

Date Time Record

Marketingism

OJT Name: Mlo Camille A. Collado  
Manager Name: Erin Andreason

Starting Date: Sept 30, 2024  
End Date: Oct 22, 2024

1st Week of October

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Sept 30, 2024	10:56 PM	Oct 1, 2024	7:43 AM	8	0	8
Tuesday	Oct 1, 2024	10:57 PM	Oct 2, 2024	7:42 AM	8	0	8
Wednesday	Oct 2, 2024	11: 00 PM	Oct 3, 2024	7:00 AM	8	0	8
Thursday	Oct 3, 2024	10:49 PM	Oct 4, 2024	7:00 AM	8	0	8
Friday		Absent			0	0	0
Total Hours:					32	0	32

2nd Week of October

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Oct 7, 2024	10:59 PM	Oct 8, 2024	7:10 AM	8	0	8
Tuesday	Oct 8, 2024	10:52 PM	Oct 9, 2024	7:05 AM	8	0	8
Wednesday	Oct 9, 2024	10:52 PM	Oct 10, 2024	7:00 AM	8	0	8
Thursday	Oct 10, 2024	10:58 PM	Oct 11, 2024	7:10 AM	8	0	8
Friday	Oct 11, 2024	10:47 PM	Oct 12, 2024	7:22 AM	8	0	8
Total Hours:					40	0	40

3rd Week of October

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Oct 14, 2024	10:58 PM	Oct 15, 2024	7:00 AM	8	0	8
Tuesday	Oct 15, 2024	10:48 PM	Oct 16, 2024	7:18 AM	8	0	8
Wednesday	Oct 16, 2024	10:55 PM	Oct 17, 2024	7:10 AM	8	0	8
Thursday	Oct 17, 2024	10:55 PM	Oct 18, 2024	7:10 AM	8	0	8
Friday	Oct 18, 2024	11:20 PM	Oct 19, 2024	7:15 AM	8	0	8
Total Hours:					40	0	40

4th Week of October

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Oct 21, 2024	10:27 PM	Oct 22, 2024	7:22	8	0	8
Tuesday					0	0	0
Wednesday					0	0	0
Thursday					0	0	0
Friday					0	0	0
Total Hours:					8	0	8

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday					0	0	0
Tuesday					0	0	0
Wednesday					0	0	0
Thursday					0	0	0
Friday					0	0	0
Total Hours:					0	0	0

Total Regular Hours this Month: 112      Total Overtime Hours this Month: 0      Total Hours this Month: 120

Erin Andreason

ERIN ANDREASIAN  
Employer Signature

Mia Camille A. Collado

MIA CAMILLE A. COLLADO  
OJT Signature

## **End User Testing Form**

### **System Functionality**

1. The system's document change requests, document directories suits the office's documentation processes. (Suitability)
2. The system delivers precise outputs, such as DCR numbers, document directories, and records of document change requests. (Accurateness)
3. The system has secure access through username and password. (Security)

### **Reliability**

1. The system is reliable when retrieving and uploading data even after long use. (Maturity)
2. The system remains operational even when multiple users are using the system. (Fault Tolerance)
3. The system can be quickly restored after any disruptions to the internet or computer. (Recoverability)

### **Usability**

1. The system is user-friendly, making it easy for users to navigate and understand. (Understandability)
2. The document change requests, and document directory features help with the document processes in the office more efficiently and easily. (Operability)
3. The system is accessible for people with mobility issues and health conditions who need to work remotely. (Accessibility)

### **Efficiency**

1. The system works quickly without noticeable delays. (Time Behavior)
2. The system does not slow down the computer when using it. (Resource Utilization)
3. The system does not slow down when navigating the system. (Latency)

### **Maintainability**

1. The system allows users to easily review documents. (Analyzability)
2. It is easy to modify or update the DCR form, documentation directory, signatories, profile settings. (Changeability)

## **1ST WEEKLY OJT REPORT 2024**

**July 29, 2024 (Monday)**

### **TASKS**

Marketingism.com

- Added ReCAPTCHA and a multiplication question on contact form also hid ReCAPTCHA popup via css.

Drymasters.com

- Made a manual backup, updated the plugins causing problems to the site, updated the themes, updated WordPress, cleared cache, and also tested their web forms. After that I checked the mobile and desktop responsiveness.

PlasticZone.com

- Disabled Check out cart from the main menu, disabled the add to cart function on all of their products, and embedded a contact form on each product description.

### **LESSONS LEARNED FOR THE DAY**

Implementing ReCAPTCHA and a multiplication question on the contact form significantly reduces spam while enhancing user experience by hiding the popup. The day's focus on regular backups and plugin updates highlighted their importance for site stability and performance. Additionally, managing user interactions carefully when disabling features like the checkout cart is crucial for maintaining a seamless experience.

### **COMPETENCY VALIDATION FOR THE DAY**

Skills in web development, security enhancements, and user interface design were effectively applied. Troubleshooting and managing site performance validated expertise in maintaining functionality and improving user engagement.

**July 30, 2024 (Tuesday)**

## **TASKS**

Plasticzone.com

- Made a field that has an automatic value of the page's name/product's name to the form and hid it via CSS.
- Created A Thank you page for the products form to redirect when form is submitted
- Set up GA4 and GTM form tracking.

Marketigism.com (Staging)

- Removed affiliate Marketing from services and added website management
- Updated services on footer
- Updated Content on Digital marketing Services, Heading, Subheading, Icons
- Created Contact Us page
- Directed all Calls to Action Buttons to the new Contact Us page
- Started working on Blogpost home template

## **LESSONS LEARNED FOR THE DAY**

Creating a hidden field with the page's or product's name in the form streamlines data collection, while implementing a Thank You page enhances user experience post-submission. Additionally, setting up GA4 and GTM for form tracking is vital for monitoring engagement metrics. The restructuring of services, including removing affiliate marketing and enhancing content, proves essential for clarity and effective navigation on the site.

## **COMPETENCY VALIDATION FOR THE DAY**

Competencies in form customization, analytics setup, and content management were effectively applied. Skills in improving user experience and optimizing site structure were validated, demonstrating proficiency in web development and strategic content organization.

**August 1, 2024 (Wednesday)**

**TASKS**

Marketigism.com (Staging)

- Fixed Box sizing on Digital Marketing Services Sections
- Built Search Articles Page
- Built Post template

**LESSONS LEARNED FOR THE DAY**

Fixing box sizing ensures visual consistency across sections, enhancing overall design integrity. Building a Search Articles page and a post template improves content accessibility and streamlines future article management, emphasizing the importance of user-friendly navigation in content-heavy websites.

**COMPETENCY VALIDATION FOR THE DAY**

Skills in layout adjustment, content structuring, and template creation were effectively utilized. This work validated expertise in enhancing user experience and ensuring consistent design across the site.

**August 2, 2024 (Thursday)**

**TASKS**

Marketigism.com (Staging)

- Built Paid Advertising Page
- Built Search Engine Optimization Services Page

**LESSONS LEARNED FOR THE DAY**

Building dedicated pages for Paid Advertising and SEO Services underscores the importance of targeted content and clear messaging in driving user engagement and conversions. These pages enhance service visibility and provide users with relevant information tailored to their needs.

**COMPETENCY VALIDATION FOR THE DAY**

Competencies in web development, content organization, and user experience design were effectively applied. This work validated skills in creating structured, informative pages that align with business goals and improve user navigation.

**August 3, 2024 (Friday)**

**TASKS**

Marketigism.com (Staging)

- Finished sections on SEO services Page
- Started on Our Clients Page

Indigobranding.com

- Added contact button on mobile header
- Added sticky on header
- Fixed buttons spacing on mobile
- Made awards a carousel on mobile
- Changed button text and url link
- Changed landing page url link

**LESSONS LEARNED FOR THE DAY**

Initiating new pages enhances user engagement by providing essential information. Enhancements like a sticky header and proper spacing on mobile significantly improve the overall user experience.

**COMPETENCY VALIDATION FOR THE DAY**

Skills in content organization, responsive design, and user interface improvement were applied effectively. This work validated the ability to enhance site usability and streamline navigation across devices.

Date Time Record

Marketingism

OJT Name: Mio Camille A. Collado  
Manager Name: Emin Andreason

Starting Date: September 1, 2024  
End Date: September 30, 2024

1st Week of September

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Sept. 2, 2024	10:51 PM	Sept.3, 2024	7:45 AM	8	0	8
Tuesday	Sept. 3, 2024	10:55 PM	Sept.4, 2024	7:33 AM	8	0	8
Wednesday	Sept. 4, 2024	10:55PM	Sept. 5, 2024	8:21 AM	9	0	9
Thursday	Sept. 5, 2024	10:00 PM	Sept. 6, 2024	10:05 AM	12	0	12
Friday	Sept. 6, 2024	10:46 PM	Sept. 7, 2024	9:20 AM	10	0	10
Total Hours:					47	0	47

2nd Week of September

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Sept. 9, 2024	10:55	Sept. 10, 2024	8:19	8	1	9
Tuesday	Sept. 10, 2024	10:56	Sept. 11, 2024	8:03 AM	8	1	9
Wednesday	Sept. 11, 2024	10:50	Sept. 12, 2024	7:30 AM	8	0	8
Thursday	Sept. 12, 2024	10:55	Sept. 13, 2024	8:00 AM	8	1	9
Friday	Sept. 13, 2024	10:58	Sept. 14, 2024	8:00 AM	8	1	9
Total Hours:					40	4	44

3rd Week of September

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Sept. 16, 2024	10:58 PM	Sept. 17, 2024	9:00 AM	8	2	10
Tuesday	Sept. 17, 2024	10:58 PM	Sept. 18, 2024	7:21 AM	8	0	8
Wednesday	Sept. 18, 2024	10:57 PM	Sept. 19, 2024	8:01 AM	8	1	9
Thursday	Sept. 19, 2024	10:49 PM	Sept. 20, 2024	9:31 AM	8	2	10
Friday	Sept. 20, 2024	11:00 PM	Sept. 21, 2024	8:00 AM	8	1	9
Total Hours:					40	6	46

4th Week of September

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Sept. 23, 2024	10:50 PM	Sept. 24, 2024	7:00 AM	8	0	8
Tuesday	Sept. 24, 2024	10:57 PM	Sept. 25, 2024	7:00 AM	8	0	8
Wednesday	Sept. 25, 2024	11:00 PM	Sept. 26, 2024	8:39 AM	8	0	8
Thursday	Sept. 26, 2024	10:57 PM	Sept. 27, 2024	7:58 AM	8	0	8
Friday	Sept. 27, 2024	11:00 PM	Sept. 28, 2024	7:00 AM	8	0	8
Total Hours:					40	0	40

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday					0	0	0
Tuesday					0	0	0
Wednesday					0	0	0
Thursday					0	0	0
Friday					0	0	0
Total Hours:					0	0	0

Total Regular Hours this Month:

Total Overtime Hours this Month:

Total Hours this Month:

177

Emin Andreason

EMIN ANDREASIAN  
Employer Signature

Mia Camille A. Collado  
OJT Signature

# Date Time Record

Marketingism

OJT Name: Mia Camille A. Collado  
Employer Name: Emin Andreason

Starting Date: July 29, 2024  
End Date: Aug 31, 2024

## 4th Week of July

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	July 29, 2024	8:51 PM	July 30, 2024	5:36 AM	8	0	8
Tuesday	July 30, 2024	10:51 PM	July 31, 2024	7:05 AM	8	0	8
Wednesday	July 31, 2024	10:59 PM	August 1, 2024	7:08 AM	8	0	8
Thursday	August 1, 2024	10:55 PM	August 2, 2024	7:09 AM	8	0	8
Friday	August 2, 2024	10:48 PM	August 3, 2024	7:12 AM	8	0	8
Total Hours:					40	0	40

## 2nd Week of August

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Aug 12, 2024	11:00 PM	Aug 13, 2024	7:30 AM	8	0	8
Tuesday	Aug 13, 2024	10:53 PM	Aug 14, 2024	7:10 AM	8	0	8
Wednesday	Aug 14, 2024	11:00 PM	Aug 15, 2024	7:13 AM	8	0	8
Thursday	Aug 15, 2025	10:54 PM	Aug 16, 2024	8:05 AM	8	1	9
Friday	Aug 16, 2024	10:57 PM	Aug 17, 2024	9:15	8	2	10
Total Hours:					40	3	43

## 1st Week of August

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Aug 5, 2024	10:51 PM	Aug 6, 2024	7:01 AM	8	0	8
Tuesday	Aug 6, 2024	10:59 PM	Aug 7, 2024	8:58 AM	8	1	9
Wednesday	Aug 7, 2024	10:53 PM	Aug 8, 2024	7:13 AM	8	0	8
Thursday	Aug 8, 2024	10:52 PM	Aug 9, 2024	7:06 AM	8	0	8
Friday	Aug 9, 2024	11:56 PM	Aug 10, 2024	8:10 AM	8	1	9
Total Hours:					40	2	42

## 3rd Week of August

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Aug 19, 2024	10:51 PM	Aug 20, 2024	7:15 AM	8	0	8
Tuesday	Aug 20, 2024	10:47 PM	Aug 21, 2024	9:00 AM	8	2	10
Wednesday	Aug 21, 2024	10:57 PM	Aug 22, 2024	7:32 AM	8	0	8
Thursday	Aug 22, 2024	10:53 PM	Aug 23, 2024	7:30	8	0	8
Friday	Aug 23, 2024	10:53 PM	Aug 24, 2024	8:10 AM	8	1	9
Total Hours:					40	3	43

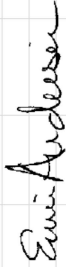
## 4th Week of August

Day	Date Time In	Time-In	Date Time Out	Time-Out	Regular Hours	Overtime hours	Total Hours
Monday	Aug 26, 2024	11:20 PM	Aug 27, 2024	8:30 AM	8	1	9
Tuesday	Aug 27, 2024	10:51 PM	Aug 28, 2024	8:20 AM	8	1	9
Wednesday	Aug 28, 2024	10:56 PM	Aug 29, 2024	7:20 AM	8	0	8
Thursday	Aug 29, 2024	10:55 PM	Aug 30, 2024	9:30 AM	8	2	10
Friday	Aug 30, 2024	10:55 PM	Aug 31, 2024	7:10 AM	8	0	8
Total Hours:					40	4	44

Total Regular Hours this Month: 200

Total Overtime Hours this Month: 12

Total Hours this Month: 212



EMIN ANDREASIAN

Employer Signature



MIA CAMILLE A. COLLADO

Odt Signature