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 Mission

The leadership of the City Biñan is committed to exercise its mandate to:

- Promote social order and ensure public safety;
- Enhance economic prosperity through job generation, manpower and skills development, encourage and support local industries and its expansion;
- Guarantee social justice by way of ensuring basic services and equal opportunities;
- Deliver accessible and quality healthcare services;
- Protect and maximize the utilization of environment and natural resources towards the attainment of a disaster-resilient community;
- Ensure access to free and quality education to prepare our youth to be globally competitive;
- Support gender sensitivity, responsiveness and equality;
- Provide modern and needed infrastructure facilities;
- Preserve, conserve and nurture its cultural, historical and artistic heritage toward sustainable tourism; and
- Increase collection efficiency through reasonable taxes, fees and charges, and ensure sound fiscal management.

Company Vision

A modern and developed City where its responsible people are proud of their cultural, historical and artistic heritage; enjoy peace and security, economic stability, social justice, preserved environment, accessible quality education, responsive social services, well-planned infrastructure facilities all anchored on good governance thus making the City of Biñan as the Premiere Heritage and Trade Capital of the South, the best place to live, work and visit.

Department 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.

Department Mission

To provide secure and reliable solutions through system development and IT infrastructure management.

To provide excellent services through ICT support, graphic design, and ICT literacy.

Department Vision

To lead the digital transformation and drive innovation in the city, using the power of information and communications technology to provide excellent public services.

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.

Software Used

SCOPE OF THE PROJECT

Scope of the Project

Project Overview

The Inventory Management System (IMS) is designed to manage hardware and software assets for the ICTO Department in Binan City. It includes inventory tracking, role-based account management, system logs, and reporting functionalities to ensure efficient and secure operations.

Objectives

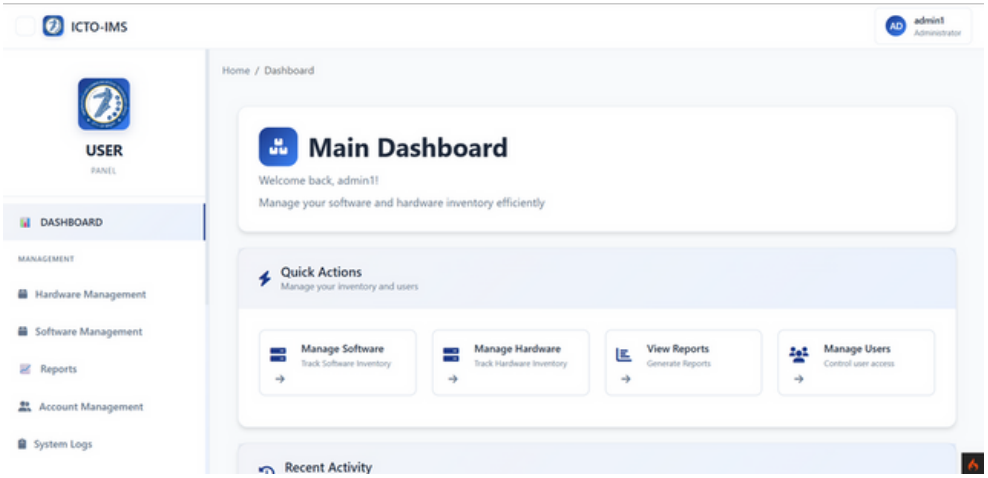
- Develop a user-friendly system to manage ICTO's hardware and software inventory.
- Implement role-based user access control.
- Provide system logs and reports for transparency and auditing.

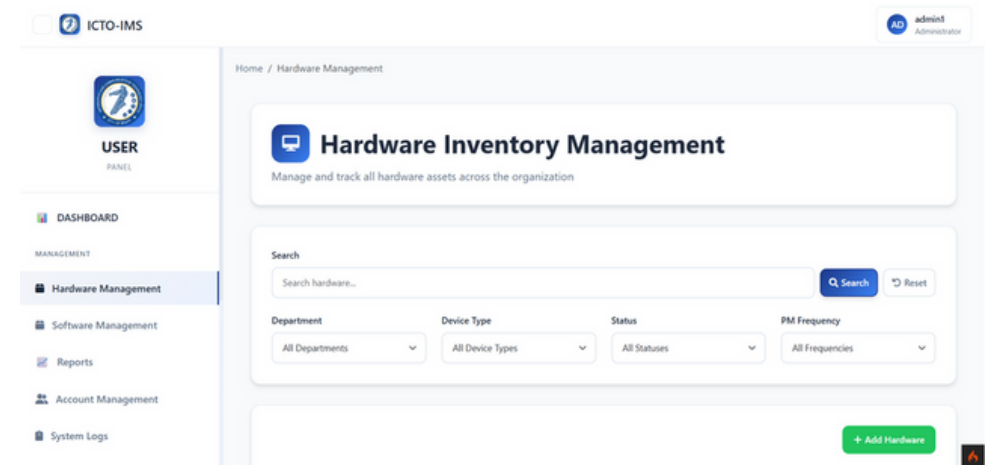
Scope of Work

1. Inventory Management
   - Track hardware and software assets (e.g., name, type, serial number, status, location).
   - Categorize assets and enable search/filter functions.
   - Monitor stock levels and alert for low stock or expiring licenses.
2. Account Management
   - Implement role-based access control (e.g., admin, manager, staff).
   - Provide secure user authentication and account management (add, update, deactivate users).
3. System Logs
   - Record user actions (e.g., logins, asset updates) with timestamps.
   - Maintain audit trails, accessible only to authorized users.
4. Reports
   - Generate inventory and user activity reports, exportable as PDF/CSV.
   - Support customizable and scheduled reporting.

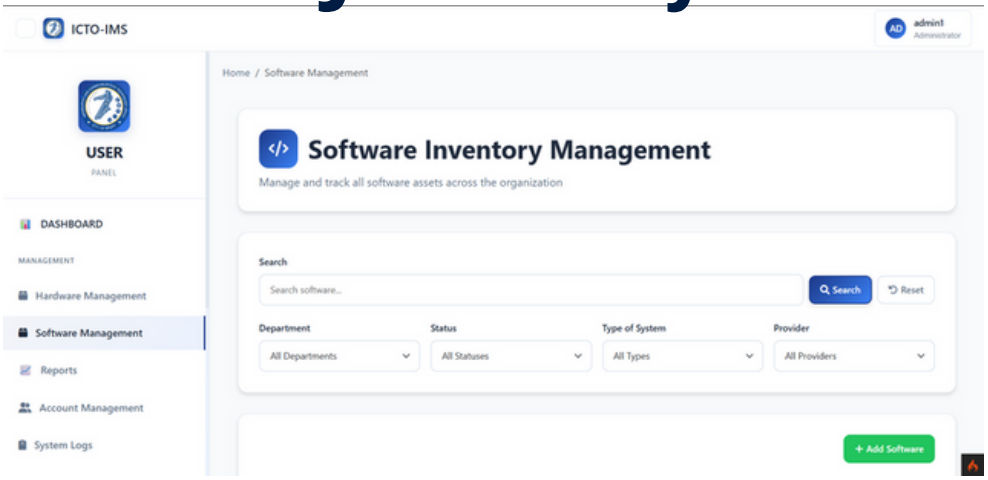
PRESENTATION OF OUTPUT

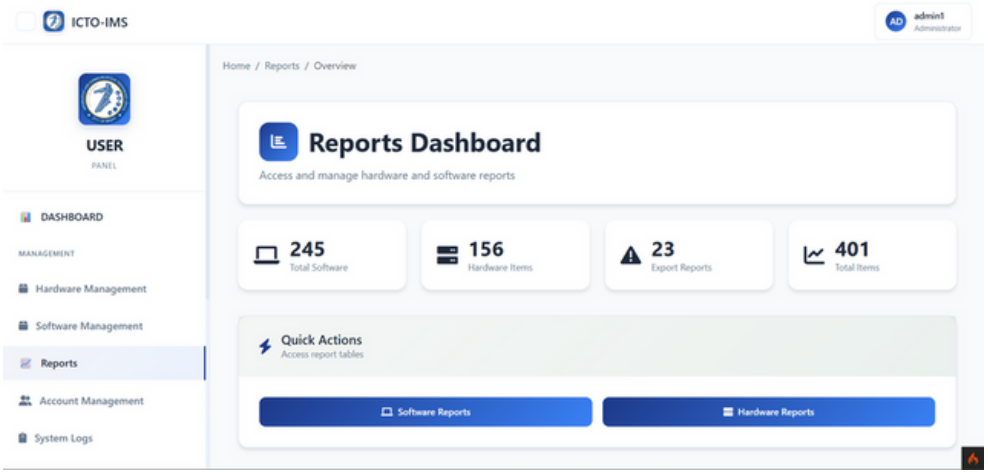
Information Communications Technology Office's Inventory Management System

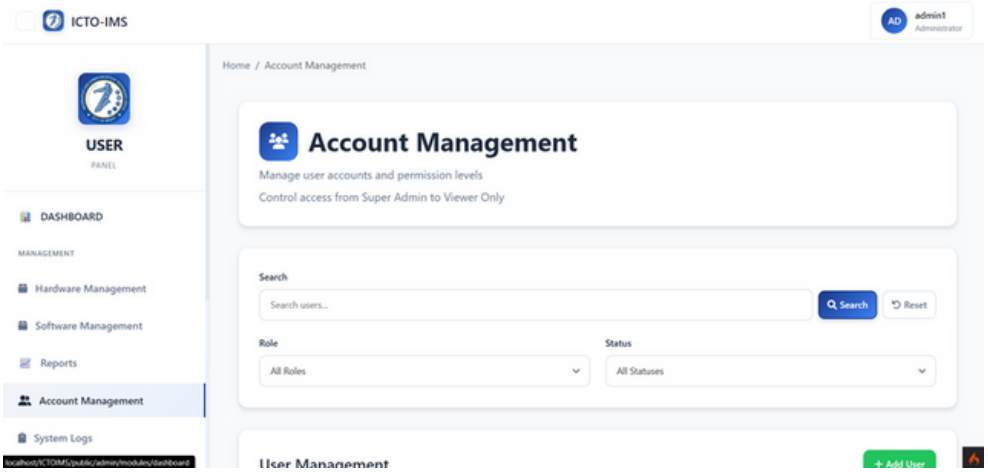




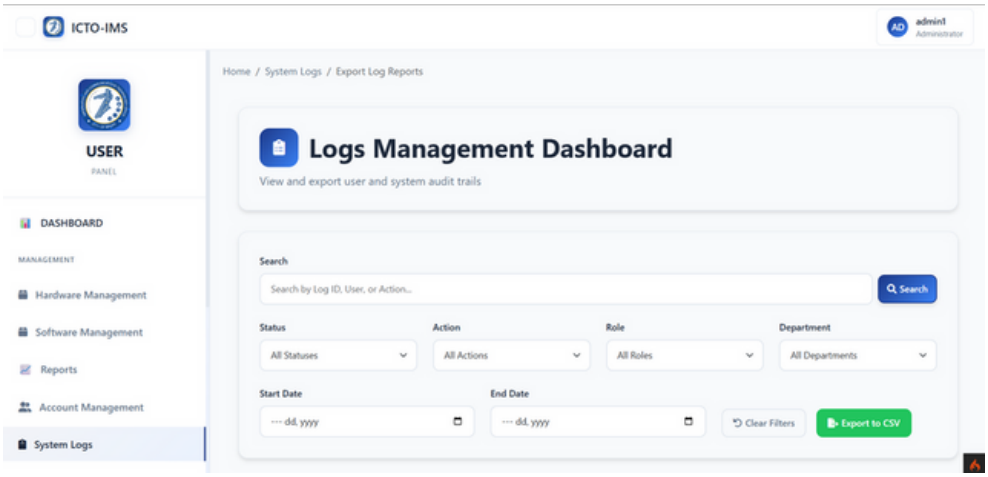
Information Communications Technology Office's Inventory Management System

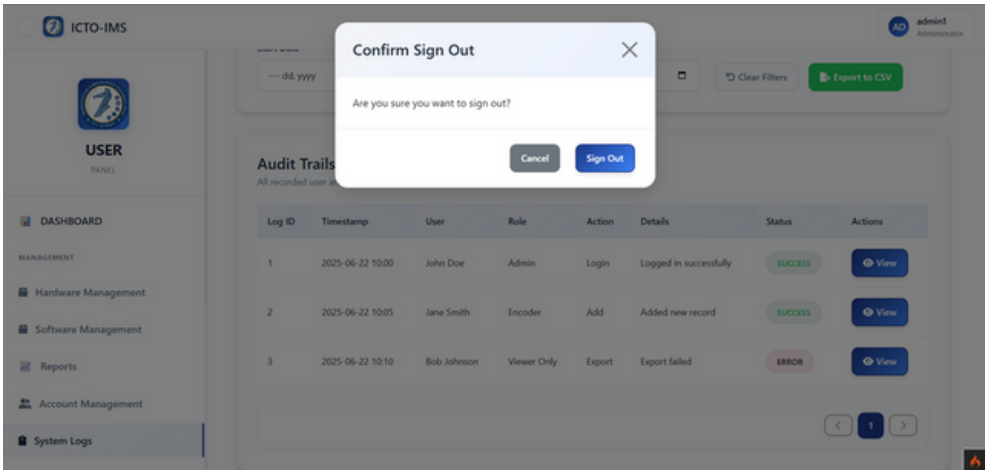






Information Communications Technology Office's Inventory Management System





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

Santa Rosa City, Laguna
0991-233-5850
ivanalvarez.inbox@gmail.com
https://www.linkedin.com/in/ivankennethalvarez
https://github.com/hutfristg

OBJECTIVES

1. I have a fundamental knowledge across the different fields of Front-End Web Development, Embedded Systems, Manual Software Testing, Database Development, Information and Data Analysis.
2. I work efficiently independently or in teams, prioritize tasks, meet deadlines, and adapt to 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.

SKILLS

TECHNICAL (Programming Skills)

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

PERSONAL (Soft Skills)

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

CERTIFICATES

- Google IT Support
- CompTIA IT Fundamentals (ITF+)
- BPI Foundation Front-End Web Development 101
- DICT Business Intelligence with PowerBI
- CodeChum Python Course
- Programming for Everybody (Python)

PROJECTS

MACHINE PROBLEM

E-Commerce Website *(Visual Studio Code, C#, MySQL, XAMPP, Web Application)*

- A clothing e-commerce site featuring an easy navigation, user registration, product catalog, checkout etc.

IoT Light Motion Sensor with Manual Override *(Visual Studio Code, C#, PHP, MySQL, XAMPP, Arduino IDE, Web Application)*

- IoT system, LED control system with manual and auto modes, light detection, alarm, and data logging.

Smart Access Control and Monitoring System *(Visual Studio Code, C#, PHP, MySQL, XAMPP, Arduino IDE, Mobile Application)*

- IoT system, with RFID-based authentication with real-time monitoring and microcontroller for secure and efficient control.

CAPSTONE

Air Quality Checking & Tracking for Environmental Compliance: An IoT-Based Air Quality Monitoring System

- Real-time air quality system with ESP32, MQ sensors, GPS, and C# web app, using Arduino IDE, VS Code, and cloud integration.

INTERNSHIP

ICTO Inventory Management System *(Visual Studio Code, PHP, HTML, CSS, JavaScript, Web Application, CodeIgniter 4, MVC Architecture)*

- Hardware & Software Inventory Management, Generation of Inventory Reports, User Role Management, System Logs

SEMINARS

- **TechTalk 2025,** Integrating Security and Efficiency in the Workplace.
- **WearOS Workshop Seminar 2025**, Workshop focused on developing wearable app using Android Studio.
- **CALABARZON CYBER CARAVAN 2024**, Cyber Security Awareness conducted by the DCIT IV-A and MMCL Infotech Society.

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

CCIS 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
(049) 832-4076

Address : Pulo Diezmo Road, Cabuyao City, Laguna 4025
Trunkline: +63 (49) 832-4000
Fax : +63 (49) 832-0017, +63 (2) 8520-8975
Email : mclinfo@mcl.edu.ph

mcl.edu.ph MapuaMCL mapuamcl

3.0 Practicum Acceptance

MCL
Malayan Colleges Laguna
A MAPÚA SCHOOL

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

PRACTICUM CONFIRMATION AND ACCEPTANCE FORM

IMPORTANT INFORMATION

- STUDENTS ACCEPTED FOR PRACTICUM IN A HOST COMPANY WILL HAVE TO ACCOMPLISH THIS FORM.
- ASK THE PRACTICUM SUPERVISOR/ COMPANY REPRESENTATIVE TO FILL IN THE DETAILS OF THE TRAINING.
- SUBMIT TO THE PRACTICUM ADVISER/COORDINATOR PRIOR TO THE START OF TRAINING.

NAME OF STUDENT	ALVAREZ, IVAN KENNETH A.	STUDENT NUMBER	202115040
COURSE CODE	IT199F	SY/TERM ENROLLED	2024-2025 / 3RD TERM

This is to certify that IVAN KENNETH A. ALVAREZ *(name of student-trainee)* has been accepted for practicum at CITY GOVERNMENT OF BINAN BRGY. ZAPOTE, BINAN CITY *(name and address of establishment)* and will be attached to the ICTO department/s for a minimum of, but not limited to 486 hours. Training will commence on APRIL 22, 2025 and is expected to end on JULY 18, 2025. Attached is the list of requirements.

COMPANY REPRESENTATIVE

JENNY ANNE B. SARMIENTO
Head, City Human Resources Development Office
Signature over Printed Name

HEAD OF CHRDO
Official Designation

CITY HUMAN RESOURCES DEVELOPMENT OFFICE
Department

chrd@binan.gov.ph / 049-513-5018
Email and Contact Number/s

NOTED BY

Alomar Ita
Signature over printed name of Practicum Coordinator

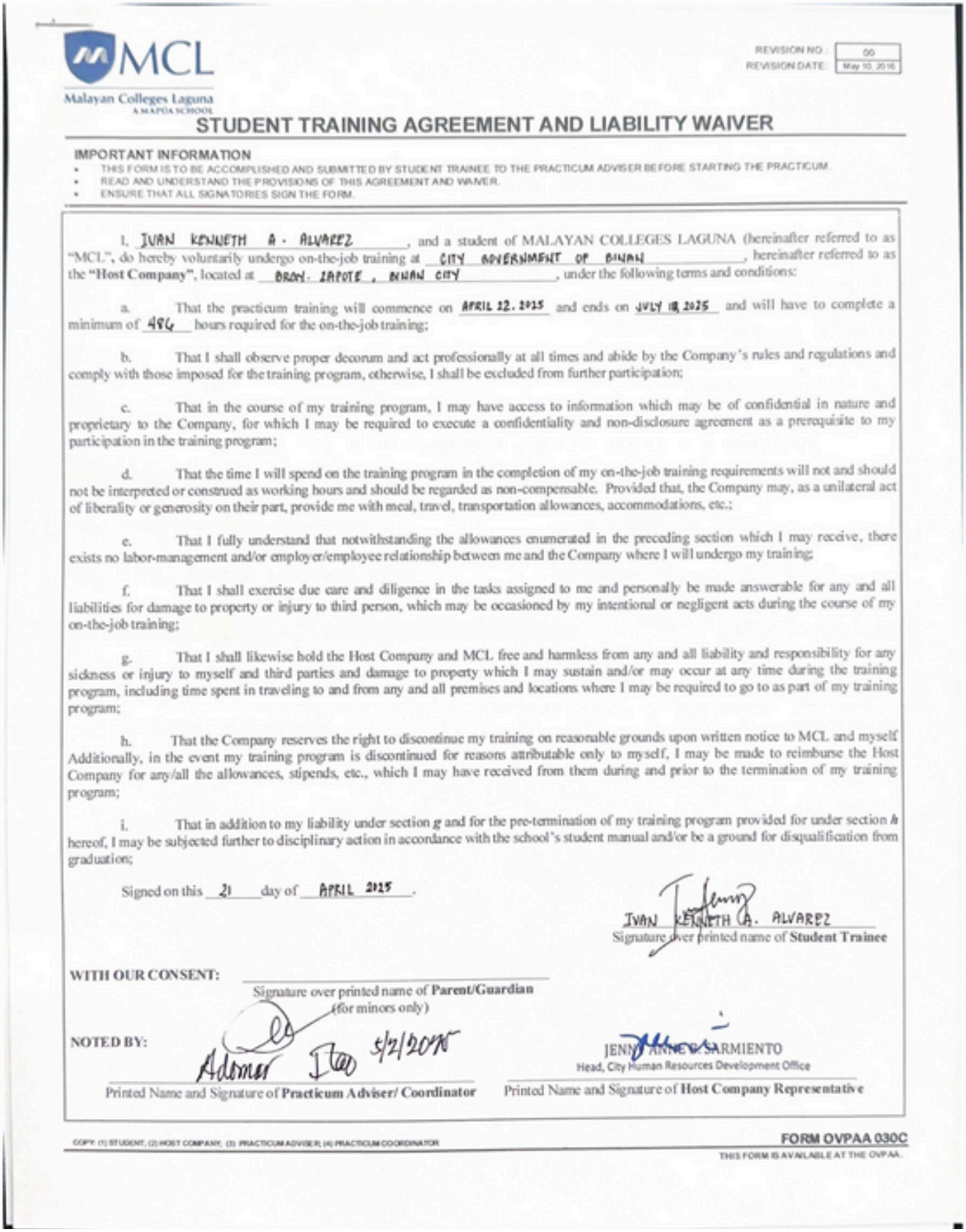
5/2/2025
Date

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

FORM OVPAA 030B

THIS FORM IS AVAILABLE AT THE OVPAA.

4.0 Liability Waiver



MCL
Malayan Colleges Laguna
A MAPÚA 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.

I, IVAN 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 BIÑAN, hereinafter referred to as the **"Host Company"**, located at BRGY. ZAPOTE, BIÑAN CITY, under the following terms and conditions:

a. That the practicum training will commence on APRIL 22, 2025 and ends on JULY 18, 2025 and will have to complete a minimum of 486 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 2025.

IVAN 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:

Ademar Dao 5/2/2025
Printed Name and Signature of **Practicum Adviser/ Coordinator**

JENNY ANNE V. SARMIENTO
Head, City Human Resources Development Office
Printed Name and Signature of **Host Company Representative**

COPY: (1) STUDENT, (2) HOST COMPANY, (3) PRACTICUM ADVISER, (4) PRACTICUM COORDINATOR

FORM OVPAA 030C
THIS FORM IS AVAILABLE AT THE OVPAA.

5.0 Training Plan

MCL
Malayan Colleges Laguna
A MAPÚA SCHOOL

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

STUDENT OUTCOMES

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.

AREAS / PHASES OF TRAINING AND TIME ALLOTMENT

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

EVALUATION GUIDELINES & COURSE OUTCOMES

DEMONSTRATION OF SOFT SKILLS (40%)

KEY AREAS

COMMUNICATION SKILLS (20%)
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)

PROFESSIONAL DEPORTMENT (20%)
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

INITIATIVE (+5%)
Volunteers to perform tasks beyond routine tasks

DEMONSTRATION OF TECHNICAL SKILLS (60%)

KEY AREAS

SOFTWARE DEVELOPMENT SKILLS (40%)
- Able to deliver bug-free modules on time (20%)
- Able to integrate and implement the new modules (10%)
- Able to implement good UI/UX principles in the modules (10%)

TECHNICAL DOCUMENTATION SKILLS (10%)
- Able to write User's Manual (5%)
- Able to write Technical Document (5%)

OTHER IT-RELATED TRAINING ACTIVITIES (10%)
- Able to research and adapt to the framework provided and used in the company (10%)

INITIATIVE (+5%)
Volunteers to perform tasks beyond routine tasks.

CONFORME	CONSENT (FOR MINORS ONLY)	NOTED BY	ENDORSED BY	APPROVED BY
5-31-25 IVAN KENNETH A. ALVAREZ SIGNATURE OVER PRINTED NAME OF STUDENT / DATE	SIGNATURE OVER PRINTED NAME OF PARENT/GUARDIAN / DATE	05-30-25 Regie Nald C. Panelo SIGNATURE OVER PRINTED NAME OF PRACTICUM SUPERVISOR / DATE	5/31/2025 Admar Ilao SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE	5/31/25 Admar Ilao SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE

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

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

6.0 Complete Weekly Journals

MCL
Malayan Colleges Laguna
A MAPÚA SCHOOL

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

WEEKLY JOURNAL

IMPORTANT INFORMATION

- 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.
- SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.
- HARD COPIES OF THIS FORM SHOULD BE COMPILED AS PART OF THE STUDENT'S PORTFOLIO.

DATE	April 22- April 25 (Week 1)	AREA ASSIGNMENT	ICTO
TASK	Orientation	SHIFT/TIME	8AM - 5PM

This week, I began my journey with the organization, diving into the HR rules for the Daily Time Record (DTR) and attending an orientation led by Sir Ramon Almazan, the Head of the ICTO. My focus was on understanding the department's functions and building connections with my supervisor, Sir Regie Nald Panelo, and Ma'am Jonna, the Assistant Secretary. Below, I'll reflect on how my efforts align with the training plan's key areas: Software Development Activities, Documentation Activities, and Other IT-related Activities.

Software Development Activities
Able to deliver bug-free modules on time (20%): I didn't work on any software modules this week, as my focus was on onboarding and learning the organization's processes. This makes sense for my first week, so I haven't made progress here yet.
Able to integrate and implement the new modules (10%): Similarly, I didn't engage in integrating or implementing modules, as my activities centered on orientation and understanding the DTR system.
Able to implement good UI/UX principles in the modules: I haven't had the chance to work on UI/UX, as my tasks were more about getting familiar with the organization rather than developing modules.
Reflection: I haven't contributed to software development activities yet, which is expected since I'm just starting. I look forward to engaging with coding tasks in the coming weeks to align with these goals.

Documentation Activities
Able to write User's Manual (5%): I created a summary document to capture key points from the orientation, which helped me process and retain the large amount of information presented. While this isn't a formal User's Manual, it shows I'm starting to organize information clearly, which feels like a step toward this goal. I used the document as a quick reference, which was useful for keeping track of DTR rules and other details.
Able to write Technical Document (5%): I didn't produce a technical document this week. My summary was more of a personal note-taking exercise rather than a structured technical document as outlined in the training plan.
Reflection: I'm proud of my initiative to create a summary document, as it helped me manage information overload. It's not quite a User's Manual, but I think it's a good foundation for developing documentation skills. I'll aim to work on more formal documentation as I take on technical tasks.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): This is where I made the most progress. During the orientation, I learned about the ICTO's functions and the importance of accurate DTR timekeeping, which is a key part of the company's operational framework. I successfully grasped the DTR rules, which felt like a big win for my first week. I also faced the challenge of processing a lot of information, but I adapted by creating a summary document to organize my thoughts. Additionally, I built rapport with my supervisor and the Assistant Secretary, which helped me feel more comfortable in the company's environment. I even suggested improvements, like adding interactive elements to the orientation, providing digital copies of materials, and starting a mentorship program for new hires, which shows I'm thinking about how to adapt and contribute to the framework.
Reflection: I feel confident in how I've started to adapt to the company's framework. Learning the DTR rules and understanding the ICTO's role gave me a solid foundation. My suggestions for improving the orientation process make me feel like I'm already contributing ideas, and I'm excited to keep learning about the tools and systems used here.

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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, I dove into the CodeIgniter4 framework, which will be the backbone of our development projects, and worked on a pre-test system to assess my understanding and support team assignments. I also benefited from one-on-one mentorship with my supervisor, Sir Regie, which helped me grow. Below, I reflect on how my efforts align with the training plan's key areas: Software Development Activities, Documentation Activities, and Other IT-related Activities.

Software Development Activities
Able to deliver bug-free modules on time (20%): I made significant progress here by developing the pre-test system using CodeIgniter4. I completed the system by the end of the week, which suggests I met the deadline. While I don't explicitly mention the system being bug-free, I engaged in an iterative process, refining it based on feedback from peers and Sir Regie. This implies I addressed issues as they arose, working toward a functional module. I feel confident in this accomplishment, but I'll need to ensure future entries confirm the system's stability to fully meet this criterion.
Able to integrate and implement the new modules (10%): My work on the pre-test system aligns well with this goal. The system was developed to facilitate team assignments, suggesting it was implemented as part of a broader process under Sir Regie's guidance. I integrated CodeIgniter4 features into the system, applying what I learned from my research. This feels like a strong step toward meeting this criterion, though I could clarify in future entries how the system integrates with other components.
Able to implement good UI/UX principles in the modules: My journal doesn't mention applying UI/UX principles to the pre-test system. Since the focus was on functionality and framework learning, I likely didn't prioritize UI/UX this week. This is an area I can explore in future projects to align with this criterion.
Reflection: I'm proud of completing the pre-test system, which shows I'm starting to deliver functional modules on time and implement new ones using CodeIgniter4. The iterative feedback process helped me refine my work, boosting my coding skills. I haven't addressed UI/UX yet, but I'm eager to incorporate those principles as I take on more complex projects.

Documentation Activities
Able to write User's Manual (5%): I didn't mention creating a User's Manual this week. My focus was on coding and framework learning, so I didn't produce documentation specifically for end-users. This is understandable given the task, but I could start documenting how to use the pre-test system in future weeks to align with this goal.
Able to write Technical Document (5%): Similarly, I didn't create a formal Technical Document. While I engaged in research on CodeIgniter4, I didn't note documenting my findings or the system's technical details. I could have summarized my learnings or the system's structure in a technical format, which I'll consider for next week.
Reflection: I didn't make progress on documentation this week, as my efforts were centered on development. I see an opportunity to start documenting my work, like creating a guide for the pre-test system or noting technical details about CodeIgniter4, to build toward these goals.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): This is where I excelled. I dedicated time to researching CodeIgniter4, familiarizing myself with its features and functionalities, which directly aligns with understanding the company's framework. I adapted by applying this knowledge to develop the pre-test system, incorporating feedback from peers and Sir Regie to refine it. The one-on-one discussions with Sir Regie were especially helpful, as his insights guided me in navigating the framework's complexities and adopting best practices. This mentorship made me feel supported and confident in adapting to the company's development environment.
Reflection: I feel great about my progress in researching and adapting to CodeIgniter4. The hands-on work with the pre-test system and Sir Regie's mentorship helped me understand the framework deeply. I'm already applying what I've learned, and I'm excited to keep building on this foundation.

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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, I officially kicked off our project as part of a four-person team tasked with developing the Biñan inventory system. We jumped into research, collaborated on an Entity-Relationship Diagram (ERD) and sitemap, and received feedback from our supervisor to refine our approach. Below, I reflect on how my efforts align with the training plan's key areas: Software Development Activities, Documentation Activities, and Other IT-related Activities.

Software Development Activities
Able to deliver bug-free modules on time (20%): I haven't started coding modules yet, as this week focused on planning and designing the inventory system's architecture. My team's work on the ERD and sitemap is a critical step toward building modules, but no deliverables were coded or delivered this week. This is expected at this early stage, and I'm confident that our planning will support timely module development in the coming weeks.
Able to integrate and implement the new modules (10%): Since we're still in the planning phase, I didn't implement any modules. However, creating the ERD and sitemap lays the groundwork for integrating the system's components later. These deliverables help define how modules will connect within the database and user interface, so I feel I've made indirect progress toward this goal.
Able to implement good UI/UX principles in the modules: The sitemap we created directly relates to UI/UX, as it visualizes the system's navigation flow. This shows I'm starting to consider how users will interact with the inventory system, which aligns with good UI/UX principles. While I haven't applied these principles to a coded module yet, the sitemap is a foundational step toward designing an intuitive user experience.
Reflection: I'm excited about the progress we made in planning the inventory system, especially with the sitemap, which ties into UI/UX principles. While I haven't delivered or implemented modules yet, the ERD and sitemap are setting me up for success in those areas. I'm eager to start coding and ensure our modules are functional and user-friendly.

Documentation Activities
Able to write User's Manual (5%): I didn't create a User's Manual this week, as our focus was on technical planning rather than user-facing documentation. The sitemap we developed could eventually inform a User's Manual by outlining how users navigate the system, but I haven't started documenting instructions for end-users yet.
Able to write Technical Document (5%): The ERD and sitemap are technical deliverables that partially align with this criterion. The ERD maps out the database structure, and the sitemap outlines the system's navigation, both of which are foundational for technical documentation. While these aren't formal Technical Documents, they demonstrate my ability to document technical aspects of the system's design. I could formalize these into a proper Technical Document in the future.
Reflection: I'm starting to engage in documentation through the ERD and sitemap, which feel like stepping stones toward creating a Technical Document. I haven't worked on a User's Manual yet, but I see an opportunity to document user navigation based on the sitemap. I'll aim to formalize my documentation efforts as the project progresses.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): I made strong progress here. My team's research into the inventory system's requirements involved identifying key functionalities and technical specifications, which shows I'm engaging with the company's development framework (likely CodeIgniter4, based on last week). Collaborating on the ERD and sitemap required me to adapt to the project's technical needs, and our supervisor's feedback helped me refine my approach to align with the company's standards. Working with my team and incorporating feedback felt like a natural part of adapting to the company's processes.
Reflection: I feel confident in how I've researched and adapted to the project's framework this week. Diving into the system's requirements and producing the ERD and sitemap made me feel productive, and the supervisor's feedback helped me stay aligned with the company's expectations. I'm excited to keep learning and applying the framework as we move into development.

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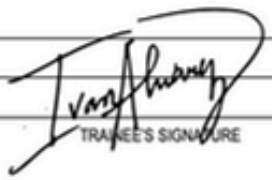
DATE	May 13 - May 16, 2025 (Week 4)	AREA ASSIGNMENT	ICTO
TASK	Client Engagement	SHIFT/TIME	8AM - 5PM

This week, I took a big step forward in the Biñan inventory system project by meeting the client, refining our system requirements, and updating our deliverables. We created a flowchart and a Gantt chart, and I incorporated feedback from our supervisor to improve our work. Below, I reflect on how my efforts align with the training plan's key areas: Software Development Activities, Documentation Activities, and Other IT-related Activities.

Software Development Activities
Able to deliver bug-free modules on time (20%): I haven't started coding modules yet, as we're still in the planning and design phase. My work on updating the ERD, sitemap, and creating a flowchart and Gantt chart is laying the groundwork for developing modules. These deliverables ensure we're on track to deliver functional modules later, but no coding was completed this week, which is expected at this stage.
Able to integrate and implement the new modules (10%): Since we're not yet implementing modules, this criterion doesn't fully apply. However, refining the ERD and sitemap based on client feedback directly supports how modules will integrate into the system's database and navigation structure. The flowchart I created further clarifies the system's processes, setting a foundation for module implementation in the future.
Able to implement good UI/UX principles in the modules: Updating the sitemap to reflect the client's needs shows I'm continuing to focus on the system's navigation flow, which ties directly to UI/UX principles. While I haven't applied these principles to coded modules, the sitemap's refinement ensures the system's interface will align with user expectations. The flowchart also contributes by visualizing processes, which could influence a user-friendly design.
Reflection: I'm pleased with how our planning efforts are shaping the inventory system. Updating the sitemap keeps me engaged with UI/UX principles, and the ERD and flowchart are critical for future module development and integration. I'm eager to start coding soon to directly address these criteria, building on the solid foundation we're creating.

Documentation Activities
Able to write User's Manual (5%): I didn't create a User's Manual this week, as our focus was on technical planning and client alignment. However, the updated sitemap and flowchart could serve as starting points for user-facing documentation, as they outline navigation and processes that users will interact with. I plan to leverage these for a User's Manual as the project progresses.
Able to write Technical Document (5%): My work on the ERD, sitemap, flowchart, and Gantt chart strongly aligns with this criterion. The ERD documents the database structure, the sitemap outlines the navigation, the flowchart illustrates system processes, and the Gantt chart details the project timeline. While these aren't compiled into a single formal Technical Document, they collectively represent significant technical documentation. Our supervisor's feedback to refine the ERD and streamline the Gantt chart highlights areas to improve, which I'll apply to create more polished documentation.
Reflection: I'm proud of the technical documentation I contributed to this week, especially the flowchart, which I took the initiative to create. These deliverables feel like a big step toward a formal Technical Document, and I'm motivated to refine them further. I haven't started a User's Manual, but I see potential to use the sitemap and flowchart for that purpose later.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): I excelled in this area. Meeting the client allowed me to research their operational workflows and expectations, which deepened my understanding of the project's requirements within the company's framework (likely CodeIgniter4, based on prior weeks). Conducting a thorough requirements analysis and updating the ERD and sitemap to reflect client feedback shows I'm adapting to the project's needs. Creating the flowchart and Gantt chart further demonstrates my ability to apply research to practical deliverables. Our supervisor's feedback to refine the ERD and Gantt chart helped me adapt my approach to align with the company's standards, reinforcing best practices.
Reflection: I feel confident in how I've researched and adapted to the project's framework this week. Engaging with the client was eye-opening, and turning their feedback into updated deliverables like the ERD, sitemap, flowchart, and Gantt chart made me feel productive. Our supervisor's guidance kept me on track, and I'm excited to keep refining my work within the company's processes.



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

Software Development Activities
Able to deliver bug-free modules on time (20%): I made progress toward this criterion by starting to code the HTML and CSS for the main dashboard of the inventory system. While I didn't complete a fully functional module this week, my work on the dashboard's front-end is a key component of the system. I focused on creating a responsive and visually appealing design, but I didn't mention testing for bugs or confirming delivery deadlines. I'll need to ensure the dashboard is bug-free and delivered on time in future weeks to fully meet this goal.
Able to integrate and implement the new modules (10%): My use of the CodeIgniter 4 framework's modular folder structure shows I'm preparing for module integration. The wireframes I developed map out the system's interface, supporting how the dashboard and other components will connect. While I haven't fully implemented modules yet, drafting the HTML and CSS for the dashboard is a step toward integrating front-end elements with the system's backend, aligning with this criterion.
Able to implement good UI/UX principles in the modules: This is where I shone this week. Developing wireframes for the system's interface was a direct application of UI/UX principles, as I focused on ease of navigation and functionality. The wireframes served as a blueprint to ensure a user-friendly layout, and my HTML and CSS drafts for the dashboard emphasized clean design, typography, spacing, and color schemes to enhance the user experience. These efforts strongly align with creating an intuitive and visually appealing interface.
Reflection: I'm excited about the progress I made on the front-end, especially with the wireframes and dashboard design, which feel like a big win for UI/UX. Starting the HTML and CSS coding gets me closer to delivering modules, but I need to focus on testing and deadlines to meet the bug-free delivery criterion. The CodeIgniter 4 structure is helping me stay organized, setting me up for smoother module integration soon.

Documentation Activities
Able to write User's Manual (5%): I didn't create a User's Manual this week, as my focus was on wireframes and coding. However, the wireframes I developed outline the system's navigation and layout, which could inform a User's Manual by describing how users interact with the interface. I plan to use these as a foundation for user documentation later.
Able to write Technical Document (5%): My wireframes partially align with this criterion, as they document the system's interface structure and layout. While not a formal Technical Document, they represent a visual form of technical documentation that clarifies the front-end design. I could expand on this by documenting the CodeIgniter 4 setup or CSS structure in a more formal format next week.
Reflection: I haven't produced formal documentation yet, but the wireframes are a step toward documenting the system's design. I see an opportunity to turn these into a Technical Document or start a User's Manual based on the interface's navigation. I'll prioritize this as the project moves forward.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): I continued to excel here. I leveraged the CodeIgniter 4 framework, using its modular folder structure to maintain an organized workflow and streamline component integration. This shows I'm adapting to the company's development framework effectively. My focus on front-end design also required researching UI/UX best practices, which I applied to the wireframes and dashboard drafts to meet the project's requirements. This alignment with CodeIgniter 4 and user-centric design demonstrates strong adaptation to the company's technical environment.
Reflection: I feel confident in how I'm using CodeIgniter 4 to keep my work organized and efficient. Applying UI/UX research to the wireframes and dashboard design shows I'm adapting to both the technical and user-focused aspects of the company's framework. I'm eager to keep building on this as we dive deeper into development.

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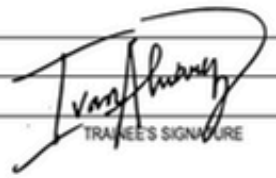
DATE	May 26 - May 30, 2025 (Week 6)	AREA ASSIGNMENT	ICTO
TASK	Initial Design and Feedback Integration	SHIFT/TIME	8AM - 5PM

Software Development Activities
Able to deliver bug-free modules on time (20%): I made significant progress by coding the main dashboard and inventory dashboard using CodeIgniter 4, turning my HTML and CSS drafts into functional pages. These dashboards are key modules of the inventory system. I didn't explicitly mention testing for bugs or confirming delivery deadlines, but completing these pages suggests I'm on track. To fully meet this criterion, I'll need to verify that these dashboards are bug-free and delivered on schedule in future updates.
Able to integrate and implement the new modules (10%): I implemented the main dashboard and inventory dashboard within the CodeIgniter 4 framework, which aligns with this goal. These components are now functional parts of the system, and my work on updating the ERD supports how they'll integrate with the database. This shows I'm actively integrating modules, though I could clarify how these dashboards connect with other system components in future entries.
Able to implement good UI/UX principles in the modules: I excelled here by refining wireframes for the user panel, main dashboard, and login page, focusing on simplicity and ease of navigation. My goal was to ensure users can navigate without confusion, and I designed the login page for a clean, secure, and welcoming look. Coding the dashboards with attention to these principles, informed by supervisor feedback, directly aligns with creating a user-friendly experience.
Reflection: I'm thrilled with the progress on the dashboards and login page, especially how the wireframes translated into functional, user-friendly designs. Coding these modules in CodeIgniter 4 feels like a big step, but I need to focus on testing for bugs and meeting deadlines to fully hit the bug-free delivery mark. The UI/UX focus is paying off, and I'm excited to keep refining the interface.

Documentation Activities
Able to write User's Manual (5%): I didn't create a User's Manual this week, as my efforts centered on design and coding. However, the wireframes for the user panel, dashboard, and login page outline how users will interact with the system, which could form the basis for a User's Manual. I plan to start documenting these interactions soon to align with this goal.
Able to write Technical Document (5%): Updating the ERD to improve database integration is a significant contribution to technical documentation. The ERD documents the system's database structure, aligning with this criterion. The wireframes also serve as a visual form of documentation for the interface's structure. While these aren't compiled into a formal Technical Document, they represent progress, and I could formalize them into one moving forward.
Reflection: I'm making strides in technical documentation with the ERD update and wireframes, which feel like solid groundwork. I haven't started a User's Manual, but the wireframes give me a great starting point for user-focused documentation. I'll work on formalizing these deliverables into proper documents in the coming weeks.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): I continued to leverage the CodeIgniter 4 framework effectively, using it to build the main dashboard and inventory dashboard. This shows I'm adapting to the company's development framework. My supervisor's feedback on improving the user experience and updating the ERD helped me refine my approach, ensuring alignment with project standards. Researching UI/UX best practices for the wireframes and login page design further demonstrates my engagement with the company's technical and user-focused expectations.
Reflection: I feel strong in my use of CodeIgniter 4 to build functional dashboards, and the supervisor's feedback was key in helping me adapt to the project's needs. Researching UI/UX for the wireframes and login page made me feel more confident in creating a user-centric system. I'm eager to keep refining my skills within the company's framework.



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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

Software Development Activities
Able to deliver bug-free modules on time (20%): I made substantial progress by completing the wireframes and transitioning static pages into functional components, with buttons responding to user interactions and forms processing data. I also began developing the system logs function, a key module for tracking activities. While I didn't explicitly confirm these components are bug-free or delivered on a specific deadline, completing these tasks suggests I'm meeting project milestones. To fully align with this criterion, I'll need to test these components for bugs and verify timely delivery in future updates.
Able to integrate and implement the new modules (10%): I successfully integrated the wireframe designs into the system for team access, which aligns with this goal. Implementing functionality into the main dashboard, user panel, and login page, along with starting the system logs function, shows I'm actively incorporating new modules into the system. Updating the database structure further supports integration by ensuring the backend aligns with these components. I could provide more detail on how these modules connect with other system parts to strengthen this alignment.
Able to implement good UI/UX principles in the modules: I excelled here by finalizing wireframes for the user panel, main dashboard, and login page, focusing on simplicity, ease of navigation, and organized information display. The login page's clean and professional design prioritizes user experience, and multiple revisions ensured functionality and visual appeal. Adding interactivity to buttons and forms further enhances the user experience, directly aligning with UI/UX principles.
Reflection: I'm proud of completing the wireframes and making the dashboards and login page functional, especially with my focus on UI/UX to ensure a seamless user experience. Starting the system logs function feels like a big step toward a complete system. I'll focus on testing these components for bugs and confirming deadlines to fully meet the delivery criterion, and I'm excited to keep integrating more features.

Documentation Activities
Able to write User's Manual (5%): I didn't create a User's Manual this week, as my efforts focused on development and design. However, the completed wireframes for the user panel, dashboard, and login page provide a clear structure for user interactions, which I can use as a foundation for drafting a User's Manual. I plan to start documenting how users navigate these components soon.
Able to write Technical Document (5%): Updating the database structure and integrating wireframe designs into the system align with technical documentation. The updated database structure reflects changes to the ERD, and the wireframes document the interface's layout. While these aren't compiled into a formal Technical Document, they represent significant technical documentation efforts. I could formalize these into a cohesive document to fully meet this criterion.
Reflection: My work on the database structure and wireframes is a strong step toward technical documentation, as they capture key system details. I haven't started a User's Manual, but the wireframes give me a great starting point for user-focused documentation. I'll aim to formalize these into proper documents in the coming weeks.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): I continued to adapt to the CodeIgniter 4 framework (implied from prior weeks) by implementing functional components and integrating wireframe designs into the system. Updating the database structure to support these components shows I'm aligning with the project's technical requirements. My focus on UI/UX principles for the wireframes and interactive features involved researching best practices, and integrating designs for team access demonstrates adaptation to the company's collaborative workflow.
Reflection: I feel confident in how I'm using the CodeIgniter 4 framework to build and integrate functional components. Researching UI/UX for the wireframes and adapting the database structure to support the system's needs show I'm in sync with the company's framework. I'm eager to keep refining my approach as we progress.

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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

Software Development Activities
Able to deliver bug-free modules on time (20%): I made significant progress by completing the updated user panel as requested by my supervisor and nearing completion of the System Logs feature, both key modules of the inventory system. I also split Software and Hardware Management into separate sections and added a Reports Tab, which are substantial updates to the system's structure. I didn't explicitly confirm that these components are bug-free or delivered on a specific deadline, but finishing the user panel and nearly completing System Logs suggests I'm meeting project milestones. To fully meet this criterion, I'll need to test these modules for bugs and verify timely delivery in future updates.
Able to integrate and implement the new modules (10%): I implemented the updated user panel, Software and Hardware Management sections, and Reports Tab, integrating them into the system with updated routes for smooth navigation. These changes show I'm actively incorporating new modules and ensuring they work together seamlessly. The near-completion of the System Logs feature further supports this, as it's becoming a functional part of the system. I could provide more detail on how these components connect with other parts of the system to strengthen this alignment.
Able to implement good UI/UX principles in the modules: My focus on splitting Software and Hardware Management into separate sections and adding a Reports Tab was driven by a goal to make the system better organized and easier to use. Updating the routes to ensure smooth navigation between tabs directly enhances the user experience. The updated user panel, completed per my supervisor's guidance, also prioritizes usability. These efforts strongly align with UI/UX principles, ensuring the system is intuitive and user-friendly.
Reflection: I'm thrilled with completing the user panel and making the system more organized with separate Software and Hardware Management sections and a Reports Tab. The updated routes and near-finished System Logs feature feel like big wins. I need to test these modules for bugs and confirm deadlines to fully meet the delivery criterion, but I'm confident in my UI/UX focus, which is making the system easier to navigate.

Documentation Activities
Able to write User's Manual (5%): I didn't create a User's Manual this week, as my focus was on development and structural improvements. However, the new sections (Software and Hardware Management, Reports Tab) and updated routes clarify how users will navigate the system, providing a foundation for a User's Manual. I plan to start documenting these navigation flows soon to align with this goal.
Able to write Technical Document (5%): While I didn't produce a formal Technical Document, my work on updating routes and restructuring the system into separate sections contributes to technical documentation. These changes reflect modifications to the system's architecture, similar to updating an ERD or sitemap. I could formalize these updates into a Technical Document to document the new structure and routing logic, which would fully meet this criterion.
Reflection: I haven't created formal documentation yet, but the structural changes and updated routes are a step toward documenting the system's architecture. I can use these to start a Technical Document and leverage the improved navigation for a User's Manual. I'll prioritize formalizing these efforts in the coming weeks.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): I continued to work within the CodeIgniter 4 framework (implied from prior weeks) to implement the updated user panel, new sections, Reports Tab, and System Logs feature. Updating the routes to support smooth navigation shows I'm adapting to the framework's routing capabilities. My response to my supervisor's feedback on the user panel demonstrates my ability to refine my work to meet project standards. Researching how to split management sections and improve organization likely involved exploring best practices, further aligning with the company's framework.
Reflection: I feel strong in my use of CodeIgniter 4 to implement these changes and improve navigation. Responding to my supervisor's feedback and researching ways to make the system more organized show I'm adapting well to the company's framework. I'm excited to keep building on this as we finalize more features.

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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

Software Development Activities

Able to deliver bug-free modules on time (20%): I created wireframes for the Software and Hardware Management sections and started View files in CodeIgniter 4 using HTML, CSS, and JavaScript. The Software section has a collapsible menu, and the Hardware section features a grid layout with hover effects, per client requests. I shared wireframes for feedback, keeping me on track. I'll need to finalize and test for bugs to ensure timely delivery.

Able to integrate and implement the new modules (10%): I set up View files for the Software and Hardware sections and updated the Controller for page rendering in CodeIgniter 4. The collapsible menu and grid layout are integrated, with client feedback guiding adjustments. I'll complete implementation and verify system connectivity next.

Able to implement good UI/UX principles in the modules: The collapsible menu improves navigation in the Software section, and the Hardware grid with hover effects enhances usability. Client feedback, like increased grid spacing for readability, aligns with UI/UX principles, ensuring an intuitive interface.

Reflection: I'm pleased with the wireframes and View file progress. The client's feedback is shaping a user-friendly interface. I need to finish implementation and test for bugs, but I'm confident in the UI/UX focus.

Documentation Activities

Able to write User's Manual (5%): I didn't start a User's Manual, but the wireframes clarify user navigation, providing a basis for documentation. I'll draft user flows next week.

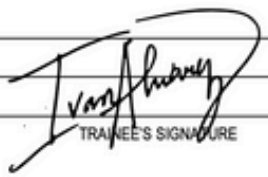
Able to write Technical Document (5%): No formal Technical Document yet, but View files and Controller updates reflect front-end changes. I'll formalize these into a document soon.

Reflection: The wireframes and code updates lay groundwork for documentation. I'll prioritize a User's Manual and Technical Document next.

Other IT-related Activities

Able to research and adapt to the framework provided and used in the company (10%): I used CodeIgniter 4 for View files and Controller updates, implementing wireframe designs. Figma helped design client-requested features, and feedback adjustments show framework adaptation.

Reflection: I'm confident using CodeIgniter 4 and Figma to meet client needs. Researching UI/UX best practices strengthened my work, and I'm excited to continue.



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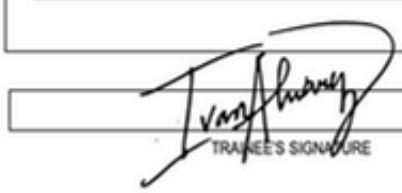
DATE	June 23 - June 27, 2025 (Week 10)	AREA ASSIGNMENT	ICTO
TASK	Built the Management Tab's UI	SHIFT/TIME	8AM - 5PM

Software Development Activities
Able to deliver bug-free modules on time (20%): I implemented the Software Management section's UI in CodeIgniter 4, using HTML, CSS, and JavaScript to build a collapsible menu based on approved wireframes. I also started the Hardware Management section's UI, creating a grid layout with hover effects. Client feedback on the Software UI led to tweaks like larger buttons. While I haven't fully tested for bugs, sharing the Software UI preview kept me on track. I'll need to complete the Hardware UI and test both sections for bugs to meet deadlines.
Able to integrate and implement the new modules (10%): I integrated the Software Management UI into CodeIgniter 4's View files and updated the Controller for efficient navigation. The Hardware Management UI's grid layout and hover effects are partially implemented in a View file. These align with wireframes and client branding, but I'll need to finalize the Hardware section's integration to ensure seamless system connectivity.
Able to implement good UI/UX principles in the modules: The Software Management section's collapsible menu uses client-specified colors and fonts, ensuring a branded, user-friendly design. The Hardware section's grid layout with responsive hover effects balances interactivity and clarity, per client requests. Client feedback on larger buttons enhances clickability, aligning with UI/UX best practices for an intuitive interface.
Reflection: I'm thrilled with the Software Management UI's progress and client approval, though the Hardware section needs more polish. The branding alignment and responsive hover effects are solid steps toward a user-friendly system. I'll focus on completing and testing both sections next week.

Documentation Activities
Able to write User's Manual (5%): I haven't started a User's Manual, but the Software Management UI's collapsible menu and Hardware grid layout clarify user interactions. These will inform navigation documentation. I'll begin drafting the manual next week using these UIs.
Able to write Technical Document (5%): No formal Technical Document yet, but the View files and Controller updates for both sections reflect front-end changes. I'll formalize these into a document to detail the UI structure and logic soon.
Reflection: The UI implementations provide a foundation for documentation. I'll prioritize creating a User's Manual and Technical Document next week to capture navigation and technical details.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): I used CodeIgniter 4 to implement the Software and Hardware Management UIs, leveraging HTML, CSS, and JavaScript in View files and updating the Controller. Researching client-preferred colors, fonts, and responsive hover effects ensured alignment with project standards and the framework's capabilities.
Reflection: I feel confident using CodeIgniter 4 to bring the UIs to life. Adapting to client branding and feedback strengthened the interface. I'm excited to refine the Hardware UI and continue leveraging the framework.



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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

Software Development Activities
Able to deliver bug-free modules on time (20%): I refined the Software Management section's UI in CodeIgniter 4, optimizing CSS animations and JavaScript event handlers in View files for better mobile performance, and updated the Controller for efficient menu state handling. For the Hardware Management section, I enhanced the grid layout's hover effects, increasing hover area size per client feedback. Collaboration with the backend team ensured correct data display, fixing a minor grid alignment issue. While I haven't fully tested for bugs, client-approved tweaks like higher-contrast buttons keep me on track for next week's deadline.
Able to integrate and implement the new modules (10%): I integrated the refined Software and Hardware Management UIs into CodeIgniter 4's View files, updating the Controller for seamless navigation and state management. Testing with backend data ensured proper integration, with CSS adjustments resolving alignment issues. I'll finalize testing to confirm full system connectivity ahead of delivery.
Able to implement good UI/UX principles in the modules: The Software Management section's optimized collapsible menu improves mobile usability, and the Hardware section's enhanced hover effects with larger areas boost accessibility. Client-requested higher-contrast buttons, implemented via CSS, enhance visibility, aligning with UI/UX best practices for an intuitive, responsive interface.
Reflection: I'm pleased with the UI refinements and backend collaboration, which have improved mobile performance and usability. The client's feedback is guiding a polished interface, but the looming deadline adds pressure. I'll focus on final testing to ensure bug-free delivery.

Documentation Activities
Able to write User's Manual (5%): I haven't started a User's Manual, but the refined UI features, like the collapsible menu and hover effects, clarify user interactions. These will guide navigation documentation. I'll begin drafting the manual next week.
Able to write Technical Document (5%): No formal Technical Document yet, but View file updates and Controller changes for UI refinements provide technical details. I'll formalize these into a document to outline the front-end structure soon.
Reflection: The UI improvements lay a foundation for documentation. I'll prioritize a User's Manual and Technical Document next week to capture navigation and technical updates.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): I leveraged CodeIgniter 4 to refine View files with HTML, CSS, and JavaScript, optimizing UI performance and updating the Controller. Researching mobile-friendly animations and responsive hover effects aligned with client needs and framework capabilities, while backend collaboration ensured integration.
Reflection: I'm confident in using CodeIgniter 4 to enhance the UI and meet client expectations. Collaboration and research have strengthened the system, and I'm motivated to finalize it for delivery.

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DATE	July 7 - July 11, 2025 (Week 12)	AREA ASSIGNMENT	ICTO
TASK	Finalized UI and Polishing System	SHIFT/TIME	8AM - 5PM

Software Development Activities
Able to deliver bug-free modules on time (20%): I finalized the Software and Hardware Management sections' UI in CodeIgniter 4, using HTML, CSS, and JavaScript in View files to implement higher-contrast button colors and padding adjustments per client feedback. The Controller was refined for smooth rendering of the collapsible menu and grid layout. Final tests with the backend team confirmed bug-free navigation and data display, meeting the Thursday client presentation deadline. The client praised the polished UI, indicating successful delivery.
Able to integrate and implement the new modules (10%): I integrated the finalized UI for Software and Hardware Management into CodeIgniter 4's View files, with Controller updates ensuring seamless navigation and rendering. Collaboration with the backend team aligned the front-end with their data outputs, with tests verifying flawless integration. The consistent design across tabs, as presented to the client, confirms successful module implementation.
Able to implement good UI/UX principles in the modules: The updated color scheme with higher-contrast buttons and adjusted padding in the View files enhances accessibility across devices. The Software Management collapsible menu and Hardware Management grid with hover effects, built with HTML, CSS, and JavaScript, deliver an intuitive, client-approved experience, aligning with UI/UX best practices for seamless navigation and usability.
Reflection: I'm proud of finalizing the UI and delivering a client-approved system. The collapsible menu and hover effects shone in the presentation, and collaboration with the backend team ensured a cohesive product. The iterative process was challenging but rewarding, and I'm excited for the system's final implementation.

Documentation Activities
Able to write User's Manual (5%): I haven't started a User's Manual, but the finalized UI, with its collapsible menu and grid layout, clarifies user interactions. These elements provide a strong basis for documenting navigation flows. I'll draft the manual soon to capture the user experience.
Able to write Technical Document (5%): No formal Technical Document yet, but the View file updates (HTML, CSS, JavaScript) and Controller refinements detail the front-end architecture. I'll formalize these into a document to outline the UI structure and logic in the coming weeks.
Reflection: The finalized UI lays a solid foundation for documentation. I'll prioritize creating a User's Manual and Technical Document to capture navigation and technical details, building on this week's progress.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): I used CodeIgniter 4 to finalize the UI, leveraging HTML, CSS, and JavaScript in View files and refining the Controller for optimal performance. Researching client-preferred color schemes and accessibility adjustments aligned with project standards, while collaboration with the backend team ensured framework compatibility.
Reflection: I'm confident in using CodeIgniter 4 to deliver a polished UI that meets client expectations. Research and team collaboration enhanced my adaptation to the framework, and I'm thrilled to see the system nearing completion.

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DATE	July 14 - July 18, 2025 (Week 13)	AREA ASSIGNMENT	ICTO
TASK	Refining Project Meeting with the Client	SHIFT/TIME	8AM - 5PM

Software Development Activities
Able to deliver bug-free modules on time (20%): I refined the Software and Hardware Management system in CodeIgniter 4, implementing client feedback from the Week 13 meeting. I updated the Reports section with Masterlist Equipment and Maintenance Report, formatted control numbers (e.g., NCE1234, PM20251234, INV5678) in the Controller and Views, and enhanced the Hardware section's Add New Hardware and Manage Hardware Modal with a Manufacturer field, dynamic dropdowns, and an Archive option. The Add Service Record feature now uses auto-generated PM Control Numbers, a predefined task table with checkboxes, and time fields for PM dates. Final tests with the backend team ensured bug-free functionality, and the client approved the updates in Wednesday's review, meeting the deadline.
Able to integrate and implement the new modules (10%): I integrated the updated Reports and Hardware sections into CodeIgniter 4's View files, with Controller updates handling control number logic, dynamic dropdowns, and task tables. JavaScript enabled real-time dropdown and table updates, synced with backend data. Collaboration with the backend team ensured seamless data display and navigation, with the client's review confirming successful integration of these modules.
Able to implement good UI/UX principles in the modules: The updated Reports section displays standardized control number formats for clarity. The Hardware section's dynamic dropdowns with "Others" options and the task table with checkboxes for service records enhance usability and flexibility. The Manufacturer field and time-enabled PM date fields improve functionality, while updated table headers align with client terminology, ensuring an intuitive and accessible UI, as praised in the client review.
Reflection: I'm proud of delivering a polished, client-approved UI with dynamic features like task tables and dropdowns. Balancing front-end interactivity with backend integration in CodeIgniter 4 was challenging but rewarding. The client's positive feedback motivates me to continue refining the system for optimal usability.

Documentation Activities
Able to write User's Manual (5%): I haven't started a User's Manual, but the updated Reports, Hardware, and Service Record features clarify user interactions, providing a foundation for documenting navigation and functionality. I'll draft the manual soon to reflect these changes.
Able to write Technical Document (5%): No formal Technical Document yet, but the Controller and View updates for control numbers, dynamic dropdowns, and task tables detail the system's architecture. I'll formalize these into a document to outline the technical structure soon.
Reflection: The refined UI and backend changes provide a strong basis for documentation. I'll prioritize creating a User's Manual and Technical Document to capture the updated functionality and technical details.

Other IT-related Activities
Able to research and adapt to the framework provided and used in the company (10%): I leveraged CodeIgniter 4 to implement client-requested features, using HTML, CSS, and JavaScript in View files for dynamic dropdowns and task tables, and refining the Controller for data handling. Researching control number formats and dynamic UI elements aligned with client needs and framework capabilities, with backend collaboration ensuring integration.
Reflection: I'm confident in using CodeIgniter 4 to deliver client-specified features. Research and collaboration enhanced my ability to adapt the framework, and I'm excited to see the system's impact on the client's operations.

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