



# Practicum Final Report

I.T. PRACTICUM  
Section CIS441

**Ivan Kenneth A. Alvarez**

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# **OVERVIEW OF THE PRACTICUM ENGAGEMENT**

# Company Background



The City of Biñan, located in Laguna, Philippines, is a component city with a population of 407,437 as of the 2020 census, making it the third largest in Laguna. Originally founded in 1571, Biñan became a city in 2010 via Republic Act No. 9740. It is a key economic hub, known as the "Trading and Commerce Center of the South," hosting industrial estates, export processing zones, and a large public market. The city focuses on economic prosperity, social justice, quality education, and cultural preservation, with its government seated at the new Biñan City Hall in Barangay Zapote.

# Company Background



The Information and Communications Technology Office (ICTO) of Biñan City is responsible for managing and advancing the city's technological infrastructure and digital initiatives. It supports the local government's operations by implementing ICT solutions to enhance public services, streamline processes, and promote digital governance. The ICTO plays a vital role in Biñan's vision of becoming a modern, technology-driven city, though specific details about its programs are limited in available sources.

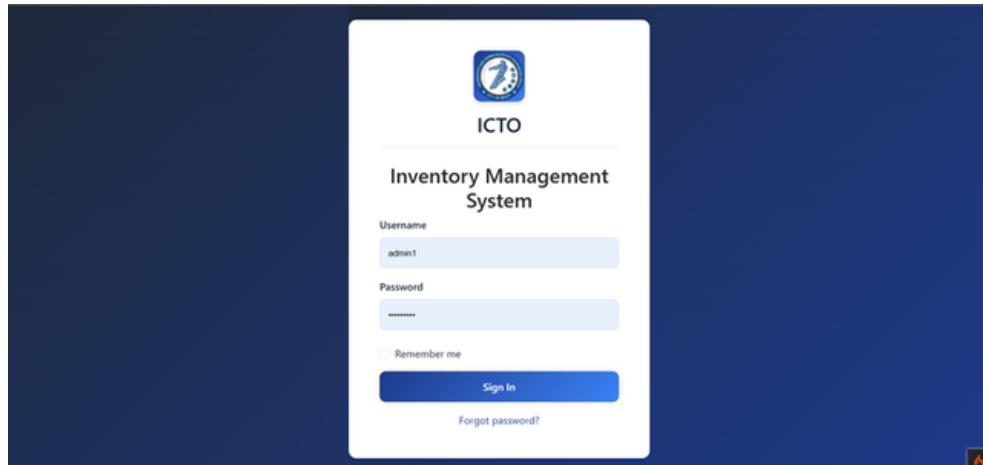
# Nature of Practicum



The Practicum is a 486-hour software development project designed to create a functional application through an iterative process, typically spanning 12 weeks of full-time work, focusing on practical skill-building in a real-world context. It emphasizes developing a working application, using an Agile methodology with short development cycles (sprints) that include planning, coding, testing, and reviewing. Continuous feedback from stakeholders, gathered through user testing or prototype reviews, drives iterative improvements, particularly in refining the user interface (UI) and functionalities to enhance usability, accessibility, and aesthetics, ensuring the final product is intuitive, reliable, and aligned with user needs and project goals.

# **PRESENTATION OF OUTPUT**

# Information Communications Technology Office's Inventory Management System



**ICTO-IMS**

Home / Dashboard

Welcome back, admin1!

Manage your software and hardware inventory efficiently

**Main Dashboard**

**Quick Actions** Manage your inventory and users

- Manage Software Track Software Inventory
- Manage Hardware Track Hardware Inventory
- View Reports Generate Reports
- Manage Users Control user access

Recent Activity

**ICTO-IMS**

Home / Hardware Management

Manage and track all hardware assets across the organization

**Hardware Inventory Management**

Search

Search hardware...

Department	Device Type	Status	PM Frequency
All Departments	All Device Types	All Statuses	All Frequencies

# Information Communications Technology Office's Inventory Management System

The image displays three screenshots of the ICTO-IMS software interface, showing the Software Inventory Management, Reports Dashboard, and Account Management modules.

**Software Inventory Management:**

- Header:** ITCO-IMS, USER PANEL, AD admin1 Administrator.
- Breadcrumbs:** Home / Software Management.
- Title:** Software Inventory Management. Manage and track all software assets across the organization.
- Search:** Search software... (Search button, Reset button).
- Filters:** Department (All Departments), Status (All Statuses), Type of System (All Types), Provider (All Providers).
- Buttons:** + Add Software, a red fire icon.

**Reports Dashboard:**

- Header:** ITCO-IMS, USER PANEL, AD admin1 Administrator.
- Breadcrumbs:** Home / Reports / Overview.
- Title:** Reports Dashboard. Access and manage hardware and software reports.
- Statistics:**
  - Total Software: 245
  - Hardware Items: 156
  - Export Reports: 23
  - Total Items: 401
- Quick Actions:** Access report tables (Software Reports, Hardware Reports).

**Account Management:**

- Header:** ITCO-IMS, USER PANEL, AD admin1 Administrator.
- Breadcrumbs:** Home / Account Management.
- Title:** Account Management. Manage user accounts and permission levels. Control access from Super Admin to Viewer Only.
- Search:** Search users... (Search button, Reset button).
- Filters:** Role (All Roles), Status (All Statuses).
- Buttons:** + Add User, a red fire icon.

# Information Communications Technology Office's Inventory Management System

**Logs Management Dashboard**

View and export user and system audit trails

Search: Search by Log ID, User, or Action...

Status	Action	Role	Department
All Statuses	All Actions	All Roles	All Departments

Start Date: ... dd, yyyy | End Date: ... dd, yyyy | Clear Filters | Export to CSV

**Audit Trails**

Are you sure you want to sign out?

Cancel | Sign Out

Log ID	Timestamp	User	Role	Action	Details	Status	Actions
1	2025-06-22 10:00	John Doe	Admin	Login	Logged in successfully	SUCCESS	<button>View</button>
2	2025-06-22 10:05	Jane Smith	Encoder	Add	Added new record	SUCCESS	<button>View</button>
3	2025-06-22 10:10	Bob Johnson	Viewer Only	Export	Export failed	ERROR	<button>View</button>

# Information Communications Technology Office's Inventory Management System

## Task: Starting and Finalizing Front-End Features (40 hours)

This task focuses on completing the front-end of the Inventory Management System (IMS) using CodeIgniter 4, a PHP framework, to deliver a user-friendly interface for ICTO staff to manage inventory efficiently. Key activities include:

- Complete Remaining UI Components: Finalize all UI elements, such as inventory dashboards, item entry forms, search filters, and report generation interfaces, using CodeIgniter 4's MVC structure, PHP, HTML, CSS, and JavaScript. For the ICTO IMS, this might include views for displaying hardware assets (e.g., computers, routers) or forms for updating stock levels, styled with Bootstrap or custom CSS integrated via CodeIgniter's view templates.
- Ensure Alignment with Client Feedback: Incorporate prior feedback from ICTO stakeholders to ensure the UI meets their needs, such as simplifying form inputs for non-technical staff or adding visual cues for low-stock alerts. This involves updating CodeIgniter view files and controllers to reflect feedback on usability or design.
- Test and Optimize Responsiveness Across Devices: Verify the UI works seamlessly on desktops, tablets, and mobile devices using tools like Chrome DevTools. Leverage CodeIgniter's view rendering and CSS frameworks (e.g., Bootstrap) to ensure responsive design, optimizing performance by minimizing asset sizes (e.g., compressing CSS/JavaScript) and reducing server-side rendering delays.
- Implement Pending UI Tweaks: Address minor adjustments, such as refining form layouts, improving client-side validation (e.g., using CodeIgniter's validation library or JavaScript), or enhancing accessibility. For example, ensure form error messages are clear and user-friendly.

This 40-hour task is intensive, ensuring a polished front-end tailored to ICTO's inventory management needs within CodeIgniter 4's framework.

# Information Communications Technology Office's Inventory Management System

Task: Gather and Incorporate Feedback (10 hours)

Feedback is critical to refine the IMS and align it with ICTO's operational requirements. The steps include:

- Schedule a Meeting with Supervisor and/or Client: Arrange a review session with the project supervisor and ICTO representatives to demo the front-end, showcasing features like inventory searches or stock updates via CodeIgniter-rendered views. Schedule early in the week to allow time for revisions.
- Document Feedback on Usability, Aesthetics, and Functionality: Record stakeholder input on usability (e.g., ease of navigating the dashboard), aesthetics (e.g., clarity of table layouts), and functionality (e.g., accuracy of inventory updates). Use a feedback log to prioritize critical issues, such as slow page loads or unintuitive filters, tracked via tools like Trello or a spreadsheet.
- Apply Feedback Iteratively: Implement changes in short cycles within CodeIgniter 4, updating views, controllers, or models as needed. For example, if ICTO staff request faster search functionality, optimize database queries in the model or add a JavaScript-based filter, then test the changes to ensure stability.

This task ensures the IMS evolves based on user input, enhancing its practicality for ICTO's inventory management.



# **SYNTHESIS OF THE PRACTICUM ENGAGEMENT**

# Synthesis

The 486-hour Practicum was a transformative experience centered on developing an in-house Inventory Management System (IMS) for Biñan's ICTO using CodeIgniter 4, a PHP framework. The project followed an Agile methodology, with iterative cycles of planning, coding, testing, and refining the front-end and back-end components. Key tasks in Weeks 11 and 12 included finalizing the front-end UI (e.g., dashboards, forms, and reports), incorporating ICTO feedback, conducting end-to-end testing, documenting the system, and presenting the final product. Collaboration with ICTO stakeholders ensured the IMS met practical needs, such as streamlined tracking of hardware assets and user-friendly interfaces for non-technical staff. The Practicum fostered technical proficiency in CodeIgniter 4, responsive design, and database integration, while emphasizing soft skills like communication, time management, and adaptability. The iterative feedback process, particularly in refining the UI based on ICTO input, underscored the importance of user-centric development, aligning the system with Biñan's digital governance goals.

# Synthesis

## Learnings Gain From the Practicum

The Practicum provided significant technical and professional learnings:

- **Technical Skills:** Mastery of CodeIgniter 4's MVC architecture enabled efficient development of dynamic views, controllers, and models for the IMS. Skills in responsive design (using Bootstrap and CSS), client-side validation (JavaScript), and database optimization (MySQL queries) were honed, particularly during tasks like optimizing search filters and ensuring cross-device compatibility.
- **Iterative Development:** The Agile approach taught the value of short development cycles, allowing for continuous improvement through stakeholder feedback. For example, iterative UI tweaks based on ICTO input improved usability, such as clearer form layouts.
- **Testing and Integration:** End-to-end testing and collaboration with the backend team highlighted the importance of validating data flow (e.g., API responses) and resolving integration issues, ensuring a robust IMS.
- **Documentation:** Creating user guides and code comments emphasized clear communication for future developers and users, while the final report refined skills in summarizing complex projects concisely.
- **Professional Skills:** Engaging with ICTO stakeholders developed skills in scheduling meetings, documenting feedback, and presenting solutions professionally, fostering confidence in client interactions.

# Synthesis

## Realizations

- **User-Centric Design is Critical:** Feedback from ICTO staff showed that usability (e.g., intuitive navigation) is as important as functionality, prompting a shift toward prioritizing user experience in development.
- **Flexibility is Essential:** Unexpected feedback or technical challenges (e.g., slow database queries) required quick adaptation, reinforcing the need for resilience and problem-solving in real-world projects.
- **Collaboration Drives Success:** Working with the backend team and ICTO stakeholders highlighted the power of teamwork, as diverse perspectives improved the IMS's quality and relevance.
- **Time Management is Key:** Balancing intensive tasks like 40-hour front-end finalization with documentation and feedback integration underscored the importance of prioritizing and scheduling effectively.

# Synthesis

## Conclusions

Completing the Practicum and delivering a functional Inventory Management System for Biñan's ICTO was a profoundly fulfilling milestone for me. I feel a deep sense of accomplishment knowing our team built a CodeIgniter 4-based system that not only met technical goals—like efficient inventory tracking—but also supported Biñan's digital governance by enhancing ICTO's operational efficiency. This experience reshaped my perspective on software development, showing me how to connect theoretical knowledge with practical application in a real-world setting. I've grown tremendously as a developer, gaining confidence in my technical abilities and learning to embrace user feedback as a cornerstone of creating impactful solutions. Moving forward, I'm inspired to apply these lessons—prioritizing user needs, staying adaptable, and communicating clearly—in future projects, confident they will guide me in building software that makes a meaningful difference.

# **APPENDICES**

# 1.0 Competency-Based CV

## IVAN KENNETH A. ALVAREZ

 Barangay Tagapo, Santa Rosa City, Laguna  
 0991-233-5850  
 ivan.alvarez.inbox@gmail.com  
 <https://www.linkedin.com/in/ivankennethalvarez>  
 <https://github.com/hutfrstg>



### OBJECTIVES

- I am an Information Technology student who is interested in a career in technology. I am currently in search of an internship opportunity that would allow me to utilize my academic knowledge and practical experience in a collaborative environment. I am enthusiastic about the prospect of contributing to your organization's activities and endeavors.
- I have a fundamental knowledge across the different fields of Front-End Web Development, Embedded Systems, Manual Software Testing, Database Development, Cloud Computing, Information and Data Analysis. I am capable of performing efficiently both independently and in a collaborative setting. Furthermore, I possess the ability to efficiently prioritize duties, meet deadlines, and manage time. I am fascinated by the means of adapting to the rapidly evolving technologies.

### Education

**Mapúa Malayan Colleges Laguna**, Pulo-Diezmo Road Cabuyao City, Laguna, Philippines.

- Bachelor of Science in Information Technology**, 2021 – present

*Graduates of the Bachelor of Science in Information Technology program are expected to effectively solve problems by applying emerging technologies and ICT principles in the design and evaluation of computing systems. They should excel in both individual and team settings, advancing into technical or leadership roles. Furthermore, they are encouraged to pursue lifelong learning to adapt to evolving organizational demands.*

### SKILLS

#### PERSONAL (Soft Skills)

- Capable of quickly adjust to new technologies, tools, and methodologies.
- Capable of effectively managing time to reconcile personal responsibilities and tasks.
- Possess an effective analytical ability to identify and resolve challenges.
- Assure the accuracy of project deliverables, documentation, and coding.
- Demonstrate self-motivation by taking the initiative to acquire new skills and technologies.

#### TECHNICAL (Programming Skills)

- UI/UX Design and Front-End Web Development (*HTML5, CSS, JavaScript, Django, Python*).
- C# and C++ Programming.
- Issuing of Bug Reports for Manual Software Testing.
- Proficient in the coding and interfacing of machine-to-machine programs using Arduino IDE.
- Fundamental knowledge of Microsoft Power BI for data analysis and MySQL database management.
- Familiarity with Cloud Computing.

### CERTIFICATES

- CompTIA IT Fundamentals (ITF+)
- BPI Foundation Front-End Web Development 101
- DICT Business Intelligence with Power BI
- Programming for Everybody (Getting Started with Python) – University of Michigan

### SEMINARS

- TechTalk 2025, Integrating Security and Efficiency in The Workplace. (Bíñan City, Laguna)
- WearOS Workshop Seminar 2025, Hands-on workshop focused on developing wearable app using Android Studio. (Mapúa Malayan Colleges Laguna)
- Introduction to Data Center, The integration of data center technologies in education, highlight career opportunities for students. (Mapúa Malayan Colleges Laguna)
- CALABARZON CYBER CARAVAN 2024, Cyber Security Awareness conducted by the Department of Information and Communications Technology Region IV-A Cybersecurity. (Mapúa Malayan Colleges Laguna)

### Extra-curricular Activities

Executive President, Mapúa Malayan Colleges Laguna InfoTech Society (from A.Y. 2023 - 2024)

- Provide academic support to IT students, organize seminars, and engage in community service activities.

Volunteer, MMCL Center for Service-Learning and Community Engagement Office (from A.Y.2022-2023)

Volunteer, Mapúa Malayan Kalikasan (from A.Y.2022-2023)

# 2.0 Endorsement Letter



**MAPÚA**  
MALAYAN COLLEGES  
LAGUNA



COLLEGE OF COMPUTER  
AND INFORMATION SCIENCE  
MAPÚA MALAYAN COLLEGES LAGUNA

28 March 2025

Ramon Almazan  
**Department Head**  
**Information and Communications Technology Office**  
 City Government of Biñan  
 Brgy. Zapote, Biñan City, Laguna

Dear Mr. Almazan,

The B.S. in Information Technology program of Mapúa Malayan Colleges Laguna requires their students to undergo Practicum program for a minimum of **486** hours in an academic calendar that will prepare our students to be job-ready after completing their curriculum. This program intends to enable our students to acquire and practice the knowledge and skills expected of a graduate of a B.S. IT program which, in turn, would guarantee continuous supply of IT professionals needed by your company.

We believe that your company can provide the relevant exposure necessary for our students to achieve the intended learning outcomes for the B.S. in Information Technology program. In this regard, I would like to endorse **Mr. Ivan Kenneth A. Alvarez** to have his practicum activities in your company as requested.

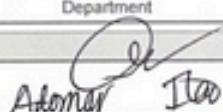
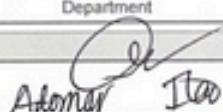
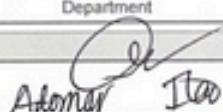
We thank you for your confidence and trust with us and we look forward to a more meaningful linkage that is mutually beneficial to our students and your company.

With warm regards,

**ADOMAR L. ILAO, DIT**

BSIT Program Chair  
 College of Computer and Information Science  
 Mapúa Malayan Colleges Laguna  
[alilao@mcl.edu.ph](mailto:alilao@mcl.edu.ph)  
 (049) 832-4076

# 3.0 Practicum Acceptance

 <p><b>MCL</b> Malayan Colleges Laguna A MAPUA SCHOOL</p>		REVISION NO.: 00 REVISION DATE: May 10, 2016							
<b>PRACTICUM CONFIRMATION AND ACCEPTANCE FORM</b>									
<b>IMPORTANT INFORMATION</b> <ul style="list-style-type: none"> <li>• STUDENTS ACCEPTED FOR PRACTICUM IN A HOST COMPANY WILL HAVE TO ACCOMPLISH THIS FORM.</li> <li>• ASK THE PRACTICUM SUPERVISOR/ COMPANY REPRESENTATIVE TO FILL IN THE DETAILS OF THE TRAINING.</li> <li>• SUBMIT TO THE PRACTICUM ADVISER/COORDINATOR PRIOR TO THE START OF TRAINING.</li> </ul>									
NAME OF STUDENT	ALVAREZ, IVAN KENNETH A.	STUDENT NUMBER	2021151040						
COURSE CODE	IT199F	SY/TERM ENROLLED	2014-2015 / 3RD TERM						
<p>This is to certify that <u>IVAN KENNETH A. ALVAREZ</u> (name of student-trainee) has been accepted for practicum at <u>CITY GOVERNMENT OF BINAN BLDY. ZAPOTE, BINAN CITY</u> (name and address of establishment) and will be attached to the <u>ICTD</u> department/s for a minimum of, but not limited to <u>486</u> hours. Training will commence on <u>APRIL 21, 2015</u> and is expected to end on <u>JULY 10, 2015</u>. Attached is the list of requirements.</p>									
<b>COMPANY REPRESENTATIVE</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <u>JENNY ANNE SABIMENTO</u>  Head, City Human Resources Development Office </td> <td style="width: 50%;"> <b>HEAD OF CHRO</b>  Official Designation </td> </tr> <tr> <td> Signature over Printed Name  <u>CITY HUMAN RESOURCES DEVELOPMENT OFFICE</u>  Department </td> <td> Email and Contact Number/s  <u>chrd@binan.gov.ph / 049-513-4018</u> </td> </tr> <tr> <td> NOTED BY    <u>Atomer Ito</u>  Signature over printed name of Practicum Coordinator </td> <td> Date  <u>5/2/2015</u> </td> </tr> </table>				<u>JENNY ANNE SABIMENTO</u> Head, City Human Resources Development Office	<b>HEAD OF CHRO</b> Official Designation	Signature over Printed Name <u>CITY HUMAN RESOURCES DEVELOPMENT OFFICE</u> Department	Email and Contact Number/s <u>chrd@binan.gov.ph / 049-513-4018</u>	NOTED BY  <u>Atomer Ito</u> Signature over printed name of Practicum Coordinator	Date <u>5/2/2015</u>
<u>JENNY ANNE SABIMENTO</u> Head, City Human Resources Development Office	<b>HEAD OF CHRO</b> Official Designation								
Signature over Printed Name <u>CITY HUMAN RESOURCES DEVELOPMENT OFFICE</u> Department	Email and Contact Number/s <u>chrd@binan.gov.ph / 049-513-4018</u>								
NOTED BY  <u>Atomer Ito</u> Signature over printed name of Practicum Coordinator	Date <u>5/2/2015</u>								
<small>COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM COORDINATOR</small>		<small>FORM OVPAA 0308</small> <small>THIS FORM IS AVAILABLE AT THE OVPAA.</small>							

# 4.0 Liability Waiver



Malayan Colleges Laguna  
A MAPUA SCHOOL

REVISION NO.: 00  
REVISION DATE: May 10, 2016

## STUDENT TRAINING AGREEMENT AND LIABILITY WAIVER

### IMPORTANT INFORMATION

- THIS FORM IS TO BE ACCOMPLISHED AND SUBMITTED BY STUDENT TRAINEE TO THE PRACTICUM ADVISER BEFORE STARTING THE PRACTICUM.
- READ AND UNDERSTAND THE PROVISIONS OF THIS AGREEMENT AND WAIVER.
- ENSURE THAT ALL SIGNATORIES SIGN THE FORM.

1. JUAN KENNETH A. ALVAREZ, and a student of MALAYAN COLLEGES LAGUNA (hereinafter referred to as "MCL"), do hereby voluntarily undergo on-the-job training at CITY GOVERNMENT OF BINAN, hereinafter referred to as the "Host Company", located at BINAN, LAGUNA, BINAN CITY, under the following terms and conditions:

- a. That the practicum training will commence on APRIL 12, 2015 and ends on JULY 18, 2015 and will have to complete a minimum of 484 hours required for the on-the-job training;
- b. That I shall observe proper decorum and act professionally at all times and abide by the Company's rules and regulations and comply with those imposed for the training program, otherwise, I shall be excluded from further participation;
- c. That in the course of my training program, I may have access to information which may be of confidential in nature and proprietary to the Company, for which I may be required to execute a confidentiality and non-disclosure agreement as a prerequisite to my participation in the training program;
- d. That the time I will spend on the training program in the completion of my on-the-job training requirements will not and should not be interpreted or construed as working hours and should be regarded as non-compensable. Provided that, the Company may, as a unilateral act of liberality or generosity on their part, provide me with meal, travel, transportation allowances, accommodations, etc.;
- e. That I fully understand that notwithstanding the allowances enumerated in the preceding section which I may receive, there exists no labor-management and/or employer/employee relationship between me and the Company where I will undergo my training;
- f. That I shall exercise due care and diligence in the tasks assigned to me and personally be made answerable for any and all liabilities for damage to property or injury to third person, which may be occasioned by my intentional or negligent acts during the course of my on-the-job training;
- g. That I shall likewise hold the Host Company and MCL free and harmless from any and all liability and responsibility for any sickness or injury to myself and third parties and damage to property which I may sustain and/or may occur at any time during the training program, including time spent in traveling to and from any and all premises and locations where I may be required to go to as part of my training program;
- h. That the Company reserves the right to discontinue my training on reasonable grounds upon written notice to MCL and myself. Additionally, in the event my training program is discontinued for reasons attributable only to myself, I may be made to reimburse the Host Company for any/all the allowances, stipends, etc., which I may have received from them during and prior to the termination of my training program;
- i. That in addition to my liability under section g and for the pre-termination of my training program provided for under section h hereof, I may be subjected further to disciplinary action in accordance with the school's student manual and/or be a ground for disqualification from graduation;

Signed on this 21 day of APRIL 2015.

JUAN KENNETH A. ALVAREZ  
Signature over printed name of Student Trainee

### WITH OUR CONSENT:

Signature over printed name of Parent/Guardian  
(for minors only)

### NOTED BY:

Adenor Star 5/2/2015  
Printed Name and Signature of Practicum Adviser/ Coordinator

JENNIFER SARMIENTO  
Head, City Human Resources Development Office

Printed Name and Signature of Host Company Representative

# 5.0 Training Plan



REVISION NO.: 00  
REVISION DATE: May 10, 2016

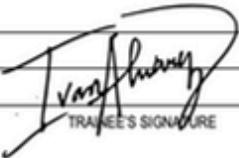
## TRAINING PLAN

NAME	Ivan Kenneth A. Alvarez	COURSE CODE	IT199F												
PROGRAM & STUDENT NO.	BSIT - 2021151040	COURSE TITLE	IT PRACTICUM												
<b>STUDENT OUTCOMES</b>															
<p>CO1. Identify, analyze, and design business process solution to the problem faced by the organization.          CO2. Apply the different concepts of systems analysis and design, software engineering, database management, and programming courses in the problem-solving process in the organization, and          CO3. Acquire new knowledge and experience while in the organization.</p>															
<b>AREAS / PHASES OF TRAINING AND TIME ALLOTMENT</b>															
<table> <tr> <td>A. Company Orientation / Training Orientation</td> <td>-</td> <td>16 hours</td> </tr> <tr> <td>B. Software Development (including but is not limited to development of Gantt Chart, UI/UX Design)</td> <td>-</td> <td>390 hours</td> </tr> <tr> <td>C. Technical Documentation</td> <td>-</td> <td>40 hours</td> </tr> <tr> <td>D. Other IT-related training activities</td> <td>-</td> <td>40 hours</td> </tr> </table>				A. Company Orientation / Training Orientation	-	16 hours	B. Software Development (including but is not limited to development of Gantt Chart, UI/UX Design)	-	390 hours	C. Technical Documentation	-	40 hours	D. Other IT-related training activities	-	40 hours
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C. Technical Documentation	-	40 hours													
D. Other IT-related training activities	-	40 hours													
<b>EVALUATION GUIDELINES &amp; COURSE OUTCOMES</b>															
<b>DEMONSTRATION OF SOFT SKILLS (40%)</b>		<b>DEMONSTRATION OF TECHNICAL SKILLS (60%)</b>													
<b>KEY AREAS</b> <b>COMMUNICATION SKILLS (20%)</b> Relate to co-trainees/supervisors terminologies and rules Recite procedures and instructions needed for the tasks Identify and describe safety signs and symbols Ask critical questions related to the tasks Produce well-written regular and incident reports Prepares and presents reports using Information and Communication Technology (ICT) <b>PROFESSIONAL DEPORTMENT (20%)</b> Observes proper grooming and attire Reports to work regularly on time and as necessary, even beyond prescribed working hour Acts according to the job description given by the company Willing to accept new tasks apart from the usual routine and responsibilities Delivers quality output on time Demonstrates respect for different individuals <b>INITIATIVE (+5%)</b> Volunteers to perform tasks beyond routine tasks		<b>KEY AREAS</b> <b>SOFTWARE DEVELOPMENT SKILLS (40%)</b> <ul style="list-style-type: none"> <li>Able to deliver bug-free modules on time (20%)</li> <li>Able to integrate and implement the new modules (10%)</li> <li>Able to implement good UI/UX principles in the modules (10%)</li> </ul> <b>TECHNICAL DOCUMENTATION SKILLS (10%)</b> <ul style="list-style-type: none"> <li>Able to write User's Manual (5%)</li> <li>Able to write Technical Document (5%)</li> </ul> <b>OTHER IT-RELATED TRAINING ACTIVITIES (10%)</b> <ul style="list-style-type: none"> <li>Able to research and adapt to the framework provided and used in the company (10%)</li> </ul> <b>INITIATIVE (+5%)</b> Volunteers to perform tasks beyond routine tasks.													
<b>CONFORME</b>	<b>CONSENT (FOR MINORS ONLY)</b>	<b>NOTED BY</b>	<b>ENDORSED BY</b>												
 IVAN KENNETH A. ALVAREZ <small>SIGNATURE OVER PRINTED NAME OF STUDENT / DATE</small>	<small>SIGNATURE OVER PRINTED NAME OF PARENT/GUARDIAN / DATE</small>	 Regie Nald C. Panelo <small>SIGNATURE OVER PRINTED NAME OF PRACTICUM SUPERVISOR / DATE</small>	 Adelmar Ilao <small>SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE</small>												
		<b>APPROVED BY</b>													
		 Dr. J. S. Ilao <small>SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE</small>													

COPY: (1) STUDENT, (2) HOST COMPANY, (3) PRACTICUM COORDINATOR

FORM OVPAA-030D  
THIS FORM IS AVAILABLE AT THE OVPAA

# 6.0 Complete Weekly Journals

 <b>MCL</b> Malayan Colleges Laguna <small>A MAPUA SCHOOL</small>	REVISION NO.: <b>00</b> REVISION DATE: <b>May 10, 2016</b>
<b>WEEKLY JOURNAL</b>	
<b>IMPORTANT INFORMATION</b> <ul style="list-style-type: none"> <li>• INCLUDE TASK ASSIGNMENTS OR MOVEMENTS, REFLECTION ON THE DAY'S NEW LEARNING, ACCOMPLISHMENT, CHALLENGES FACED AND HOW YOU RESPONDED, OBSERVATIONS AND RECOMMENDATIONS ON THE IMPROVEMENT OF SYSTEMS / OPERATION / MANAGEMENT, ETC.</li> <li>• SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.</li> <li>• HARD COPIES OF THIS FORM SHOULD BE COMPILED AS PART OF THE STUDENT'S PORTFOLIO.</li> </ul>	
DATE <b>April 22 - April 25, 2025 (Week 1)</b>	AREA ASSIGNMENT <b>ICTO</b>
TASK <b>Orientation</b>	SHIFT/TIME <b>8AM - 5PM</b>
<p>This week marked the beginning of my journey in the organization, focusing on HR rules for the Daily Time Record (DTR). I attended an orientation led by Sir Ramon Almazan, the Head of the ICTO, where I learned about the department's functions and the importance of accurate timekeeping for operational efficiency.</p> <p>A key accomplishment was grasping the DTR rules and establishing rapport with my supervisor, Sir Regie Nald Panelo, and Ma'am Jonna, the Assistant Secretary. However, I faced the challenge of processing a large amount of information during the orientation. To overcome this, I created a summary document of key points, which helped me retain the information and serve as a quick reference.</p> <p>I observed that while the orientation was informative, incorporating interactive elements could enhance engagement. Additionally, providing digital copies of materials would allow new employees to revisit content easily. I recommend implementing a mentorship program for new hires to facilitate smoother transitions and ongoing support.</p> <p>Overall, my first week was a blend of learning and networking, and I look forward to contributing to the team while further developing my skills.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
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DATE	April 28 - May 2, 2025 (Week 2)	AREA ASSIGNMENT	ICTO
TASK	Pre-Test Assessment	SHIFT/TIME	8AM - 5PM

This week was pivotal as I was introduced to the CodeIgniter4 framework, which will be the foundation for our development projects. Each practicum was assigned a pre-test to assess our understanding and application of this new framework. I dedicated time to initial research on CodeIgniter4, familiarizing myself with its features and functionalities.

A significant part of my week involved developing the pre-test system, which aimed to facilitate team assignments under our supervisor's guidance. I engaged in an iterative process, refining the system based on feedback received from my peers and Sir Regie. This feedback loop was invaluable, as it highlighted areas for improvement and allowed me to enhance my coding skills.

Sir Regie conducted one-on-one discussions with each practicum, providing personalized insights that helped me identify specific areas for growth. This mentorship was instrumental in navigating the complexities of the framework and understanding best practices.

By the end of the week, I successfully completed the pre-test development of the system. This accomplishment not only boosted my confidence but also reinforced my understanding of CodeIgniter4. I look forward to applying these skills in future projects and continuing my learning journey.



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DATE	May 5 - May 9, 2025 (Week 3)	AREA ASSIGNMENT	ICTO
TASK	Project Kickoff & Initial Planning	SHIFT/TIME	8AM - 5PM

This week marked the official start of our project. Our supervisor assigned groups, and I was placed in a team of four practicums tasked with developing the inventory system for Biñan. We hit the ground running, diving into research to outline the initial system requirements. This involved identifying key functionalities and technical specifications needed for an efficient inventory management system.

Our team collaborated to create an initial Entity-Relationship Diagram (ERD) to map out the database structure and a sitemap to visualize the system's navigation flow. These deliverables helped us conceptualize the system's architecture early on.

Our supervisor reviewed our research and provided feedback, encouraging us to refine our approach and ensure alignment with the project's objectives. The process was engaging, and working with my group felt productive as we laid the groundwork for the weeks ahead.

*Ivan Harvey*  
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DATE	May 13 - May 16, 2025 (Week 4)	AREA ASSIGNMENT	ICTO
TASK	Client Engagement	SHIFT/TIME	8AM - 5PM

Week 4 brought exciting progress as our supervisor introduced us to the client for the inventory system. Meeting the client was a pivotal moment, as it allowed us to gain firsthand insight into their office's needs. During the discussion, we reviewed our initial system requirements and gathered additional details about their operational workflows and expectations. This exchange was invaluable in shaping our understanding of the project's scope.

Based on the client's input, we formulated an initial plan for the system, outlining key features and deliverables. To ensure we were on the right track, we conducted a thorough requirements analysis, which helped us identify potential challenges and refine our approach. We updated our ERD and sitemap to reflect the client's feedback, ensuring the system's design was more tailored to their needs. I took the initiative to create a flowchart to illustrate the system's processes, which added clarity to our plan.

Our supervisor reviewed our updated deliverables and provided constructive feedback. He instructed us to create a Gantt chart to establish a clear project timeline, which we promptly developed to outline milestones and deadlines. However, he noted that our ERD needed further refinement to improve its efficiency and suggested streamlining the Gantt chart for better clarity. These adjustments underscored the importance of precision and adaptability in project planning. This week was particularly dynamic, as it bridged client expectations with our technical groundwork, setting a solid foundation for the next phases of development.

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DATE	May 19 - May 23, 2025 (Week 5)	AREA ASSIGNMENT	ICTO
TASK	Plan Refinement	SHIFT/TIME	8AM - 5PM

Throughout Week 5, I focused on advancing the development of the inventory system, with a particular emphasis on refining the front-end design to create a seamless and intuitive user experience. My primary task was developing wireframes for the system's interface, which involved carefully mapping out the layout and structure to ensure ease of navigation and functionality. These wireframes served as a blueprint, allowing me to visualize the placement of key elements and prioritize user-friendly design principles. By aligning the wireframes with the project's requirements, I laid a solid foundation for the subsequent coding phase, ensuring that the interface would meet both aesthetic and practical needs.

To support the development process, I utilized the CodeIgniter 4 framework, leveraging its modular folder structure to maintain an organized and efficient workflow. This framework choice facilitated clean code management and streamlined the integration of various system components. Additionally, I began drafting the HTML and CSS for the main dashboard, focusing on creating a responsive and visually appealing design. These initial drafts emphasized a clean layout, with careful attention to typography, spacing, and color schemes to enhance the user experience. By combining the power of CodeIgniter with thoughtful front-end design, Week 5 marked significant progress toward building a robust and user-centric inventory system.


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DATE	May 26 - May 30, 2025 (Week 6)	AREA ASSIGNMENT	ICTO
TASK	Initial Design and Feedback Integration	SHIFT/TIME	8AM - 5PM

In Week 6, I worked on making the inventory system's front-end better by improving the wireframes for the user panel and main dashboard. I focused on keeping the designs simple and easy to use, ensuring users can navigate without confusion. I also started designing the login page, aiming for a clean and secure look that makes a good first impression. These steps helped create a clear plan for how the system will look and feel.

I also built the main dashboard and inventory dashboard using the CodeIgniter 4 framework, turning my HTML and CSS drafts into working pages. I met with my supervisor to go over the designs and got helpful feedback on improving the user experience. We also talked about updating the Entity-Relationship Diagram (ERD) to make the database work better with the system. This week's progress and feedback moved the project forward nicely.

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DATE	June 2 - June 5, 2025 (Week 7)	AREA ASSIGNMENT	ICTO
TASK	Refining the Front-end Design	SHIFT/TIME	8AM - 5PM

This week marked significant progress in our project development. We successfully completed the wireframes for both the user panel and main dashboard, spending considerable time ensuring each element was properly positioned for optimal user navigation. The user panel design focused on simplicity and ease of use, while the main dashboard needed to display comprehensive information in a clear, organized manner. We also finished designing the login page, which serves as the first point of contact for users accessing our system. After multiple revisions, we achieved a clean and professional design that balances functionality with visual appeal.

The most exciting development this week was transitioning from static pages to functional components. We began implementing actual functionality into our previously static pages, allowing buttons to respond to user interactions and forms to process data effectively. Additionally, we started developing the system logs function, which will track all system activities and user interactions for monitoring and troubleshooting purposes. We also made necessary updates to our database structure and successfully integrated our new wireframe designs into the system for easy team access. This week represented a crucial shift from planning and design phases to active development, bringing us closer to a fully functional system that users can interact with and benefit from.

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DATE	June 9 - June 13, 2025 (Week 8)	AREA ASSIGNMENT	ICTO
TASK	Updated the User Panel and Functionalities	SHIFT/TIME	8AM - 5PM

This week went well with some big changes to the system. I finished the updated user panel that my supervisor wanted, which took quite a bit of work to get right. I also decided to split up the Software and Hardware Management into separate sections and made a new Reports Tab so everything is better organized. To make this work properly, I had to change the routes so users can move smoothly between the different tabs and get to the right pages easily.

Right now, my team and I are working on building the actual features that will make these changes work. The System Logs feature is almost done, which makes me happy since it was pretty tricky to build. I still have more work to do on the other features, but I'm pleased with what I got done this week. The way I separated the management sections and fixed the navigation should make the system much easier to use once I finish building everything

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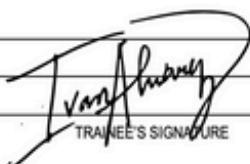
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DATE	June 16 - June 20, 2025 (Week 9)	AREA ASSIGNMENT	ICTO
TASK	Created Wireframes for Management Tabs	SHIFT/TIME	8AM - 5PM

This week, I made significant progress on the front-end by creating wireframes for the Software and Hardware Management sections, building on the user panel updates from last week. I used Figma to design the wireframes and began setting up initial View files in CodeIgniter 4, using HTML, CSS, and JavaScript to translate the designs. For the Software Management section, I designed a collapsible menu to improve navigation of software assets, as the client requested a more organized and user-friendly interface. For the Hardware Management section, I created a grid-based layout to display hardware details clearly, incorporating hover effects for quick information previews, which was another client preference to enhance usability.

I shared these wireframes with my team and the client for initial feedback, which was valuable for catching potential issues early. The client suggested minor adjustments, such as increasing the spacing in the Hardware grid to improve readability on smaller screens. I started structuring the View files in CodeIgniter 4, using HTML for the layout, CSS for styling, and JavaScript for basic interactivity, and updated the Controller to handle page rendering. I'm pleased with how the wireframes are shaping up and feel confident about moving into UI implementation next week. The client's feedback has clarified their vision, and I'm excited to see the sections come to life.

This week, I made significant progress on the front-end by creating wireframes for the Software and Hardware Management sections, building on the user panel updates from last week. I used Figma to design the wireframes and began setting up initial View files in CodeIgniter 4, using HTML, CSS, and JavaScript to translate the designs. For the Software Management section, I designed a collapsible menu to improve navigation of software assets, as the client requested a more organized and user-friendly interface. For the Hardware Management section, I created a grid-based layout to display hardware details clearly, incorporating hover effects for quick information previews, which was another client preference to enhance usability.

  
  
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DATE	June 23 - June 27, 2025 (Week 10)	AREA ASSIGNMENT	ICTO
TASK	Built the Management Tab's UI	SHIFT/TIME	8AM - 5PM

This week, I focused on implementing the front-end UI for the Software Management section using CodeIgniter 4's Controller and Views, along with HTML, CSS, and JavaScript. Based on the approved wireframes, I built the collapsible menu in the View files, using HTML for the structure, CSS for a clean, modern design, and JavaScript for smooth toggle functionality. I incorporated the client's preferences for specific colors and fonts to align with their branding, which required careful CSS adjustments to ensure consistency across the interface.

I also began developing the Hardware Management section's UI, translating the grid-based wireframe into a View file with HTML and CSS, and adding JavaScript to enable hover effects for interactive data previews. This was challenging, as the client wanted the hover effects to be responsive and informative without cluttering the interface, which took time to balance with JavaScript event handlers. I shared a preview of the Software Management UI with the client, who was pleased with the look but suggested minor tweaks, such as larger buttons for better clickability. I updated the Controller to manage navigation between the sections efficiently. I'm happy with the progress, but the Hardware section's UI needs more work next week to match the same level of polish.

This week, I made significant progress on the front-end by creating wireframes for the Software and Hardware Management sections, building on the user panel updates from last week. I used Figma to design the wireframes and began setting up initial View files in CodeIgniter 4, using HTML, CSS, and JavaScript to transition the designs. For the Software Management section, I designed a collapsible menu to improve navigation of software assets, as the client requested a more organized and user-friendly interface. For the Hardware Management section, I created a grid-based layout to display hardware details clearly, incorporating hover effects for quick information preview, which was another client preference to enhance usability.

*Very busy*  
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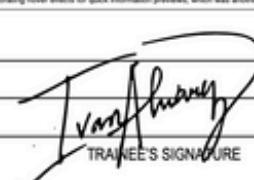
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DATE	June 30 - July 4, 2025 (Week 11)	AREA ASSIGNMENT	ICTO
TASK	Refined UI and Collaborated w/ Backend	SHIFT/TIME	8AM - 5PM
<p>This week, I focused on refining the front-end UI for the Software and Hardware Management sections using CodeIgniter 4's Controller and Views, along with HTML, CSS, and JavaScript, while collaborating with the backend team to ensure smooth integration. Based on feedback from last week's client review, I enhanced the Software Management section's collapsible menu by optimizing CSS animations and JavaScript event handlers in the View files to improve performance on mobile devices. I also updated the Controller to handle menu state changes more efficiently, ensuring seamless navigation. For the Hardware Management section, I improved the grid layout's hover effects, using JavaScript to make them more responsive and increasing the hover area size as requested by the client to enhance usability.</p> <p>I worked closely with the backend team to test the UI with their data outputs, ensuring the View files displayed information correctly without visual glitches. This process helped me identify and fix a minor alignment issue in the Hardware section's grid on smaller screens by adjusting the CSS in the View files. The client reviewed the updated UI and requested a few tweaks, such as higher-contrast button colors for better visibility, which I implemented by updating the CSS and Controller logic. The backend team is making steady progress on their functionality, and we're all working hard to finalize the system for next week's delivery. I'm optimistic about the progress but feeling the pressure of the approaching deadline.</p> <p><small>This week, I made significant progress on the front-end by creating wireframes for the Software and Hardware Management sections. Building on the user panel updates from last week, I used Figma to design the wireframes and began setting up initial View files in CodeIgniter 4, using HTML, CSS, and JavaScript to translate the designs. For the Software Management section, I designed a collapsible menu to improve navigation of software assets, as the client requested a more organized and user-friendly interface. For the Hardware Management section, I created a grid-based layout to display hardware details clearly, incorporating hover effects for quick information previews, which was another client preference to enhance usability.</small></p> <p>  <small>IVAN ABNEY</small>  <small>TRNEE'S SIGNATURE</small></p>			
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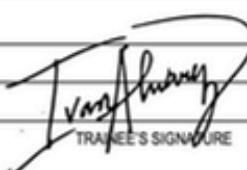
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DATE	July 7 - July 11, 2025 (Week 12)	AREA ASSIGNMENT	ICTO
TASK	Finalized UI and Delivered System	SHIFT/TIME	8AM - 5PM

This week, I completed the front-end UI for the Software and Hardware Management sections using CodeIgniter 4's Controller and Views, with HTML, CSS, and JavaScript, and delivered the fully functional system with my team. I implemented the client's final feedback, including higher-contrast button colors and slight padding adjustments in the View files to improve accessibility across devices. I also optimized the CSS and JavaScript in the Views and fine-tuned the Controller to ensure smooth rendering of the collapsible menu in Software Management and the grid layout in Hardware Management, meeting the client's requirement for a seamless and intuitive user experience.

I collaborated closely with the backend team to integrate the front-end UI with their functionality, conducting final tests to confirm that navigation, interactive elements like hover effects, and data displays in the Views worked flawlessly. On Thursday, we presented the system to the client, who was thrilled with the polished UI, consistent design across the Software and Hardware tabs, and the system's full functionality. The collapsible menu and hover effects, built within CodeIgniter 4's Views, were particularly well-received. Reflecting on the project, I'm proud of how my front-end work, using CodeIgniter 4's Controller and Views with HTML, CSS, and JavaScript, came together with the backend team's efforts to deliver a complete system. The iterations over these weeks were challenging but taught me a lot about UI development within the framework and effective team collaboration. I'm excited to see the system in use.

This week, I made significant progress on the front-end by creating wireframes for the Software and Hardware Management sections, building on the user panel updates from last week. I used Figma to design the wireframes and began setting up initial View files in CodeIgniter 4, using HTML, CSS, and JavaScript to translate the design. For the Software Management section, I designed a collapsible menu to improve navigation of software assets, as the client requested a more organized and user-friendly interface. For the Hardware Management section, I created a grid-based layout to display hardware details clearly, incorporating hover effects for quick information previews, which was another client preference to enhance usability.



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