LAGUNA UNIVERSITY

A NARRATIVE REPORT FOR ON-THE-JOB TRAINING CONDUCTED AT GLOBE TELECOM, BONIFACIO GLOBAL CITY TAGUIG, MANILA

In Partial Fulfillment of the Requirements for the

Course of OJT/Practicum (500hrs)

IT - 4230

Bachelor of Science in Information Technology (BSIT)

Submitted to:

PROF. MARLON L. ATANACIO

OJT Coordinator

Submitted by:

PATRECIA TOLEDO

Trainee

April 2023

APPROVAL SHEET

A narrative report entitled "ON-THE-JOB TRAINING CONDUCTED AT GLOBE TELECOM, BONIFACIO GLOBAL CITY TAGUIG, MANILA", prepared and submitted by ABIGAIL D. HERNANDEZ, in partial fulfillment of the course requirements for the DEPARTMENT OF INFORMATION TECHNOLOGY.

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PROF. MARLON L. ATANACIO

OJT Coordinator

Accepted and Approved as Partial fulfillment for the program BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY.

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MR. MC JOSHUA Y. DE LIMA

Program Chair, Department of Information Technology

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PROF. MARLON L. ATANACIO

Dean, College of Computing Studies

PRELIMINARIES

The training that enables students to get practical experience in their area of study while still in school is known as on-the-job training. This sort of training includes learning by doing, which implies that students are trained on the job by seasoned experts.

There are various advantages to on-the-job training for college students. It offers students essential work experience that they may utilize to strengthen their Curriculum Vitae and raise their chances of finding a job after graduation. In addition, students are able to learn practical skills that are often not taught in the classroom.

Typically, there are numerous processes involved in on-the-job training. The student is first teamed with a skilled professional who acts as a supervisor and mentor. The supervisor provides the student with an overview of the position, discusses the primary duties and obligations, and responds to any questions the student may have. The learner then starts working alongside the supervisor, learning the profession as they go. The mentor provides feedback and guidance as required, assisting the student in acquiring the essential skills and knowledge to succeed in the role. Throughout the training process, the student should be encouraged to ask questions, seek feedback, and take initiative. Moreover, they should be given chances to apply their knowledge and abilities in real-world situations, with the supervisor giving direction and assistance as required.

Overall, on-the-job training is an excellent way for college students to gain practical experience in their chosen field of study. By learning while doing, students may acquire essential skills, strengthen their CV, and raise their prospects of finding employment after graduation. With the proper leadership and support, on-the-job training may be a very successful method for students to prepare for the workforce and accomplish their professional objectives. Students who complete the Bachelor of Science in Information Technology degree at Laguna University must complete five hundred (500) hours of internship experience. Apparently, Globe Telecom's trainees were forced to do much of their on-the-job training (OJT) from home due to the effects of the COVID-19 pandemic.

LAGUNA UNIVERSITY

BIOGRAPHICAL SKETCH

Patrecia "Pat" Toledo was born on April

She entered Laguna University to get a Bachelor of Science in Information Technology after finishing high school in 2018. This period of her life was quite difficult for her, both in terms of her finances and her academic stress. In spite of this, she fared well on this platform, where she really shone as an actress and won the prize for Best Performance by a Newcomer at the 1st Annual Freshmen Filmmaking Competition. In addition to this, she has been recognized with accolades such as Best in HTML.

Pat continued her participation in school activities as a senior in college, including joining the school organization; she is now the Deputy Secretary of their college department. Also, she was given the opportunity to take part in an HTML/CSS-based web design competition. Upon graduating college, Pat wants to work in a field that brings her happiness. She has her sights set on working for a large technology business, but she is willing to consider other fields of employment if they provide the opportunity to perform to her full potential. With her strong will and passion, there is no doubt that Pat will achieve great things in the future.
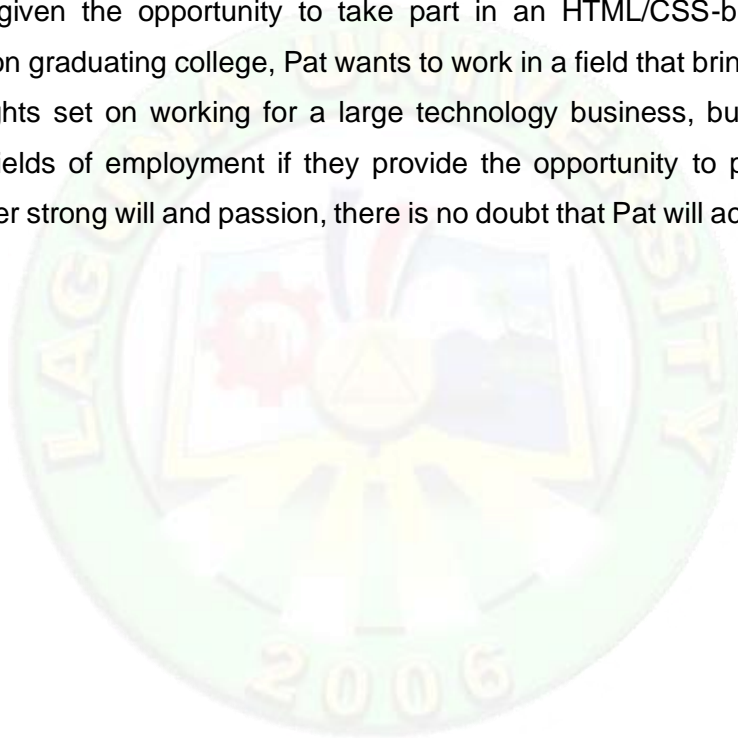
ACKNOWLEDGEMENT

I'd like to thank everyone who helped me out throughout my internship for their genuine kindness and generosity.

To begin, I would want to express my gratitude to Mrs. Jennifer H. Dela Cruz, my immediate supervisor, for providing me with the opportunity to gain knowledge and experience while working for their company. The guidance, recommendations, and insightful criticism have been very beneficial to my personal and professional growth and development.

Moreover, I would like to convey my appreciation to the entire workforce at Globe Telecom as well as the Information Technology Department's faculty at Laguna University, all of whom have been extremely helpful, friendly, and supportive throughout the entirety of my time spent working at the internship and studying at the university. They have provided me with an educational and working atmosphere that is encouraging and collaborative, and I have gained a significant amount of information from their skills, knowledge, and experience.

In addition, I would like to say thanks to the department of Human Resources, and in particular, Ms. Wendy, for all of the hard work she put into planning and managing my on-the-job training experience. Their timely assistance and support have been a significant contributor to the success and convenience with which things have been proceeding.

Furthermore, I would want to use this moment to convey my admiration to my loved ones, including my friends and family, who have encouraged me to pursue this goal. The resolute encouragement and morale boost they have provided have been a consistent source of both motivation and inspiration.

To reach my conclusion, I would like to express my appreciation for the financial support that I have received from both my family and the unexpected scholarships that I have been granted. This support has enabled me to successfully complete this internship and to acquire valuable experience in the field that most interests me.

I appreciate everyone's support, positive remarks, and efforts toward my professional development. I am grateful to have this chance, and in the not-too-distant future, I am looking forward to putting the skills and expertise that I obtained during my internship to excellent advantage.

P. T.

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TABLE OF CONTENT

TRAINING PROPER

PROFILE OF THE ORGANIZATION

Globe Telecom, Inc., abbreviated as Globe, is a major telecommunications service company in the Philippines. The company is the Philippines' largest mobile network provider, as well as one of the country's top fixed-line and internet networks.

Globe Telecom, Inc. (GLO) was originally incorporated on January 16, 1935 as Globe Wireless Limited with a franchise to operate wireless long distance messageservices in the Philippines. The company eventually changed its name to the present one in 1992 and welcomed Singapore Telecom, Inc. as a new foreign partner the following year.

GLO is a telecommunications company that provides digital wireless communication services nationwide under the "Globe Postpaid," "Globe Prepaid," "Touch Mobile," and "Tattoo" brands using a fully digital network. The company also offers domestic and international long-distance communication services, or carrier services.

On July 20, 2015, GLO agreed to purchase from Bayan Telecommunications Holdings Corporation and Lopez Holdings Corporation all the equity in the capital stock of Bayan Telecommunications, Inc. (BayanTel). The transaction followed the conversion by GLO of BayanTel debt into equity provided under the resolution of BayanTel's Rehabilitation Court (Regional Trial Court Branch 158, Pasig City) and as approved by the National

Telecommunications Commission on July 2, 2015. This transaction increased the company's equity interest in BayanTel to 98.57% from 56.87%.

On May 30, 2016, GLO announced the approval of its board for GLO to acquire 50% of the equity interest of the telecommunications business of San Miguel Corporation held through Vega Telecom, Inc. (Vega Telecom), with Philippine Long Distance Telephone Company (TEL) acquiring the remaining 50% interest. The Board of GLO also approved the acquisition by GLO of 50% equity interest in the telecommunications businesses of New Century Telecoms, Inc. and eTelco, Inc. Vega Telecom owns controlling interests in Bell Telecommunication Philippines, Inc.; Eastern Telecommunications Philippines, Inc.; Cobaltpoint Telecommunication, Inc. (formerly Extelcom); Tori Spectrum Telecommunication, Inc. (formerly Wi-Tribe); and Hi-Frequency Telecommunication, Inc.

The company's subsidiaries are composed of Innove Communications Inc., GXchange, Inc., GTI Business Holdings, Inc., Kickstart Ventures, Inc., and AsticomTechnology, Inc. and Globe Capital Venture Holdings, Inc.

Vision

We see a Philippines where families' dreams come true, businesses flourish, and the nation is admired.

Mission

We create wonderful experiences for people to have choices, overcome challenges, and discover new ways to enjoy life.

Circle of Happiness

EMPLOYEES are empowered and find meaning in work. CUSTOMERS are special and valued. SHAREHOLDERS are confident and rewarded.

Purpose

In everything we do, we treat people right to create a Globe of Good.

Objectives

Globe is not simply a telco company. Globe is an organization that creates and enables digital life for the Philippines, so Filipinos can access choices, overcome challenges, and discover new ways to enjoy life. Globe achieves this through obsessing about its customers, digitally transforming businesses, building the network of choice, and empowering its people. Globe continues to provide meaningful support to all its stakeholders and creates wonderful channels for the digital lifestyle for Filipinos and all stakeholders.

The strong thrust toward information and communications technology (ICT) infrastructure growth and network upgrades continued in 2021. Globe's accelerated rollout contributed to improving experience having built 1,407 new cell sites and upgrading over 22,000 mobile sites with over 2,000 5G sites nationwide, among other notable achievements. Globe's network also showed substantial improvements with corporate data services reaching a record high from growing demand, especially for ICT services. Globe's massive network investments attest to the company's strong support for the United Nations Sustainable Development Goals (UN SDG), particularly UN SDG No. 9, which aims to build resilient infrastructure, promote inclusive and sustainable industrialization, and foster innovation.

Globe will continue to champion the UN Global Compact principles alongside its CG campaign. For 2022, CAPEX budget will be approximately 89.0 billion for the continued network expansion and enhancement with increased allocation for the rollout of the fiber network and 5G service. The aggressive network expansion will include new cell site builds, upgrading of more existing sites to 4G/LTE, accelerating the rollout of 5G connectivity and fast-tracking the fiberization of Filipino homes nationwide, and further boosting the internet quality and coverage in the country. As part of its #1stWorldNetwork commitment to deliver a better internet experience, Globe's Globe At Home expects to migrate all its broadband customers to the latest fiber technology by 2022

Strategies

Globe continues to invest in the Philippines towards enabling Filipino families and businesses, reaching a record CAPEX of 51 billion in 2019.

Globe's programs in 2019 are anchored on improving customer experience and elevating digital proposition:

1. ACCELERATE NETWORK ROLL-OUT

    Accelerating builds of wireless sites to catch up on demand, increasing wired footprint to address serviceability.

2. INCREASE HOUSEHOLD PENETRATION

    Laying the groundwork for owning the home through innovative products and services, right channel play, and strategic network migration.

3. DEVELOP ICT CAPABILITIES

    Establishing Globe as a trusted digital transformation partner of large and small enterprise customers by providing compelling ICT services.

4. HABITUATE AND MONETIZE

    Sustaining gains in data habituation by protecting the customer base and through programs to acquire quality customers through content.

5. CREATE NEW AND PROFITABLE REVENUE STREAMS

    Unlocking value in digital technology, lifestyle, and entertainment through complementary plays with core telco products.

6. AGILE WORKFORCE

Building an agile organization with a deeper understanding of the customer to allow us to be more responsive to customer needs.
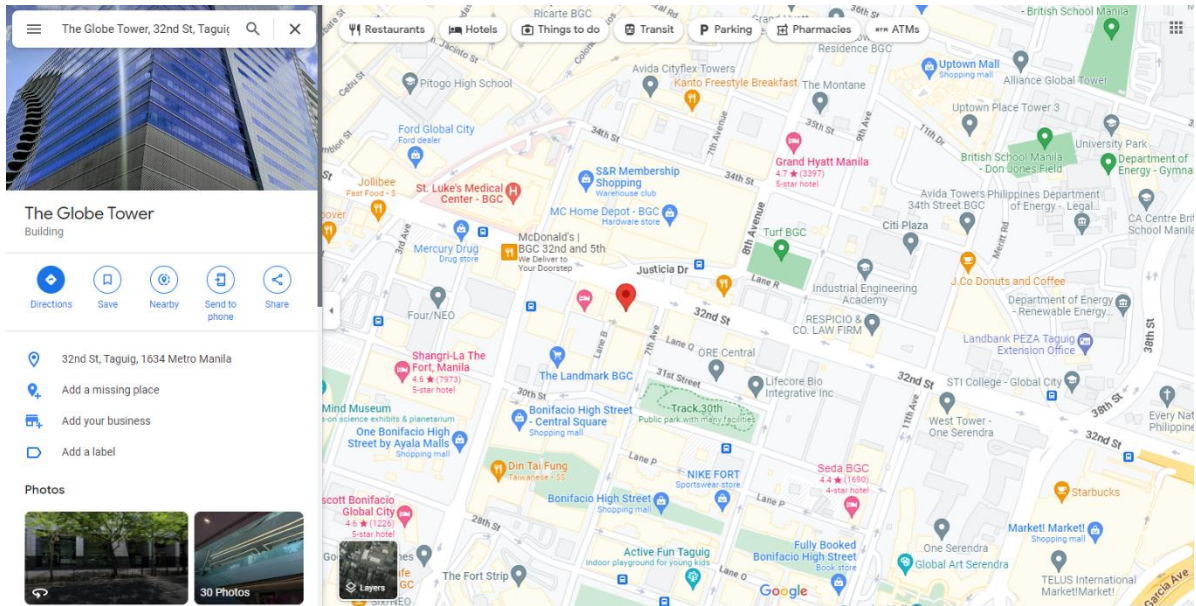
Core Values

The Globe Way

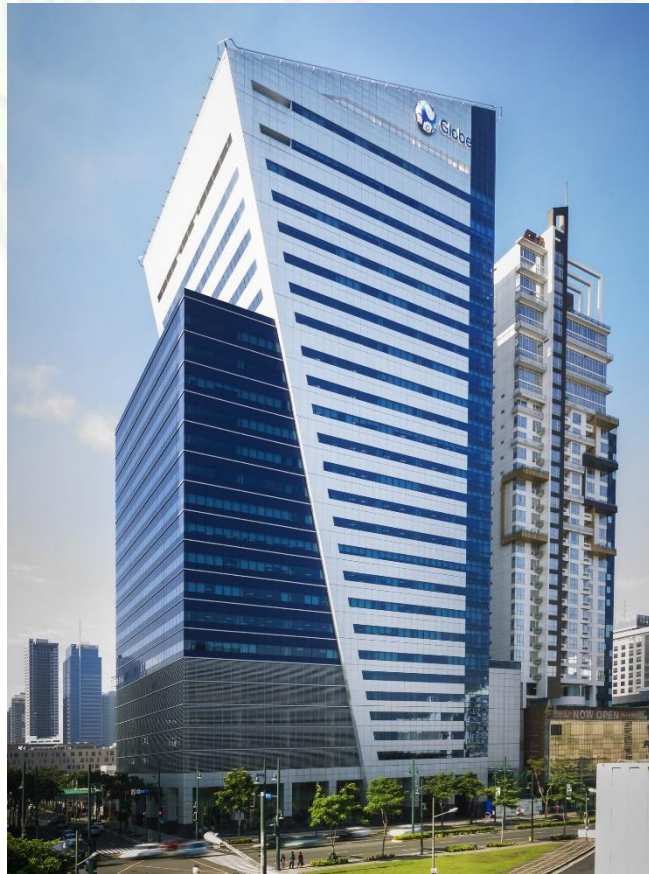We treat people right to create a Globe of Good:

- We put customers first.
- We value people and together, we make a difference.
- We act with integrity.
- We care like an owner. We keep things simple.
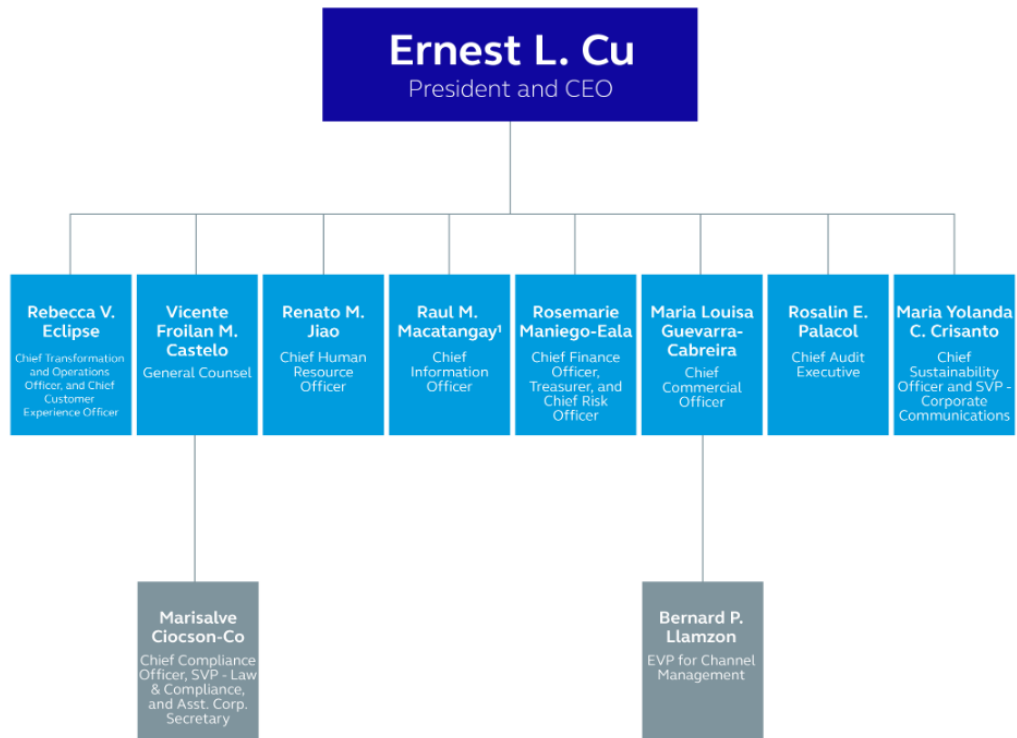- We move fast. We are better every day.

The Globe Tower's Google Map View

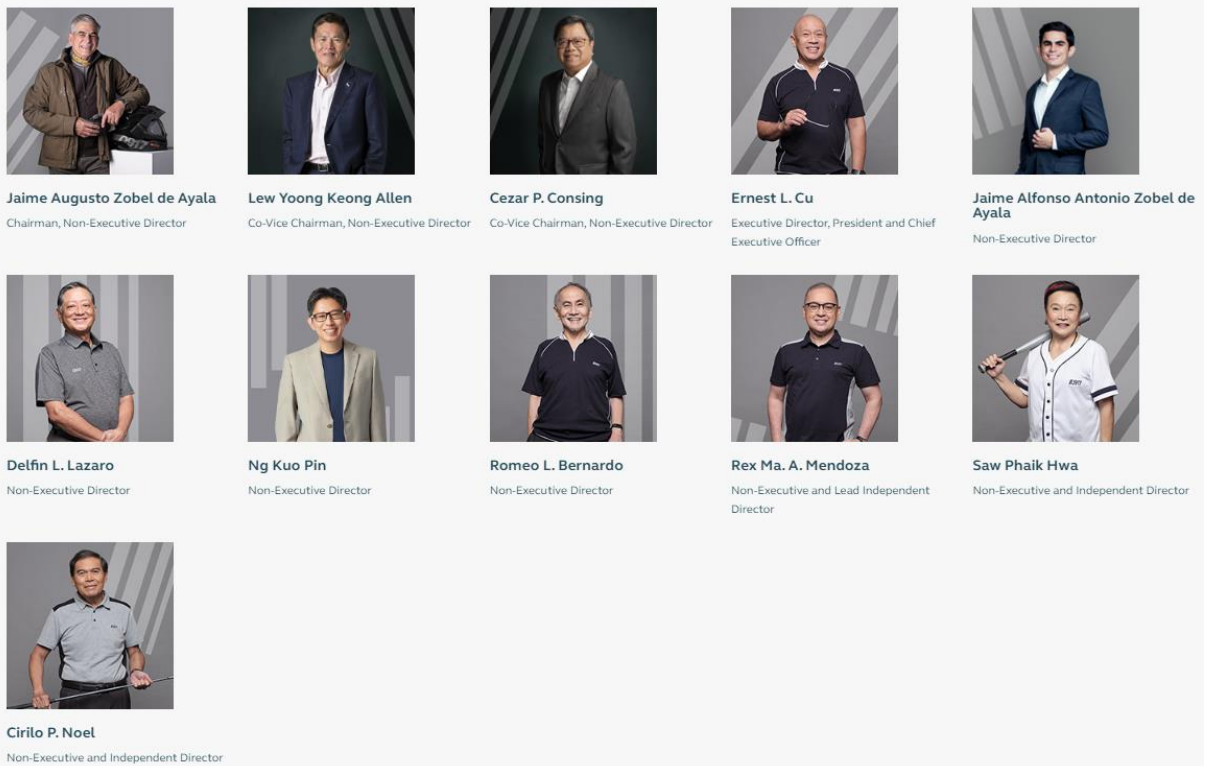**The Globe Tower's Building at BGC, Taguig, Manila**

Globe Telecom's Organizational Chart

Ernest L. Cu
President and CEO

| **Rebecca V. Eclipse** Chief Transformation and Operations Officer, and Chief Customer Experience Officer | **Vicente Froilan M. Castelo** General Counsel | **Renato M. Jiao** Chief Human Resource Officer | **Raul M. Macatangay[1]** Chief Information Officer | **Rosemarie Maniego-Eala** Chief Finance Officer, Treasurer, and Chief Risk Officer | **Maria Louisa Guevarra-Cabreira** Chief Commercial Officer | **Rosalin E. Palacol** Chief Audit Executive | **Maria Yolanda C. Crisanto** Chief Sustainability Officer and SVP - Corporate Communications |

Marisalve Ciocson-Co
Chief Compliance Officer, SVP - Law & Compliance, and Asst. Corp. Secretary

Bernard P. Llamzon
EVP for Channel Management

Globe Telecom's Board of Director

Jaime Augusto Zobel de Ayala
Chairman, Non-Executive Director

Lew Yoong Keong Allen
Co-Vice Chairman, Non-Executive Director

Cezar P. Consing
Co-Vice Chairman, Non-Executive Director

Ernest L. Cu
Executive Director, President and Chief Executive Officer

Jaime Alfonso Antonio Zobel de Ayala
Non-Executive Director

Delfin L. Lazaro
Non-Executive Director

Ng Kuo Pin
Non-Executive Director

Romeo L. Bernardo
Non-Executive Director

Rex Ma. A. Mendoza
Non-Executive and Lead Independent Director

Saw Phaik Hwa
Non-Executive and Independent Director

Cirilo P. Noel
Non-Executive and Independent Director

TRAINING EXPERIENCE

In the role of Cloud Engineer Interns, Patrecia Toledo and Abigail Hernandez report to Ms. Jennifer H. Dela Cruz, Soultions Architect at Globe Telecom Inc. in Taguig City, Manila. She and her co-OJT, Ms. Abigail Hernandez, were given the assignment to use the Atlassian Academy website to study, learn, and acquire the certificate of completion in Jira and Confluence Foundations between January 30 and 31, 2023.

The trainee and her companion were invited to attend a three-day webinar series exclusively for Globe employees from February 1st to February 3rd, 2023. As a result of hearing from both domestic and foreign speakers, they have gained a wealth of knowledge. Some of the amazing topics discussed included: Manifesting Generation Z; Tiktok: Artist Atheticity and Content Challenge; Spotify Podcast: Intimacy at Scale and Workshop; Dark Side of the Web and Whitehacking 101; Meta's Vision of the Metaverse; 5G for the Future; The Future of Art in Blockchain; Digital Art Through the Eyes of Filipino Artists; How to Mint Your NFT Workshop; A Guide to Virtual Worlds and Design Demo; and many more. The interns benefited from this kind of webinar because they gained insight into the industry's goals and the ways in which professionals are using technology to achieve those goals.

Their supervisor had them concentrate the week of February 6–21, 2023, on learning about Jira, Confluence, and GitLab Continuous Integration and Continuous Delivery from the ground up, including via hands-on experience with the tools. As GitLab uses a novel programming language called YAML and has several procedures for integrating pipelines and other features, they had difficulty grasping its underlying concepts.

They were given a new subject to study beginning on February 22, 2023, until February 27, 2023. The new materials were easier to understand than the previous ones. This is the first course on using Linux. The interns dove into learning all they could about Linux and its related topics. They next moved on to the Linux Command Line Tutorial for Beginners, where they learned fundamental commands like ls, cd, cat, I/O redirection, mkdir, rm, and rmdir, cp, mv, and less. As they had studied Linux before at Laguna University, they find this subject interesting.

The next subject, which they explored and gained knowledge on between the dates of February 28 and March 1, 2023, was the Vi Editor, which is likewise linked to Linux. Given

what they know about Linux, this seems quite difficult to understand. On the other hand, as time has gone by, they have realized that it is convenient to work with once you have gotten used to its commands. Text inserting, copying, pasting, deleting, searching, saving, quitting, and other useful commands were among the techniques they learned during the course of their training.

On March 2, 2023, until March 3, 2023, they were tasked with concentrating on a different subject: the Nano Editor. This one is likewise related to Linux and is a lighter alternative to the Vi Editor. They were given the same information in a more understandable way.

They were given the duty of learning about Linux commands from the 6th to the 10th of March, 2023, and they feel that this is an easy task to complete since they were taught some Linux instructions during their sophomore year at Laguna University. In addition, participants put their grasp of the content to the test by doing certain activities, such as exercises or assignments, sourced from a variety of websites and academic organizations.

After that, they were given the instruction to learn Bash scripts or Shell scripting by their supervisor. The connection between these commands and other editors, like the Nano Editor and the Vi Editor, that they are already familiar with makes understanding these commands a little bit easier. They have used every bit of information that they have learned relating to this subject area. The trainees expressed delight in the examples of hands-on exercises or tasks that they discovered, as well as in the Bash scripts that were shown to them.

Before beginning their first actual assignment, the trainees were required to meet all prerequisites for accessing Bifrost and installing Sentry OPM. They started on the 31st of March, 2023, and continued until the 21st of April, 2023. The installation of Sentry OPM and the completion of all criteria for Bifrost Access took a substantial amount of time as they carefully followed the manual's in-depth instructions. Accordingly, the trainees also attended a few of the gatherings that their supervisor's team planned. As a result, they were able to get firsthand knowledge and understanding of the procedures used for organizing and managing the tasks that the company had given to their employees.

INSIGHTS

The Globe intern is getting hands-on experience through virtual means. The trainee is an IT student who gets to make use of Globe's online OJT program to attend training sessions from any location with an internet connection. This is particularly beneficial for students who have part-time jobs or other obligations outside of school and need to organize training sessions around their busy schedules. The interns at Globe are able to modify their studies to their own timetables and preferences. The online OJT allows the learner to put their newly acquired information and abilities to use in an actual-world scenario. The trainee also discovered that the Globe's OJT experience is more cost-effective than standard OJT since it does not require spending a lot of money on transportation or lodging. The student does not have to leave the comfort of his or her own home to attend training sessions. The trainee was able to save time and better manage her time between school and extracurricular activities as a result of this.

The trainee has noted that although there are many benefits to completing on-the-job training (OJT) via online platforms at Globe for IT students like himself, there are also some possible drawbacks that should be taken into account. Because online OJT may not provide as much engagement and cooperation as conventional OJT, some of them include minimal involvement. The intern's capacity to learn and develop as a result of feedback and advice may be stunted if he or she is not given many opportunities to work closely with mentors or coworkers. One additional risk is the potential for technical problems, since online OJT might be more vulnerable to things like slow connections, faulty hardware or software, or interference from other programs. The student's budget laptop has given her this type of trouble before. And while it might be difficult to give the kind of hands-on experience that is necessary to master some talents via online platforms, there is also the problem of distractions.

In general, the on-the-job training that the trainee at Globe received via the use of online platforms is a great tool for IT students who, like the trainee, are wanting to obtain practical experience and enhance their technical abilities in a way that is both cost-effective and flexible. Students of information technology, such as the trainee, are able to successfully juggle their academic and personal responsibilities while simultaneously preparing for a successful career in the profession by using technology and online resources.

SUMMARY

The summary should be written here…

RECOMMENDATIONS

TO THE STUDENTS

The OJT trainee's experience on the on-the-job training led her to the conclusion that every student, in order to complete the task effectively and properly, has to pay close attention to the instructions provided by the individual who is in charge of what they are doing. In addition to this, the student is responsible for acquiring the skills necessary to inquire about the work at hand from their superiors or the person in authority. Students should make it a point to participate in extracurricular activities, such as seminars or training sessions, that are in some way connected to the content of their course. This will allow them to acquire more information and improve their technique. To learn and adapt in a setting that will enhance your skill set and assist you in embracing the world of professionalism, on-the-job training is essential.

ON THE PRACTICUM

The practicum should prioritize increasing the size of its mentioned network and verifying that the businesses and organizations with whom it has associated are still open to hosting interns at the designated time. Students participating in the aforementioned practicum will benefit from this since they will be able to make better use of their resources and will know precisely what they need to do. Improving the practicum's network is particularly important as it provides students with the chance to gain the skills and experience required for career advancement.

ON THE CURRICULUM

The practicum should prioritize increasing the size of its mentioned network and verifying that the businesses and organizations with whom it has associated are still open to hosting interns at the designated time. Students participating in the aforementioned practicum will benefit from this since they will be able to make better use of their resources and will know precisely what they need to do. Improving the practicum's network is particularly important as it provides students with the chance to gain the skills and experience required for career advancement.

APPENDICES

APPENDIX A

APPLICATION LETTER

January 10, 2023

Mr. Nelson Credo

Globe Telecom

The Globe Tower 32nd Street corner 7th Avenue, Bonifacio Global City Taguig, Manila
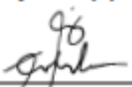
Dear Sir Credo,

Good day!

I am writing to convey my keen desire to take part in an on-the-job training (OJT) program at your esteemed company. I am Patrecia Toledo, and I am in my fourth-year of pursuing Bachelor of Science in Information Technology (BSIT) at Laguna University in Brgy. Bubukal, Santa Cruz, Laguna.

We are required to undertake a minimum of 500 hours of OJT industry training with a starting date of January 24, 2023, as part of our academic work. I am certain that by working for your company, I will be able to gain information and abilities that will be of great use to me and will round out what I have already learned in school. In return, I promise to put in my best effort throughout my training and to become a valuable member of your team.

If you have further questions and concerns, please contact me at 0966-223-8507 or email me at patrecia.toledo09@gmail.com. Enclosed is an endorsement letter from my OJT Adviser and my CV.

I am hoping for your kind consideration. Thank you so much.

Respectfully yours,

Patrecia Toledo

APPENDIX B

WAIVER

APPENDIX C
CERTIFICATION OF COMPLETION

Globe

CERTIFICATE OF

COMPLETION

This is to Certify that:

Patrecia Toledo

has completed her on-the-job training at Globe as a Cloud Engineer Intern with 500 hours completed. Presented on the 5th day of April 2023 at The Globe Tower, 32nd Street corner 7th Avenue, Bonifacio Global City, Taguig, Manila.

JENNIFER H. DELA CRUZ
Training Supervisor

LAGUNA UNIVERSITY

APPENDIX D

EVALUATION FORM

APPENDIX E

DAILY TIME RECORD

Globe

DAILY TIME RECORD (DTR)

Name of Intern	Patrecia Toledo	Contact Details	09662238507
School	Laguna University	Course	BSIT
Email Address	patrecia.toledo@globe.com.ph	Date Started	01/30/2023
Immediate Supervisor	Jennifer Dela Cruz	Date Ended	
Group / Department	IT Department	No of hours required	500

	DATE	TIME IN	TIME OUT	HOURS WORKED	NOTABLE DELIVERABLES
1	01/30/2023	8:00	5:00	8:00	Jira Fundamentals
2	01/31/2023	8:00	5:00	8:00	Confluence Fundamentals
3	02/01/2023	8:00	5:00	8:00	GitLab Beginner's Tutorials
4	02/02/2023	8:00	5:00	8:00	Webinar - Hello, Techo!
5	02/03/2023	8:00	5:00	8:00	Webinar - Hello, Techo!
6	02/06/2023	8:00	5:00	8:00	Webinar - Hello, Techo!
7	02/07/2023	8:00	5:00	8:00	GitLab, Jira, and Confluence Integrations
8	02/08/2023	8:00	5:00	8:00	GitLab, Jira, and Confluence Integrations
9	02/09/2023	8:00	5:00	8:00	Jira Fundamentals, An Introduction to the Power of Jira and Confluence, How to automate across Jira & Gitlab (Cloud), How to use Jira & Confluence together, Jira and Confluence Hands On Webinar, Connect Jira Issues with GitLab Repository.
10	02/10/2023	8:00	5:00	8:00	Jira and Confluence Hands On with real-world examples.
11	02/13/2023	8:00	5:00	8:00	Confluence Training, How to Effectively Collaborate on Projects in Atlassian Confluence, EASY Confluence Space that the team actually uses, and Best Practices Structure Atlassian Confluence.
12	02/14/2023	8:00	5:00	8:00	Must Know Jira features for Scrum Masters, Jira Epics 101, Jira Workflows and Boards, and Most Important Jira Features.
13	02/15/2023	8:00	5:00	8:00	Real Time ProjectStep Step JIRA Tutorial for Testers, Jira Projects with real-world examples and Confluence, JIRA Project Management with real-world examples, and Creating Project Documentation for Confluence Project Management.
14	02/16/2023	8:00	5:00	8:00	Continuous Integration With GitLab, Gitlab CI CD Tutorial For Beginners, Gitlab CI CD Pipeline Tutorial [Full Course], Gitlab CI/CD, and CI/CD for Jira.
15	02/17/2023	8:00	5:00	8:00	GitLab CI - Build and Test Automation, GitLab CI Tutorial for Beginners, Create a Continuous

Intern's Daily Time Record

LAGUNA UNIVERSITY

DAILY TIME RECORD (DTR)

Globe

					Integration (CI) in GitLab, and DevOps with GitLab CI Course.
16	02/20/2023	8:00	5:00	8:00	Learn GitLab CI in 3 Hours Complete Tutorial, GitLab CI Live Demo, and Learn GitLab Continuous Integration
17	02/21/2023	8:00	5:00	8:00	Continuous Integration with GitLab CI, GitLab CI - Control your pipeline jobs, GitLab CI Demo, and Gitlab Continuous Integration.
18	02/22/2023	8:00	5:00	8:00	Linux for the Absolute Beginner, Introduction to Linux and Basic Linux Commands for Beginners, Linux Terminal 101, and Learn how to use Linux (Ubuntu).
19	02/23/2023	8:00	5:00	8:00	Linux Command Line Introduction Tutorial For Beginners, ls command in Linux Command Line Tutorial For Beginners, cd command in Linux Command Line Tutorial For Beginners, cat command in Linux Command Line Tutorial For Beginners, and I/O Redirection for Linux Command Line Tutorial For Beginners.
20	02/24/2023	8:00	5:00	8:00	mkdir Command in Linux Command Line Tutorial For Beginners, rm and rmdir commands in Linux Command Line Tutorial For Beginners, cp command in Linux Command Line Tutorial For Beginners, mv command in Linux Command Line Tutorial For Beginners, and less command in Linux Command Line Tutorial For Beginners.
21	02/27/2023	8:00	5:00	8:00	touch command in Linux Command Line Tutorial For Beginners, nano command in Linux Command Line Tutorial For Beginners, sudo command in Linux Command Line Tutorial For Beginners, top command in Linux Command Line Tutorial For Beginners, and kill command in Linux Command Line Tutorial For Beginners.
22	02/28/2023	8:00	5:00	8:00	The vi text editor - basic intro - Linux Command Line tutorial for forensics, VI Editor - Linux Tutorial, Basics of VI editor Share, How to Use VI Editor, and Vi Tutorial for Beginners.
23	03/01/2023	8:00	5:00	8:00	Vi Editor in Linux tutorial, Learn Vi Editor Commands, Learn Vi Editor Basics with Amazing Examples, and Linux Beginner Tutorials Vi Editor.
24	03/02/2023	8:00	5:00	8:00	A Beginners Guide To The Nano Editor, Nano Editor Fundamentals, Linux Crash Course - nano (command-line text editor), and How to Use Nano	Command Line Text Editor.
25	03/03/2023	8:00	5:00	8:00	Nano Editor Tutorial From Scratch To A Pro, How to write a script using NANO Editor, Nano Editor - Ultimate Guide, nano for Text Editing in

Intern's Daily Time Record

LAGUNA UNIVERSITY

Intern**DAILY TIME RECORD (DTR)**

Globe

					Editor - Ultimate Guide, nano for Text Editing in Ubuntu, and Nano Text Editor Basics (pico) - How to Use Nano on Linux.
26	03/06/2023	8:00	5:00	8:00	Linux Essentials - Beginner Crash Course (Ubuntu), Linux Commands you NEED to know, echo command in Linux Command Line Tutorial For Beginners, file permissions, symbolic permissions and chmod in Linux Command Line Tutorial For Beginners.
27	03/07/2023	8:00	5:00	8:00	directory permissions and chmod in Linux Command Line Tutorial For Beginners, Octal and Numerical permissions (chmod) in Linux Command Line Tutorial For Beginners, Bash Scripting in Linux Command Line Tutorial For Beginner, and which and whatis command in Linux Command Line Tutorial For Beginners.
28	03/08/2023	8:00	5:00	8:00	Lab Exercises from Linux Primer Exercises from University of Cincinnati, Lab Exercises for Linux Administration by Manonmaniam Sundaranar University, and Linux Lab Exercises by Goethe-Universität Frankfurt
29	03/09/2023	8:00	5:00	8:00	Linux Permissions Activities by Nishant Sharma, Linux Lab Activities in Sheridan College, Practice Linux Commands - Exercises by LabEx, and Introduction to Linux: Exercises by csc.fi
30	03/10/2023	8:00	5:00	8:00	Linux Hands on Workshop by itversity, Linux Exercises by Raja Design Polytechnic, Linux Guide and Exercises by Linux Academy, and Linux Project by slahrootdotin
31	03/13/2023	8:00	5:00	8:00	What is Bash Scripting? by pikuma, BASH Scripting 101 by NetworkChuck, Bash Shell Scripting Tutorial using Introduction, Variables and Comments, and Reading User Input in Bash Shell Scripting Tutorial by Programming Knowledge.
		TOTAL NUMBER OF HOURS:		248	

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InternDAILY TIME RECORD (DTR)

	DATE	TIME IN	TIME OUT	HOURS WORKED	NOTABLE DELIVERABLES
1	03/14/2023	8:00	5:00	8:00	Bash Variables and Arguments by NetworkChuck, Pass Arguments to a Bash-Script in Bash Shell Scripting Tutorial, If Statement (If then , If then else, If elif else) in Bash Shell Scripting Tutorial, File test operators in Bash Shell Scripting Tutorial and How to append output to the end of text file Bash Shell Scripting Tutorial by Programming Knowledge.
2	03/15/2023	8:00	5:00	8:00	Environment variables in BASH by NetworkChuck, Logical 'AND' Operator in Bash Shell Scripting Tutorial, Logical 'OR' Operator in Bash Shell Scripting Tutorial, Perform arithmetic operations in Bash Shell Scripting Tutorial, and Floating point math operations in Bash Shell Scripting Tutorial by ProgrammingKnowledge.
3	03/20/2023	8:00	5:00	8:00	Conditionals in BASH Scripting by NetworkChuck, The case statement and example in Bash Shell Scripting Tutorial, Array variables in Bash Shell Scripting Tutorial, WHILE Loops in Bash Shell Scripting Tutorial, and using sleep and open terminal with WHILE Loops in Bash Shell Scripting Tutorial by ProgrammingKnowledge.
4	03/21/2023	8:00	5:00	8:00	Bash Loops in BASH Scripting by NetworkChuck, Read file content in Bash Shell Scripting Tutorial, UNTIL loop in Bash Shell Scripting Tutorial, and FOR loop in Bash Shell Scripting Tutorial by ProgrammingKnowledge.
5	03/22/2023	8:00	5:00	8:00	use FOR loop to execute commands in Bash Shell Scripting Tutorial, Select loop in Bash Shell Scripting Tutorial, Break and continue in Bash Shell Scripting Tutorial, and Functions in Bash Shell Scripting Tutorial by ProgrammingKnowledge.
6	03/23/2023	8:00	5:00	8:00	Function Example in Bash Shell Scripting Tutorial, Readonly command in Bash Shell Scripting Tutorial, Signals and Traps in Bash Shell Scripting Tutorial, and How to debug a bash script in Bash Shell Scripting Tutorial.
7	03/24/2023	8:00	5:00	8:00	Bash Scripting Exercise by University of the Pacific, Bash Scripts Laboratory Exercise by Grinnell College, Bash Scripting Exercises by CPIT-490, and Bash Shell Scripting Exercise by Laksith
8	03/28/2023	8:00	5:00	8:00	Practice Exercise 1 Bash Scripting Tutorial for Beginners by ProgrammingKnowledge, Bash

Intern**DAILY TIME RECORD (DTR)**

#	Date				Activities
					Script Tutorial for Beginners Practice Questions by DexTutor, Practice Exercise 2 Bash Scripting Tutorial for Beginners by ProgrammingKnowledge, and Bash Scripting Exercise by Sander van Vugt
9	03/29/2023	8:00	5:00	8:00	Bash Script Examples by Fahmida Yesmin, Bash Script Code Challenges for Beginners by codecademy, Automating Tasks With Bash Scripts [Practical Examples] by Linux Handbook, and A Tutorial for Solving Real World Problems with Bash Scripts by Mihalis Tsoukalos
10	03/30/2023	8:00	5:00	8:00	Bash Scripting Exercises by Sanka Dharmarathna, Bash Scripts Problems to Solve by Grinnell College, Bash Script Exercise Examples by HaWo's Linux, and Linux Shell Scripting Assignments by Emertxe
11	03/31/2023	8:00	5:00	8:00	Reading and understanding Project Sentry, OPM Agent, Installation-Revert, MOP, and RBA Test Case.
12	04/03/2023	8:00	5:00	8:00	Bifrost Access Request Form
13	04/04/2023	8:00	5:00	8:00	Account Management for Bifrost Access Request, Bash scripting: Exercise by Jem Young, Bash scripting exercise 1 by Hunter College, Meeting for Sentry OPM Manual Installation Demo
14	04/05/2023	8:00	5:00	8:00	Write Your Own Bash Scripts for Automation by Null Byte, Real World Programming with BASH Shell Scripts by Kris Occhipinti, Sample Bash Scripting Project by M Prashant, Bash Script Simple Project by Kris Occhipinti and Account Management for Bifrost Access Request.
15	04/11/2023	8:00	5:00	8:00	Accessing BIFROST, PuTTY TUTORIAL FOR BEGINNERS by Tech Wolf, How to Use Putty to SSH on Windows by Tony Teaches Tech, SSH and SSH Tunneling Explained (demonstrated with Puttygen and Putty) by Cloud Tech, SSH using PuTTY in Windows by Splunk How-To, and Beginners Guide To SSH by Tinkernut
16	04/12/2023	8:00	5:00	8:00	Putty to connect Linux on Virtual Box - enable ssh in linux by Oracle Concepts, How to access ubuntu linux server by Putty? - How to access linux by using putty? by The Technology, Basic SSH Commands you should learn about| PuTTy by Red Server Host, Enable SSH on Ubuntu instruction and connect in Putty by IoT & IIoT Engineering Solutions, and sshd.service not found linux	ssh error SOLVED by Faizan Arif

DAILY TIME RECORD (DTR)

Globe

17	04/13/2023	8:00	5:00	8:00	Accessing SSH and Doing Bash Scripts from Bifrost
18	04/14/2023	8:00	5:00	8:00	Beginners Guide to SSH by codebubb, School Of Basics	What is SSH	How SSH works and Automation Step by Step, PuTTY/SSH Intro Tutorial by Nicholas Stamas, and BASH tutorial SSH by Kris Occhipinti
19	04/17/2023	8:00	5:00	8:00	Executing commands on remote server	Shell Scripting	working with ssh by VRTechnologies For Automation, Best Example of Bash Scripting Tutorial by Tech Arkit, Shell Script to run commands on remote servers, and Automate Remote SSH Control of Computers with Expect Scripts by Null Byte
20	04/18/2023	8:00	5:00	8:00	20 essential Bash script examples by Briztol Tech Academy, Bash scripting examples by DavidWesselsVIU, and MPC Tribe Sprint 2 Showcase
21	04/19/2023	8:00	5:00	8:00	MPC Tribe Sprint 2 Retrospective, Sprint 3 Planning: Autobots Squad and OPM Installation
22	04/20/2023	8:00	5:00	8:00	OPM Installation
23	04/21/2023	8:00			
24					
25					
26					
27					
28					
29					
30					
31					
	TOTAL NUMBER OF HOURS:				

Noted by

Reviewed by

Patrecia Toledo
_____
Signature over printed name/date
Intern

_____
Signature over printed name/date
Immediate Supervisor

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APPENDIX F

DUTIES AND RESPONSIBILITIES

1. The intern must ensure that the tasks allocated by the supervisor are carried out within the specified time frame and with the desired level of quality.
2. The intern is required to record the time at which they began and ended their daily training.
3. The intern must always adhere to the company's and supervisor's regulations.
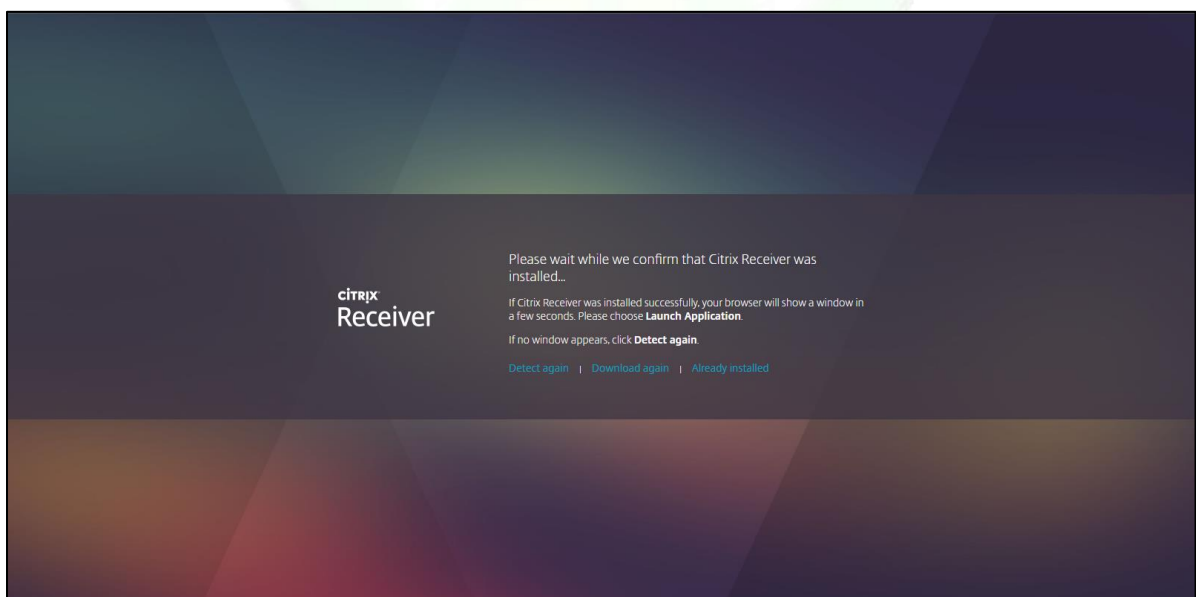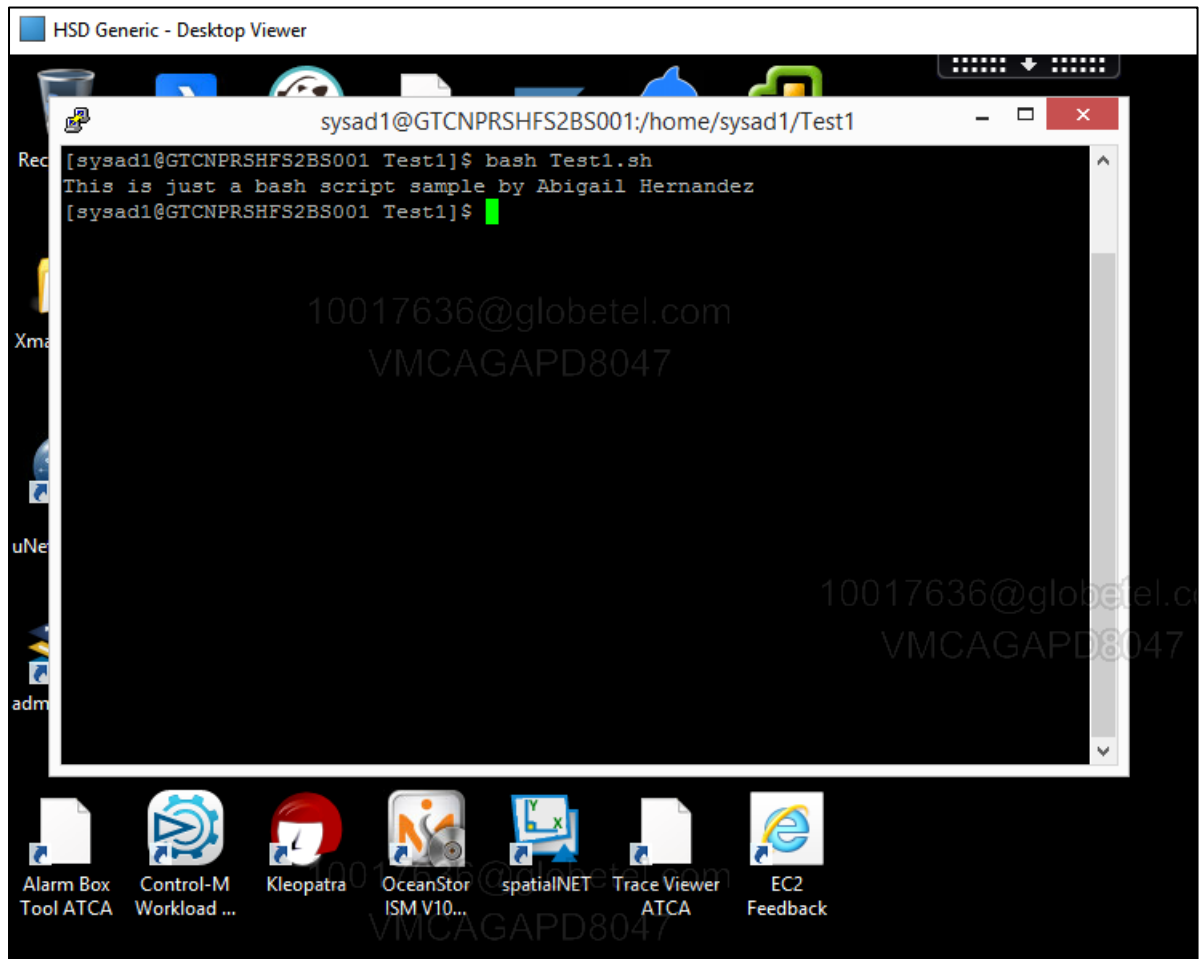4. The intern must maintain the confidentiality of all company data records and information.

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APPENDIX G

WORK SAMPLES

APPENDIX H

PHOTO DOCUMENTATION
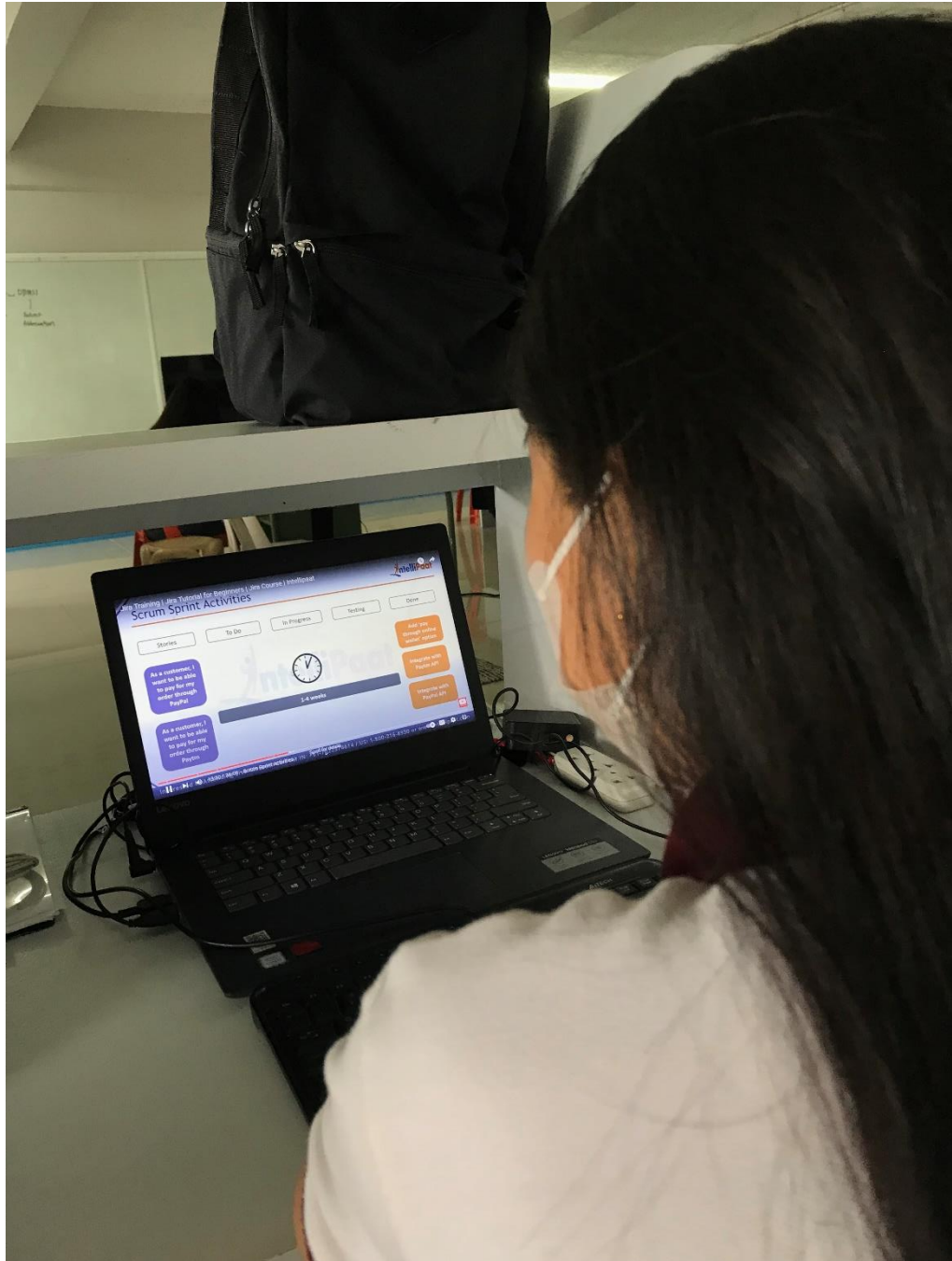
APPENDIX I

MONTHLY ACCOMPLISHMENT REPORT