**MONTHLY PROGRESS REPORT**

HIJARA, CHARELYN B.

Month # 1: June - July

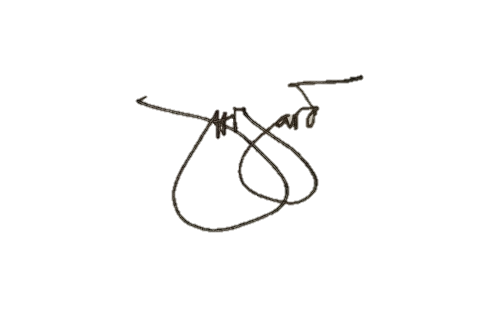
June 25 – July 30, 2021

On or about 25th day of June 2021, this was a time that preparation of Module Tasks after the IT Practicum Webinar and the team wait for the final task and plan of the module. On the week of 28th June to 3rd day of July, we are starting our assigning of tasks, gantt chart making on the first 2 days of this week. On 3rd day until 6th day of second week we started working on module prototyping, but first this whole module divided into 4 teams, the OSAS Main, scholarship, clinic and guidance. I am assigned to the OSAS Main as the team leader and leading the team and guiding my team what are the tasks that need to work on by following the Gantt Chart’s schedule. On July 1 to July 3, I am making a prototype planning and make draft on paper and after that I tried to make it on the adobe application software XD, the wireframing.

The 1st day of week 3 (July 05-July 10) is the checking of prototype wireframe of our module (OSAS Main) to be checked by Ms. Cempron, on the following days of the week mock-up design of the module is started and I am designing the admin and student interface of this module. On the 12th day of July 2021 is the deadline of mock up design of our module and pass it on trello with the supervision of the module project manager. On the second day of this week we, together with my team member set a meeting with the head of OSAS and we presented the mock up design and presented the flow we came up. After that day, I made a revised on the mock up design because of some additional functions and process flow. On the remaining days of the week is the meeting of the team together with the module project manager and made a finalized flow of our module and planned the design enhancement and revising the admin and student interface.

On July 19, my task is to revise the mock-up design for some clarifications and in the other day is designing Admin Report in html. Wednesday, July 21 is meeting with Ms. Cempron for checking the task updates of each module and this is the day that I give my position as team leader to Mr. Mirafuentes due to my internet connection problem. I can’t update them from time to time and it is hard for the team that the leader has shortcomings. Ms. Cempron declared officially the new leader during the meeting that day. In Thursday, we had meeting with the module supervisor and project adviser and with the following days we had meeting also about the flow of the module. In Saturday and Sunday in that week I work with my task on complaints both student and admin interfaces.

On July 26 and 27 2021, I work my task in student complaints submodule. By tracing and coding the possible solution to the task problem. In complaints, my tasks are search and submit complaint files. On July 28 until July 30, we started on Student Organization’s task-the admin and student interface together with Ms. Sasam, Kessia Joy. We had difficulties in working possible solution but we managed it.



Prepared by:

Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor

HIJARA, CHARELYN B.

On the job trainee

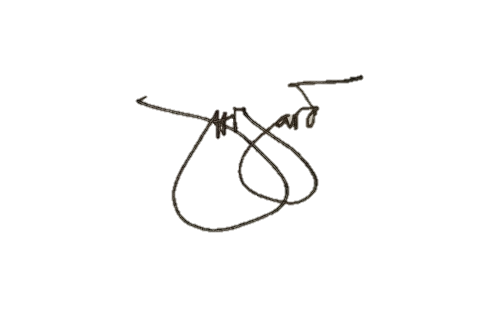
**MONTHLY PROGRESS REPORT**

HIJARA, CHARELYN B.

Month # 2: August

August 02 – August 10, 2021

This month, I work my task in student organization submodule. By tracing and coding the possible solution to the task problem. I work on print oath of office, together with Ms. Sasam we are assigned in this task and we manage it even if I had a hard time attaining my task because of unstable connectivity I can able to finished it. This month is the compilation, testing and deployment of the project.



Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor

Prepared by:

HIJARA, CHARELYN B.

On the job trainee

**MONTHLY PROGRESS REPORT**

MIRAFUENTES HENRY B.

Month#1 June 25 -August 11,2021

This is the first week of our OJT, after the virtual meeting with Ms Mishill Cempron we are grouped by modules. I’m in the OSAS main. The first task task is to create a gantt chart and mock-up designs for the module assigned. I was assigned to make a gantt chart together with two other members. After making a draft of the gantt chart I transferred it to MS Visio for finalizing.

The second week of our OJT started with another virtual meeting with Ms. Mishill Cempron regarding module prototypes submitted by each group. After the meeting I updated our gantt chart because there are additional task. Then we submit our updated gantt chart to the Project Manager for checking. Lastly after finalizing the gantt chart the project manager started assigning task.

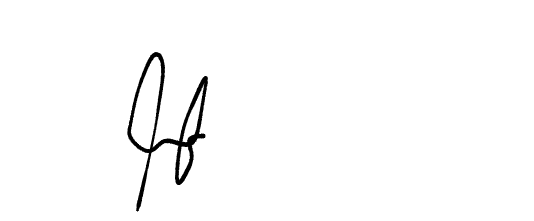
The third week of our OJT started On July 12, 2021 after finalizing the Gantt chart I began at the task I was assigned. July 13, 2021, I started coding the task. July 14, 2021, I continue to code. July 15, 2021, continue coding. July 16, 2021, meeting with Project Manager and updating Gantt Chart. July 17, 2021, Continue Coding for the task.

On July 19, 2021 is the deadline for the first task so I submitted even though I didn’t get all the functions needed because I have to clarify the flow of the interface. July 20, 2021, I started coding another task. July 21, 2021, I continue to code. July 22, 2021, we have a meeting with Mrs Kendi Arsitio to show updates and clarify some concerns about the system. July 23, 2021, system had some additional tasks and the project manager assigned new task. July 24, 2021, started coding again for the new task assign.

On July 26, 2021I submitted the finished task. July 27, 2021, I started coding another task. July 28, 2021, I continue to code. July 29, 2021, meeting with the Project Manager clarifying problems and finalizing the interface. July 30, 2021, the system had some additional tasks and the project manager assigned new tasks.

This week I'm working on the task assigned to me which is the accomplishment task. On August 2, 2021 we have a scheduled meeting with our OJT adviser to check the progress of our task. After that day we have another meeting again of our adviser for the other members who did not join the checking the other day. Then we got some suggestions. The rest of the days I continue the accomplishment task and my group mate slowly compiles the other finished task.

This week is the last week for me to reach 324 hours of working. Starting from August 9 2021, I’m finishing the accomplishment report. Then after I finish it. I’m working on the Announcement part. Also, this week we are slowly compiling the tasks that are finished.



Prepared by: Noted by:

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**Henry B. Mirafuentes** **Mrs. Kendi B. Arsitio**

On the job trainee Supervisor

**MONTHLY PROGRESS REPORT**

Edwin P. Pampag Jr.

Month #: 1

*June 25 – July 31, 2021*

This is the first week of our OJT we still waiting for announcement for meetings and tasks because the leaders and still waiting for our task.

On the second week of the training, we are divided in to group base on our module; we have lots of meetings through google meet with our adviser and by group meetings. We elected who will become the project manager that will handle us then each leader per group who will handle us.

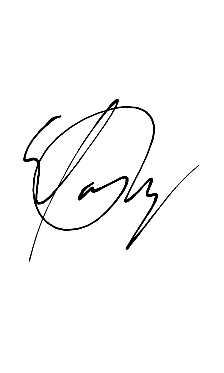
In the first day of the third week is the checking for our wireframe of our module and Ma’am Mish will be the one to check the wireframe, after that day our project manager pick people from different such as me to make a collaborative work and to start coding for functionality of login page for both student and staff.

On the fourth week, we design the mock up for student interface and our leader presented it. On the Second day is meeting with module supervisor, I presented my task and she suggested to add some portions for functionality. On the next days, I started to code my tasks and I have so many functionalities to code so I did not meet the given date to finish because it is too many to but I ask for extension and it gives me a good result.

On the fifth week on July 19, the task that is given to us was not finished there were some bugs, and it needs to code some portion of the web pages. On July 20, the task was not finished yet and ongoing coding for view info and edit info for staff and helping my teammates when they ask me for their task. On July 21, we finalize the student interface because we have a meeting for Ma’am Mish but it is not needed to present it. We have a problem that time because the leader of OSAS Main or our team wants to pull out in her position but Ma’am Mish was angry about that because of not saying she does not have enough time for that because of having a part-time job. Ma’am mish appointed me as a leader but I don’t agree because I am the main programmer for the team and I can’t manage for being in that position, so now Mr. Henry was appointed by ma’am mish for being the leader of our team. On July 22, meeting with our OSAS Main Supervisor and OSAS Adviser, we presented the student interface to introduce the functionality and they add then correct some features the student's interface after we discuss what was discussed then our leader assigned the new sub-modules to us. After the assigning of the task, we discuss we started to code the back-end feature for student interface. On July 23, I continue the coding and analyze what should I use for a student organization, in 5:00 pm of the afternoon we have a meeting for Ma’am Lorlie (OSAS ADVISER) she discussed the problem in our DTR for skipping the time-in and time-out and next time we will tell the reason when we fail to time-in and time-out. On July 24, I prepare the database for the student organization (Admin) and I request the database from the database team. On July 25, I prepare another database for student discipline (Admin & Student) because the are other changes from the task and I requested again from the database team.

On first day of the week, I prepare the database that created by our database team I started to code the session for student interface and admin interface, the next consecutive days I started to code the functionalities and I ended it at 12 am. I started to have a headache when I get ended at 12 am and I have it every night in 2 days, the next days I am at 60% of my task and I stop it at 10 pm because health is important for now.

In the first week of August, I am still working for student discipline for (Admin & Student Interface), I am still stuck up for making the functionality because of its number of functionalities per interfaces because I am the only one who will work for this interface. I still replenishing all the functionality systematically in order to create a progressive work in other day our project manager hire some people to help me for other functionality and I implemented it to student discipline. In the last day of the week, I finished the module but still have minor bugs and we will test that for testing phase and debug it.

Prepared by:

Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor

Edwin P. Pampag Jr.

On the job trainee

**MONTHLY PROGRESS REPORT**

DINA L. PINEZA

Month # 1:

June 25 – June 30, 2021

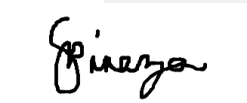
This month is the orientation, team groupings, assigning individual tasks, and brainstorming about the tasks given to us. As an OJT trainee, I find this summer class hard because of the pandemic, I don’t like the idea that I am in the house working on the task given to me. But I still conquered it though.

Prepared by:

Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor



Dina L. Pineza

On the job trainee

**MONTHLY PROGRESS REPORT**

DINA L. PINEZA

Month # 2:

July 01 – July 30, 2021

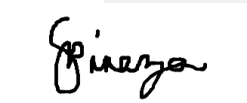
This month it was a hectic one. Assigning of tasks, submissions, and reporting were done here. We need to pass our tasks on time. Lots of meeting were done, brainstorming, and helping each other to get through this off semester.

Prepared by:

Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor



Dina L. Pineza

On the job trainee

**MONTHLY PROGRESS REPORT**

DINA L. PINEZA

Month # 3:

August 01 – August 13, 2021

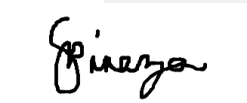
Deadlines are fast approaching, as the end of this summer is coming, we also kept an eye to the end of our tasks. When I thought I will not finish this off-semester, but guess what I am near to finish line anyways.

Prepared by:

Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor



Dina L. Pineza

On the job trainee

**MONTHLY PROGRESS REPORT**

Jan Andrianne M. Prollo

Month # 1

June 28 – July 30, 2021

At the very start of the On-the-Job Training, we were not yet given our task and waiting the instructions of our teachers and supervisors. On the following day, we met with our teachers as well as the OJT advisers that were assigned to us and we were also group of classmates and the office that we are assigned. I was assigned to the Osas Main and on the next day, Wednesday, we met our OJT adviser and we were given our task and the system requirements of our designated office also the procedures manual. After the meeting we were tasked to create a prototype of the assigned modules and a Gantt chart to be presented to our Project Manager, after that we were introduced to Trello. The next day we had our team meeting and assigning of task in the Gantt chart. I was tasked to create our Gantt chart but because I don’t have a Visio, I temporarily create my Gantt in the Google Spreadsheet and ask my co-member to transfer it to Microsoft Visio before submitting to our team leader for compilation and submission to the Project Manager for checking.

At the start of my time as an on-the-job trainee, I, along with my groupmates were not given tasks yet. To make my time useful, I thought I should recall past lessons about web development and everything it entails. I revisited a project that I just finished recently and realized how I could have done something better. As a result, I ended up surfing the internet for some sage advice on good practices in programming. This continued until Tuesday of the following week.

In the start of our third week, we have a meeting with our supervisor, and while our module was checked there were a lot of revisions and additions based on our initial prototype. And at the end of our meeting, we were tasked to submit our mockup web designs for each module. Later that day, there was a meeting regarding the design of the system with the entirety of the Osas team. The creation of the database team was also raised in the meeting. I have been assigned by my team leader to be the representative of our group to the database team and later on I was designated by the Project Manager to handle or lead the database team.

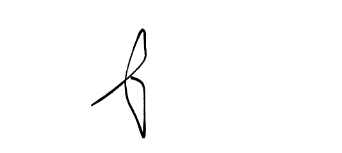
Our Project Manager scheduled a meeting with the OJT adviser so that we could ask advice on where to start and how to map our table fields. During the meeting, our OJT adviser suggested we should make a registration module in which student and teachers can register their account and verified by email. Our PM personally picked students from different groups which will be involved in making the registration modules. I, along with my database members worked alongside them and we were tasked to design the tables for the registration. We finished and presented the registration Module on Monday. After our presentation of the registration module, our team leader arranged a meeting with the Osas Coordinator and presented our mockup based on our own understanding of the process flow. On Wednesday we presented it again to our supervisor. She suggested to reduce the information ask in the registration and registering staff must be the duty of the Superadmin. Later that time, she suggested a lot of changes and we spent the rest of the week modifying the database inline to the fields needed in our registration.

Overall, I have learned a lot in the month that I spent working as an on-the-job trainee. I learned some valuable things about myself and my classmates. And even though this was an online OJT, and different compared to the usual OJT but the pressure that I felt was just the same as a face-to-face OJT. It would just have been a lot easier if we have been granted permission to meet in person.

Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor

Prepared by:

Jan Andrianne M. Prollo

On the job trainee

**MONTHLY PROGRESS REPORT**

Jan Andrianne M. Prollo

Month # 2

August 2 – August 14, 2021

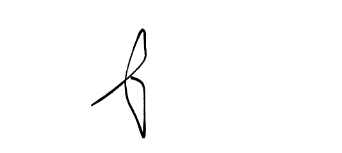
We are on our 6th and 7th week of our On-the-Job Training and for the whole month is all out compiling and debugging. For the 1st and 2nd day of the week, I’ve been compiling the databases of Osas main and as well as Clinic and tend to some changes the offices want. The next day, we are arranged to have a meeting with our OJT Adviser for our progress report and then again, some changes were made, and so I immediately change the databases. I then started compiling our login and registration as well as their tables. After compiling the Login and Registration modules, I proceed to compiling for the Osas Modules.

For the week 7, I still continued on my task for debugging and compiling the Osas modules as well as Clinic. The next day, we were tasked to buy webserver via Hostinger, And I along with some of my classmates was tasked to manage our Webserver as well as our domain. Then we started compiling and debugging and integrating our website into one up to this day.

Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor

Prepared by:

Jan Andrianne M. Prollo

On the job trainee

**MONTHLY PROGRESS REPORT**

Randel C. Raagas

Month #: 1

*June 25 – July 31, 2021*

June 25, 2021. It is a preparation of Module Tasks after the IT Practicum Webinar and the team wait for the final task and plan of the module. Then on the week of 28 of June to 3rd day of July, we are starting our assigning of tasks, gantt chart making on the first 2 days of this week. On 3rd day until 6th day of second week we started working on module prototyping, but first this whole module divided into 4 teams, the OSAS Main, scholarship, clinic and guidance. And I am assigned to the OSAS Main as a member, On July 1 to July 3, I am working with my task given which is a prototype and I used adobe application software XD, and the wire-framing.

The first day of week 3 (July 05-July 10) is the checking of prototype wire-frame of our module (OSAS Main) to be checked by Ms. Cempron, on the following days of the week mock-up design of the module is started and I am starting in designing in the Student Labor interface of this module. On the 12th day of July 2021 is the deadline of mock up design of our module and pass it on trello with the supervision of the module project manager. On the second day of this week the team leader and my team member set a meeting with the head of OSAS and we decided to present the mock up design and present the flow we came up. After that day, I made a revised on the mock up design because of some additional functions and process flow. On the remaining days of the week is the meeting of the team together with the module project manager and made a finalized flow of our module and planned the design enhancement and revising the admin and student interface.

On July 19, my task is to revise the mock-up design for GMC Admin. And the next day I started in my coding in activity logs and back-up and restore (functions). Wednesday, July 21 is meeting with Ms. Cempron for checking the task updates of each module. And this is the day our new team leader is Mr. Mirafuentes. Ms. Cempron declared officially the new leader during the meeting that day. In Thursday, we had meeting with the module supervisor and project adviser and with the following days we had meeting also about the flow of the module.

On the fourth week, I continue my coding in activity logs and back-up and restore (functions). On the Second day is meeting with module supervisor, I presented my task and she suggested to add some portions for functionality. On the next days, I started to compile my tasks connected to the other functionalities in super admin and I have so many functionalities to the code and some of debugging and errors. On July 26 to 28 2021, after the long day of debugging and fixing functionality errors in task problem. I did submit it on the leader and into the trello. On July 29 until the last day of July, I did prepare on my Ongoing coding in Edit and Approve student DTR(Faculty).

Prepared by:

Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor



Randel C. Raagas

On the job trainee

**MONTHLY PROGRESS REPORT**

Randel C. Raagas

Month #: 2

*August 1- August 14, 2021*

In the first week of August, I am still working for Edit and Approve student DTR(Faculty), I putting a lot of tables that connected to the databases and it works pretty well. And up until now I still coding for my last module which is the DTR and Salary for the Admin and it is very complicated. I’m still doing my very best as I can to finish this code until this August 13.

Prepared by:

Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor



Randel C. Raagas

On the job trainee

**MONTHLY PROGRESS REPORT**

Kesia Joy C. Sasam

Month # 1:

June 28 – July 31, 2021

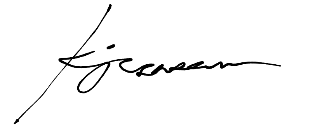
In my first week as an On-The-Job trainee, we are divided into different modules and are assigned to create prototypes immediately. Our real tasks were given on July 1, 2021 after the meeting with the Supervisor and Practicum Advisers. I was assigned in the OSAS Main module where my task is to create a prototype based on what I understood at the meeting. We started by drafting initial prototypes and met with the team later on for final output from what had been discussed in the meeting.

In my second week as an On-The-Job trainee, our supervisor provided feedback on our prototype after we completed the task. I was pulled out from our team for the meantime and was assigned to be on the designers or the front-end team. My whole week was spent on creating mockups for our module and contemplating the design of our website.

In my third week as an On-The-Job trainee, as part of the front-end team, constant changes to the designs from frequent meetings with the supervisor together with the practicum adviser is what my whole week was focused on. Revising each page and adding some components resulted in extended deadlines to meet the expected output.

In my fourth week as an On-The-Job trainee, after the mock up design was finalized, I started coding the front-end design for our module. This week is full of meetings and team brainstorming for the final process and flow of the OSAS Main module. On July 21, 2021, after presenting our module to Ma’am Mish, our project manager assigned me to make our modals responsive and our buttons to be uniform with the other module’s design. At meetings with Ma’am Kendi and Ma’am Lorlie, we presented what we had done for the past days and also talked about the process and flow of the different modules. We also had our group meetings for finalizing the tasks and flow of the system.

In my fifth week as an On-The-Job trainee, On July 26, 2021, my groupmate assigned me to the Complaints Admin Interface functions and on July 28, 2021, I started coding in the Student Organization Student Interface functions where I was originally assigned. The following days were focused on the upload functions and connecting the data to the database.

Prepared by:

Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor

Kesia Joy C. Sasam

On the job trainee

**MONTHLY PROGRESS REPORT**

Kesia Joy C. Sasam

Month # 2:

August 2 – August 14, 2021

In my sixth week as an On-the-Job trainee, I resumed on coding the upload function until I got the right algorithm but with the deadline is fast approaching, together with my groupmate, we asked the project manager to extend our submission date until our module is done.

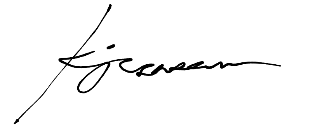
In my seventh week as an On-the-Job trainee, I focused on finalizing the functions and design of the Student Org, Student Govt., and Student Org Admin Interface. On my final week, I am pressured because there are still a lot to do on our module. I ask for help to some of our classmates and gladly they helped me in some of the functions. But now I’m still figuring out on how to finish all my tasks in just one night. Time is still running and my progress is very slow.

Being an On-the-Job trainee virtually is not easy, especially with limited time. Hoping for our supervisor’s and practicum adviser’s kind consideration. May the spirit of the Holy One be with me!

Noted By:

**Mrs. Kendi B. Arsitio**

Supervisor

Prepared by:

Kesia Joy C. Sasam

On the job trainee