

Overview of the Practicum

As of July 15, 2025, I have rendered a total of 396 hours of on-the-job training and the expected date will be on July 29, 2025 at the Department of Science and Technology – Forest Products Research and Development Institute (DOST-FPRDI), a government research facility located in Los Baños, Laguna. This organization is dedicated to advancing the sustainable use of forest-based resources and supporting local industries through research, technical services and innovation.

I was assigned at the Training Services Division- Training and Manpower Development Services Section (TSD-TMDSS), this section is responsible for planning and conducting training programs across the Philippines.

The stated trainings render in two modalities: face-to-face training courses, and training webinars. Face to face training courses is the traditional way wherein the activity is conducted at FPRDI office or on site, depending on the preference of the requesting party. While training webinars are composed of recorded lecture and technology demonstration.

While my host company is quite far to my course of Information Technology. My task is still related to my taken course. My role was to digitize records and reduce manual workloads for the team in my section.

Presentation of Output

The first project was titled “Mapping of FPRDI Training Services”.

Objectives:

- To develop a comprehensive database that will allow easy access for the Institute.
- To enable better management of the resources and provide clearer view of the institute’s offerings and the organization’s impact.
- To serve a support decision-making, facilitate collaboration, provide evidenced of its delivered assistance and promote the broader dissemination of other technical services.

Expected Output:

- Database interface of conducted FPRDI Training Services
- Backend of FPRDI Training Maps
- Map of FPRDI Training Services

Target Beneficiaries:

- FPRDI Researchers
- Staff of TSD-TMDSS

Screenshots of the Output

The second Project was Titled “Batch Training Certificate Generator”.

Objectives:

- To streamline the process of generating training certificates in batches, reducing manual encoding and minimizing errors.
- To enhance customization and professional quality tailored to each training activity.
- To Improve efficiency of record-keeping supporting faster creation of certificates.

Expected Output:

- Automatic sorting mechanism of participant data based on the required CSV file provided by the user.
- Easy editing and positioning of the participants’ name and interactive UI.
- Exportable Certificates and Records

Beneficiaries:

- Staff of TSD-TMDSS
- Other Division needed to create batches of certificates

Screenshots of Output:



Figure # Landing Page

Certificate Generator

Upload Data Files

Configure file requirements and upload your data files to generate certificates

File Requirements

Select which files are required for certificate eligibility:

☐ Attendance

☐ Evaluation

☐ Background Info

Upload Files

Upload your Excel or CSV files containing participant data:

Certificate Generator

Upload your Excel or CSV files containing participant data:

Attendance Required

May 15, 2025 (Attendance) - Engineered Bamboo Production (Level 2)
(Responses) - Form Responses 1.csv - 75 entries

Replace

Evaluation Required

(Evaluation) May 15, 2025 - Engineered Bamboo Production (Level 2)
(Responses) - Form Responses 1.csv - 49 entries

Replace

Background Info Required

May 15, 2025 (Background Information) - Engineered Bamboo Production Level 2
(Responses) - Form Responses 1 (1).csv - 176 entries

Replace

Continue to Generate Certificates

Figure # Sorting Mechanism

Participant Eligibility Report

Summary

74

45

29

60.8%

Eligible Participants

45

Ineligible Participants

29

Actions

Export Eligible

Export Ineligible

Generate Certificates

Figure # Participant Eligibility Report Page

Certificate Editor

Upload Template

Upload Font

Save Template

Load Template

Certificate 1 of 41

Previous

Next

Save Current

Save All

Name Field Controls

Editing Name Field: 1

Size: 30 TimesNewRoman

☒ Bold ☐ Italic

Alignment: center

Fit Width: Enter width (optional)

Delete Name Field

Extra Text Controls

DEPARTMENT OF SCIENCE AND TECHNOLOGY

CERTIFICATE OF APPEARANCE

This is to certify that

Althea Kim M Pangilinan

has conferred with the undersigned on June 4, 2025 on

First Kalinga Bamboo Summit: Forum on Bamboo Technologies

conducted by the Forest Products Research and Development Institute at

the Teatro, Kalinga State University Bulanao, Tabuk City.

Figure # Certificate Editor

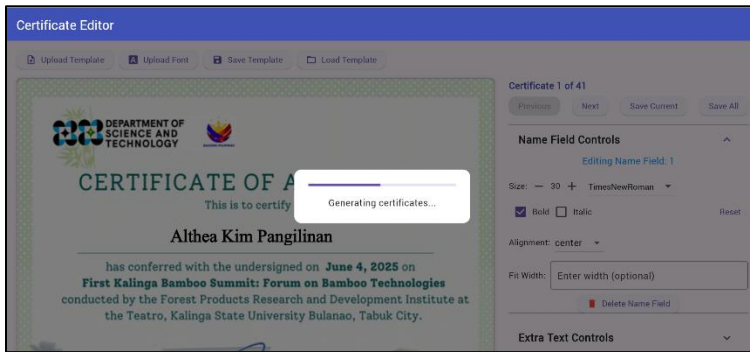


Figure # Saving Batch Process

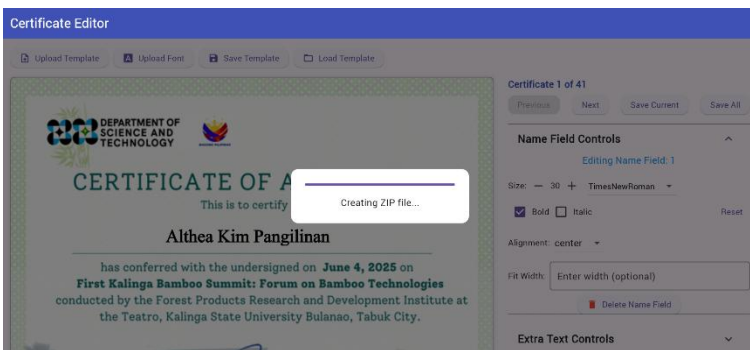


Figure # Creating Zip Process



Figure # Batch Certificate Creator (no csv)



Figure # Batch Certificate Creator (no csv)

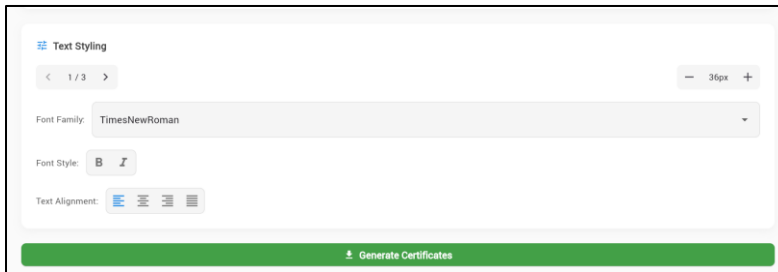


Figure # Batch Certificate Creator (no csv)

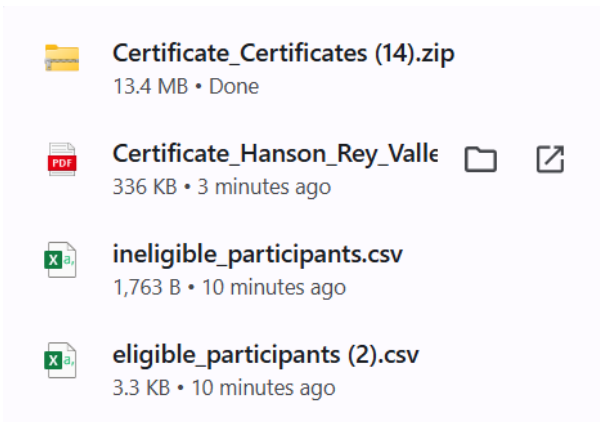


Figure # Exportable Certificates and Records

Conclusion

During my On-the-job training at DOST-FPRDI at the section of TSD-TMDSS, I gained both valuable technical and professional skills that enhanced my understanding of how information technology is very useful and versatile in supporting research, development, and training services. My key takeaways in this experience are developing software in a real-life professional setting. The only experience I have was just to develop a system based on Machine Problems, Laboratory Tasks and that setup is flexible where I have full control on how it will work and how will it look. However, this experience improved my ability to design, develop, test systems following a strict guideline from the host company. This taught me how to follow the requirements of my supervisor and to follow accordingly and give deliverables based on the deadline given to me. Furthermore, I also gained hands-on experience in organizing, cleaning, and migrating data from paper-based to digital system to improve record-keeping. This taught me how digital solutions is crucial especially in organizations who have heavy files to make file management more efficient and effective.

Making a detailed technical and user documentation while following the user manual by our division. I learned here that sometimes this is being overlooked but this is crucial to support future system maintenance and user training.

On the other hand, soft skills and professionalism are also part of my learnings in this experience. Working with the team taught me how to effectively coordinate tasks, accept feedback, and to adapt to changing requirements. I also experienced the value of time management and to be attentive.

Lastly, this on-the-job training strengthened my professionalism while applying my technical skills and my appreciation for how IT can steer innovation, efficiency and sustainability even in public service.