visited) ▪ Managed monitoring function with AJAX ▪ Applied the monitoring function to index and login view files ▪ Changed the dashboard option 'profile' to 'history'. ▪ Authenticated a few travel orders from Human Resources (HR). ▪ Went and received the certificate of appearance from the Governor's Office (GO). 	<ul style="list-style-type: none"> ▪ SetInter val ruined the responsiveness of data table ▪ None ▪ None ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ Fixed by removing the '<div class="badge badge-success">' before data_added row. ▪ N/A ▪ N/A ▪ N/A ▪ N/A
MAY 16, 2022	<ul style="list-style-type: none"> ▪ Filled-up a certificate of appearance given by the Human Resources (HR). ▪ Developed the PDRRMO Warehouse Management System - Polished the monitoring system, created data table 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A

	for history, and added redirected links to history from menu options.		
MAY 17, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Revised the monitoring system (removed due to visitor.js not working for offline implementation); edited all affected view files, user files and database; normalized the database for history (history ID, register ID, action and date created); created a table model for history (retrieving data from database, with join functions of history and register table) 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
MAY 18, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Added input function of past activities for history (Log in, log out, Adding, Updating and Deleting Items); Revised Foreign Key Constraints; Created a function that specifies which information has been updated from item_item of history table. 	<ul style="list-style-type: none"> ▪ Foreign key restricts update and delete of rows 	<ul style="list-style-type: none"> ▪ Fixed by removing constraints and running "SET GLOBAL FOREIGN_KEY_CHECKS=0;" in MySQL queries
MAY 19, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Revised construction of descriptions in history; Created history function 	<ul style="list-style-type: none"> ▪ Select option is only retrieving id number of from 	<ul style="list-style-type: none"> ▪ Fixed by using JavaScript functions to retrieve

	<p>for borrowers; History function that saves updated, added and deleted details of borrowers; Created history function for borrowed items; Adding items saves to history of assigned equipment with borrower, and nom of quantity borrowed; Adding history to updated increase/decrease quantity, and delete function.</p>	data table	e data of selected id
MAY 20, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Edited descending/ascending data tables; Managed history function on borrow, status (updates indicator); Polished the managing computation of quantities. 	<ul style="list-style-type: none"> ▪ Total quantity is computing the wrong input from increased/decreased out. 	<ul style="list-style-type: none"> ▪ Fixed by changing the model function used in computing the total quantity by adding/ subtracting the input to its remaining total.
MAY 23, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Managed history function for update profile, added history function per page, and history function shows updated values. 	<ul style="list-style-type: none"> ▪ None 	▪ N/A

MAY 24, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Added a new view file for reports, created a data table for records to generate reports, and searched for data table sum (total) function of records 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
MAY 25, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Searched and coded for data tables function to sum the total records from reports, and added row numbering. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
MAY 26, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Added button that exports report (number of items and quantity) that shows footer and affected column visibility. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
MAY 27, 2022	<ul style="list-style-type: none"> ▪ Went to PGSO to submit office documents ▪ Developed the PDRRMO Warehouse Management System - Polished reports, data table, database and testing out different export function (PDF, print, SVG, and copy) 	<ul style="list-style-type: none"> ▪ None ▪ None 	<ul style="list-style-type: none"> ▪ N/A ▪ N/A

MAY 30, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Edited sendemail, configured sendemail.ini, managed forgot password function. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
MAY 31, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Used mail local server tool (tesl email server tool), created forgot password function with email verification, and new password. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
JUNE 1, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Polished forgot password design, function and testing of errors - tested email function that sends verification code and new password. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
JUNE 2, 2022	<ul style="list-style-type: none"> ▪ Developed the PDRRMO Warehouse Management System - Polished system and preparation for presentation. 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
JUNE 3, 2022	<ul style="list-style-type: none"> ▪ Attended IT Day 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A
JUNE 4, 2022	<ul style="list-style-type: none"> ▪ Attended IT Day 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ N/A

APPENDIX VIII**Certificate of Completion**

Provincial Capitol Complex, Barangay Camilmil
Calapan City, Oriental Mindoro
Philippines 5200

awards this

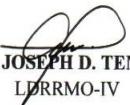
**CERTIFICATE
OF
COMPLETION**

to

JOSHUA EVORA ALDAY

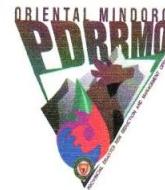
A Bachelor of Science in Information Technology student at the Mindoro State University, for successfully completing 486 hours of On-the-Job Training at Provincial Disaster Risk Reduction and Management Office from March 23, 2022 to June 07, 2022.

Given this 7th day of June 2022 at Provincial Disaster Risk Reduction and Management Office, Provincial Capitol Complex, Barangay Camilmil, Calapan City, Oriental Mindoro.


RAM JOSEPH D. TEMENA
LDRRMO-IV


IVY KRISTINE A. BASCO
LDRRMO-IV


VINCENT B. CAHOL
PGDH—PDRRMO



Provincial Capitol Complex, Barangay Camilmil
Calapan City, Oriental Mindoro
Philippines 5200

awards this

CERTIFICATE OF COMPLETION

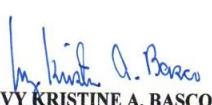
to

ANGELOU ELAIZA DEJOLDE RODRIGUEZ

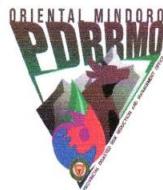
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RAM JOSEPH D. TEMENA
LDRRMO-IV


IVY KRISTINE A. BASCO
LDRRMO-IV


VINCENT B. GAHOL
PGDH—PDRRMO



Provincial Capitol Complex, Barangay Camilmil
Calapan City, Oriental Mindoro
Philippines 5200

awards this

**CERTIFICATE
OF
COMPLETION**

to

KIMBERLY MARANAN SILVA

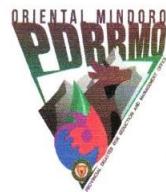
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LDRRMO-IV


IVY KRISTINE A. BASCO
LDRRMO-IV


VINSCENT B. GAHOL
PGDH—PDRRMO



Provincial Capitol Complex, Barangay Camilmil
Calapan City, Oriental Mindoro
Philippines 5200

awards this

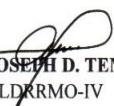
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OF
COMPLETION**

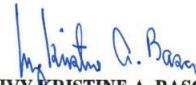
to

ROBERTO AGUILAR VILLANUEVA JR.

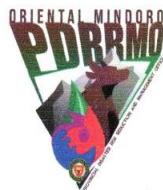
A Bachelor of Science in Information Technology student at the Mindoro State University, for successfully completing 486 hours of On-the-Job Training at Provincial Disaster Risk Reduction and Management Office from March 23, 2022 to June 07, 2022.

Given this 7th day of June 2022 at Provincial Disaster Risk Reduction and Management Office, Provincial Capitol Complex, Barangay Camilmil, Calapan City, Oriental Mindoro.


RAM JOSEPH D. TEMEÑA
LDRRMO-IV


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PGDH—PDRRMO



Provincial Capitol Complex, Barangay Camilmil
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Philippines 5200

awards this

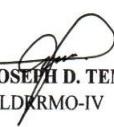
**CERTIFICATE
OF
COMPLETION**

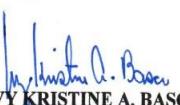
to

MARC JUNELLE VILLARBA ZAMORA

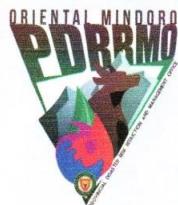
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RAM JOSEPH D. TEMEÑA
LDRRMO-IV


IVY KRISTINE A. BASCO
LDRRMO-IV


VINCENT B. GAHOL
PGDH—PDRRMO

APPENDIX IX**Software Development Certificate**

Provincial Capitol Complex, Barangay Camilmil
Calapan City, Oriental Mindoro
Philippines 5200

awards this

**CERTIFICATE
OF
RECOGNITION**

to

JOSHUA EVORA ALDAY

A Bachelor of Science in Information Technology student at the Mindoro State University, for successfully developing a system entitled "**E-WARE: PDRRMO WAREHOUSE MANAGEMENT SYSTEM**" during his/her On-the-Job Training at Provincial Disaster Risk Reduction and Management Office.

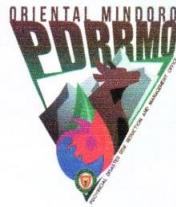
Given this 6th day of June 2022 at Provincial Disaster Risk Reduction and Management Office, Provincial Capitol Complex, Barangay Camilmil, Calapan City, Oriental Mindoro.

RAM JOSEPH D. TEMEÑA
LDRRMO-IV

EVER J. LOZADA
ENGINEERING AIDE I

MANNYLYN A. GUEVARRA
LDRRMO-I

JULIO B.C. DIMAYUGA
ADMINISTRATIVE ASSISTANT III



Provincial Capitol Complex, Barangay Camilmil
Calapan City, Oriental Mindoro
Philippines 5200

awards this

CERTIFICATE OF RECOGNITION

to

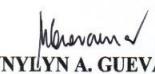
ANGELOU ELAIZA DEJOLDE RODRIGUEZ

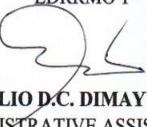
A Bachelor of Science in Information Technology student at the Mindoro State University, for successfully developing a system entitled "**E-WARE: PDRRMO WAREHOUSE MANAGEMENT SYSTEM**" during his/her On-the-Job Training at Provincial Disaster Risk Reduction and Management Office.

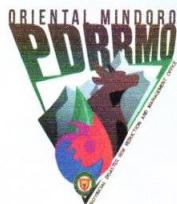
Given this 6th day of June 2022 at Provincial Disaster Risk Reduction and Management Office, Provincial Capitol Complex, Barangay Camilmil, Calapan City, Oriental Mindoro.


RAM JOSEPH D. TEMEÑA
LDRRMO-IV


EVER P. LOZADA
ENGINEERING AIDE I


MANNYLYN A. GUEVARRA
LDRRMO-I


JULIO D.C. DIMAYUGA
ADMINISTRATIVE ASSISTANT III



Provincial Capitol Complex, Barangay Camilmil
Calapan City, Oriental Mindoro
Philippines 5200

awards this

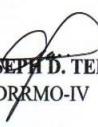
CERTIFICATE OF RECOGNITION

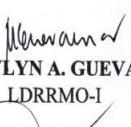
to

KIMBERLY MARANAN SILVA

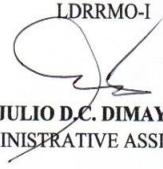
A Bachelor of Science in Information Technology student at the Mindoro State University, for successfully developing a system entitled “E-WARE: PDRRMO WAREHOUSE MANAGEMENT SYSTEM” during his/her On-the-Job Training at Provincial Disaster Risk Reduction and Management Office.

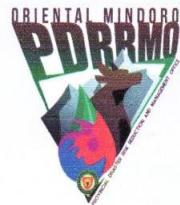
Given this 6th day of June 2022 at Provincial Disaster Risk Reduction and Management Office, Provincial Capitol Complex, Barangay Camilmil, Calapan City, Oriental Mindoro.


RAM JOSEPH D. TEMEÑA
LDRRMO-IV


MANNYLYN A. GUEVARRA
LDRRMO-I


EVER P. LOZADA
ENGINEERING AIDE I


JULIO D.C. DIMAYUGA
ADMINISTRATIVE ASSISTANT III



Provincial Capitol Complex, Barangay Camilmil
Calapan City, Oriental Mindoro
Philippines 5200

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CERTIFICATE OF RECOGNITION

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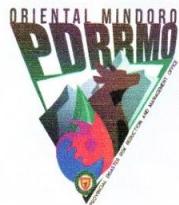
Given this 6th day of June 2022 at Provincial Disaster Risk Reduction and Management Office, Provincial Capitol Complex, Barangay Camilmil, Calapan City, Oriental Mindoro.

RAM JOSEPH D. TEMEÑA
LDRRMO-IV

MANNYLYN A. GUEVARRA
LDRRMO-I

EVER P. LOZADA
ENGINEERING AIDE I

JULIO D.C. DIMAYUGA
ADMINISTRATIVE ASSISTANT III



Provincial Capitol Complex, Barangay Camilmil
Calapan City, Oriental Mindoro
Philippines 5200

awards this

CERTIFICATE OF RECOGNITION

to

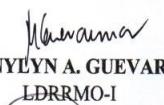
MARC JUNELLE VILLARBA ZAMORA

A Bachelor of Science in Information Technology student at the Mindoro State University, for successfully developing a system entitled "**E-WARE: PDRRMO WAREHOUSE MANAGEMENT SYSTEM**" during his/her On-the-Job Training at Provincial Disaster Risk Reduction and Management Office.

Given this 6th day of June 2022 at Provincial Disaster Risk Reduction and Management Office, Provincial Capitol Complex, Barangay Camilmil, Calapan City, Oriental Mindoro.


RAM JOSEPH D. TEMEÑA
LDRRMO-IV


EVER P. LOZADA
ENGINEERING AIDE I


MANNYLYN A. GUEVARRA
LDRRMO-I


JULIO D.C. DIMAYUGA
ADMINISTRATIVE ASSISTANT III

APPENDIX X**OJT Photos**

BSIT intern's deployment and endorsement approval on March 23, 2022



BSIT intern's first office task on March 25, 2022



BSIT interns assigned encoding task on March 28, 2022



BSIT interns' overtime at the office on April 13, 2022



BSIT interns managing certificate of appearances on May 04,
2022



BSIT intern's managing TV cables on May 11, 2022



BSIT intern's continuing encoding task on May 14, 2022



BSIT intern's system presentation on June 06, 2022



BSIT intern's secondary presentation and last day on June
07, 2022



BSIT intern's picture taking of certificates with PDRRMO
officers on June 13, 2022

APPENDIX XI**Biographical Sketch**

The trainee was born on December 02, 1998, in Calapan City, Oriental Mindoro. He is a son of Mrs. Simplicia E. Alday and Mr. Maximo E. Alday.

He finished his elementary Education at Camilmil Central School (CCS) in 2012. In the same year, he enrolled for his secondary education at Oriental Mindoro National High School (OMHNS) year 2012-2016. He graduated from Senior High School with Honors from OMHNS in 2018.

He enrolled in his college at Mindoro State University, Calapan Campus, and took Bachelor of Science in Information Technology.

JOSHUA E. ALDAY



Angelou Elaiza D. Rodriguez was born on July 20, 2000 at Tibag, Calapan City, Oriental Mindoro. She is the middle child of Mr. Enrico A. Rodriguez, a construction worker/laborer, and Mrs. Nelia D. Rodriguez, a cashier.

She finished her elementary education at Adriatico Memorial School. She also attended her junior and senior high school years at Oriental Mindoro National High School, attaining the award with honor. She is pursuing her Bachelor of Science in Information Technology course at Mindoro State University-Calapan City Campus.

Although she is a college student, she has learned a lot that has helped her develop skills that can be applied to her future goals and career. Accordingly, her on-the-job training experience has prepared her for real-world work challenges.

ANGELOU ELAIZA D. RODRIGUEZ



The trainee was born in San Salvador Lipa City, Batangas, on August 8, 2000. She is the eldest among the three (3) children of Mr. Jerry Silva and Mrs. Edna Maranan.

She completed her Kindergarten years at Mabuhay I Child Care Development Center. Then, she attended at Mabuhay I Elementary School for her elementary years. She was an active Girl Scout in elementary school and attended School-based and Division Encampments. She was fond of participating in MTAP from grade IV to grade VI. She attended Leuteboro National High School for her junior and senior years and graduated with honors.

She is a fourth-year college student taking Bachelor of Science in Information Technology at Mindoro State University.

KIMBERLY M. SILVA



The trainee was born on March 25, 2000, at Camaya, Mariveles, Bataan. He is the son of Mr. Roberto P. Villanueva and Mrs. Gina A. Villanueva.

He finished his Elementary Education at Antonio G. Llamas Elementary School (AGLES) in 2012. In the same year, he enrolled his Secondary Education at Oriental Mindoro National High School and graduated in March 2018.

He enrolled in his College at Mindoro State University, Calapan City Campus, and took Bachelor of Science in Information Technology.

ROBERTO A. VILLANUEVA JR.



The trainee was born on April 06, 2000 at San Antonio, Calapan City, Oriental Mindoro. He is the eldest son of Crisjune D. Zamora and Ma Michelle V. Zamora.

He finished his elementary school as second honor on Rose of Sharon Learning Center in 2012. In the same year, he enrolled for his secondary education at Oriental Mindoro National High School and graduated in March 2018 with honor.

He enrolled his college at Mindoro State University - Calapan City Campus and took a Bachelor of Science in Information Technology.

He once aspired to become an Animator. He was inspired by animated films and would write narrative stories and draw illustrations. As he got older, he took Information and Technology to explore his interest in the digital world. He learned different programming languages and built websites or systems.

MARC JUNELLE V. ZAMORA