**WEEK 1:**

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| **Date** | **Day** | **No. of Working Hours** | **Accomplishment** | **Remarks** |
| 6/3/2024 | Day 1 - Monday | 8 hours 15 minutes | * We arrived at the Philippine Information Agency at 7:33 AM. * We were greeted by Mr. Joyd Cendaña, who then took the time to discuss the agency's Standard Operating Procedures (SOPs), policies, and other essential guidelines to ensure we were well informed. * After the orientation, we were then relocated to the Management Information Systems Division, where we met our supervisor, Mr. Gary Penuliar. He assigned our roles based on our resumes or our interests. I managed to be the team leader for the UI/UX team for our Fleet Management System project. * Then shortly after, Ms. Lorenza Cruz guided us on how to create the documentation process, gave us some references from previous projects and systems, and how to initialize the project development. * After our discussion with Ms. Cruz, my peers and I brainstormed on what frameworks to use, the database structure of the project, different data types to use, the tentative distribution of tasks and objectives per week, and the responsibilities of each team member. We then brainstormed from 11:00 AM and called the day at 4:30 PM |  |
| 6/4/2024 | Day 2 – Tuesday | 8 hours 9 minutes | * We began the day by planning the next steps for the UI/UX design and creating the project's flowchart. We discussed various design elements and how they would integrate into the overall system. * Later in the morning, one of MISD's interns, Mr. Lemuel, requested two volunteers from our group to assist him with Preventive Maintenance on computers in different divisions, specifically the FMD and PCRD. I volunteered to participate in this task. * Throughout the day, I conducted Preventive Maintenance on four different computers. We checked each computer for any physical damages, updated security measures, checked if all firewall options are enabled on each computer, installed the latest hardware drivers, and updated operating systems. Additionally, I performed speed tests on the network/connection quality to ensure optimal performance. All relevant information was meticulously recorded on the provided forms. * We were also taught how to update the access permissions of the PMIS and how to troubleshoot common printer issues. Mr. Lemuel provided a brief overview of router troubleshooting, although we were unable to practice this skill since there were no routers requiring immediate attention. |  |
| 6/5/2024 | Day 3 – Wednesday | 8 hours 4 minutes | * We started the day by creating a flowchart for the Fleet Management System (FMS), outlining the project's workflow and key processes. * We then had a consultation with Mr. Gary Penuliar, during which we spent an hour discussing database security, including best practices and potential vulnerabilities. * Afterwards, we searched for and reviewed various templates to use for our project, identifying those that could be edited to fit the PIA FMS’s specific needs. * I conducted a Preventive Maintenance on a laptop in the FMD, ensuring it was up-to-date and functioning properly. * Additionally, I mentored one of my subordinates, Mr. Vincent Manio, teaching him the steps and procedures for performing Preventive Maintenance. |  |
| 6/6/2024 | Day 4 –Thursday | 8 hours 40 minutes | * Today, I focused on designing the Dispatcher Dashboard, creating an interface that will be both functional and user-friendly for dispatch operations. * I observed printer troubleshooting in the FMD, conducted by Mr. Lemuel. This hands-on demonstration helped deepen my understanding of common printer issues and solutions. * I performed Preventive Maintenance on two Apple Mac computers in COA, ensuring their software and hardware were up to date. * Mr. Lemuel also instructed us on printer network connections, specifically how to connect printers via their IP addresses. * Lastly, I mentored another subordinate, Mr. David Lungos, guiding him through the Preventive Maintenance process on a laptop from FMD, ensuring he understood each step and its importance. |  |
| 6/7/2024 | Day 5 – Friday | 8 hours 14 minutes | * I conducted Preventive Maintenance on one of the desktops in ROD. This involved checking for any physical damages, updating the system's security measures, installing the latest hardware drivers, and ensuring the operating system was up-to-date. * Throughout the day, I also mentored a few of my fellow interns. I provided guidance on various tasks and helped them troubleshoot any issues they encountered. * In addition to the maintenance and mentoring, I edited a few design elements on the dispatcher dashboard. This included refining the user interface to enhance design element visibility and ensure a more intuitive experience for the dispatcher user. These adjustments were based on feedback from our UI/UX design team review and aimed at improving the overall functionality of the dashboard. |  |

**Total Number of Hours: 360 hours**

**Certified by:**

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**Name of Trainor**

**WEEK 1**

**NARRATIVE REPORT**