



ON – THE – JOB – TRAINING ON D&L INDUSTRIES INC.

A Narrative Report Presented to Faculty of

College of Engineering

University of Rizal System

Antipolo City

In Partial Fulfillment

of the Requirements for the Degree

Bachelor of Science in Computer Engineering

JARIUS MIGUEL C. BALLESTEROS

July 2024



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal
COLLEGE OF ENGINEERING



APPROVAL SHEET

An internship entitled **A Narrative Report in On-the-Job Training** undertaken at **D&L INDUSTRIES INC.**, Prepared and Submitted by **Jarius Miguel Catapang Ballesteros** in partial fulfillment of the requirements for Bachelor of Science in Computer Engineering, is hereby endorsed for approval.

Accepted and approved in partial fulfillment of the requirements for the degree of Bachelor of Science in Computer Engineering.

. _____
Date

Engr. John Dennis Z. Espiritu CPE, MIT
Practicum Coordinator



A C K N O W L E D G M E N T

The trainee would like to extend heartfelt appreciation to the following individuals:

Dr. Danilo M. Pascual - The trainee appreciates Dr. Pascual's unwavering commitment to education and his strong support for OJT programs. His invaluable guidance and encouragement have been crucial in overcoming challenges and seizing opportunities during the training.

Engr. John Dennis Z. Espiritu - The trainee appreciates Engr. Espiritu's exceptional mentorship and expertise, which have greatly enhanced practical knowledge and problem-solving skills. The trainee is thankful for Engr. Espiritu's patience and willingness to answer questions, which provided the confidence needed to tackle real-world challenges.

The trainee also expresses deep gratitude to the following:

Family: The trainee is deeply grateful to their family for their unwavering support and encouragement. Their belief in the trainee's abilities has been a driving force in striving for excellence throughout the OJT journey. The family's emotional and moral support has been a constant source of strength, helping the trainee stay focused and determined to make the most of this learning opportunity.

Friends and classmates: The trainee extends thanks to friends and classmates for their support, thoughtfulness, and insightful remarks during the



internship program. Their encouragement has made challenging moments more manageable, and the trainee cherishes the memories created together.

Finally, the researchers express their gratitude to Almighty God for the immeasurable blessings and guidance throughout the journey of conducting the study. They acknowledge that the completion of this research would not have been possible without divine guidance and inspiration from above.



DEDICATION

We dedicate this narrative report with wholehearted gratitude. First and foremost, we extend our dedication to our family, the foundation of our life, for being a constant source of inspiration, love, and unwavering support. Their financial, emotional, and spiritual backing has been crucial in uplifting us during times of challenges and uncertainties.

Next, we express our deep appreciation to the esteemed faculty and staff of URSAC, whose invaluable contribution has played a significant role in our academic and personal growth.

Our sincere thanks go to D&L INDUSTRIES Inc. for welcoming us into their professional family during our training. The exposure to real-world experiences and the guidance from seasoned professionals have been truly enriching.

Lastly, we offer heartfelt appreciation to our Almighty God, the ultimate source of wisdom and strength. Throughout our training, we have felt His guiding presence, helping us navigate challenges and providing clarity when needed.

Thank you immensely for all the support and encouragement!

Jarius Miguel C. Ballesteros

Bachelor of Science in Computer Engineering



TABLE OF CONTENT

	Page
TITLE PAGE.....	i
APPROVAL SHEET.....	ii
ACKNOWLEDGMENT.....	iii
DEDICATION.....	v
TABLE OF CONTENTS.....	vi
1. INTRODUCTION.....	1
1.1 Company Advertisement Brochure	3
1.2 Company Logo.....	6
2. NARRATIVE REPORT.....	7
2.1 Daily Logbook.....	15
2.2 Monthly Report.....	25
2.3 Learnings.....	26
2.4 Feedback.....	26
2.5 Conclusion.....	28
3. APPENDICES	
3.1 Practicum Evaluation Sheet.....	29
3.2 Certificate of Completion.....	30
3.3 Certificate of On –The –Job – Training	31
3.4. Daily Time Record.....	32
3.5 Parental Consent	37
3.6 Internship Recommendation Letter.....	38
3.7 Picture of Memories	39
3.8 Curriculum Vitae	40



INTRODUCTION

D&L Industries is a Filipino company engaged in product customization and specialization through a collaborative effort with our various partners. Powered by research and innovation, we manufacture various products, ranging from food ingredients, chemicals for personal and home care use, raw materials for plastic, and aerosol products.

On-the-job training (OJT) is an integral part of the college curriculum, designed to train and orient students about work and their future careers. This type of skill development involves learning through hands-on experience. OJT exposes students to various work situations, allowing them to apply the theories and computations they have learned in school. It helps students acquire relevant knowledge and skills by performing in an actual work setting.

OJT is crucial not only for teaching students about their chosen careers but also for showing them the realities of working. Students get exposed to real work related to their courses, providing an opportunity for those with no prior experience to work and learn simultaneously. OJT enables trainees to deepen their understanding of their chosen fields and practice what they have learned at the university, building their competence. A competent student can perform tasks successfully, and this training fosters professionalism in interacting with others.



After completing the training, the trainee will be able to handle situations properly, socialize effectively with colleagues, work well within a team, and enhance their critical thinking abilities and discipline while conducting training in a company.



COMPANY ADVERTISEMENT BROCHURE

Oleo-Fats

The expert in specialty food solutions, combining technical product know-how, research and development and innovation to provide customized solutions to our partners.

Chemrez Technologies

The leading manufacturer of resins, chemicals, and specialty products that continually innovates to create coconut-based products and solutions to take part in a greener and smarter future.



Our Vision

- To Excel and be the Leader in the Industries we Serve

Our Mission

- We are dedicated to growth. We are not complacent, timid or satisfied with status quo. We are research-oriented. We will keep abreast of the latest technology and have our fingers on the pulse of the market to identify the market needs that must be met. We are committed to increase productivity and profitability, but not at the expense of ethics. We will continuously enhance our reputation for quality and value. Our products and services must always represent good value for money and be competitive in the market place. We will maintain our market leadership through creativity, innovation and excellence in performance tempered with experience. We are proud of our employees. We consider them as our most valuable asset. We will maintain an atmosphere where our people can develop their abilities and potential while working together enthusiastically to achieve our goal. We will contribute to the well-being of the communities in which we operate, and accept our responsibilities as citizens of the Philippines.

Our Corporate Values

DRIVE TO EXCEL -Hangaring manguna
POSITIVE ATTITUDE- Mabuting pananaw



DISCIPLINE AND HARD WORK- Disiplina at ibayong sipag
HARMONY AND COOPERATION -Pagkakaunawaan at pagtutulungan
FAIRNESS AND HUMILITY -Pagka-makatarungan at kababaang-loob
COURTESY AND RESPECT FOR OTHERS- Pagkilala at paggalang sa karapatan ng iba
GRATITUDE AND APPRECIATION- Pasasalamat at pagtanaw ng utang na loob
INTEGRITY AND HONESTY- Kabuoan at Katapatan



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C O M P A N Y L O G O

D & L



NARRATIVE REPORT

Week One

Day 1:

On the first day of OJT, I was introduced to the basics of Power BI and SQL scripting. I familiarized myself with the Power BI interface, understanding its various components and functionalities. I also reviewed the fundamental concepts of SQL, ensuring I had a solid foundation before diving into more complex tasks.

Day 2:

The second day involved setting up my working environment. I installed the necessary software, including Power BI Desktop and SQL Server Management Studio. I connected to the databases I'll be working with and began exploring the data structures, focusing on understanding the schema and relationships within the CUSTOMERINVOICETRANSTABLE and CUSTOMERDATATABLE.

Day 3:

I started my first SQL scripting tasks, writing basic queries to retrieve data from the CUSTOMERINVOICETRANSTABLE. These initial queries helped me understand the data better and set the stage for more complex data manipulation.



tasks. I practiced SELECT statements, filtering data using WHERE clauses, and sorting results.

Day 4:

Today, I delved deeper into SQL, working with JOIN operations to combine data from the CUSTOMERINVOICETRANSTABLE and CUSTOMERDATATABLE. I learned how to use INNER JOINS to fetch related data across tables, which is crucial for generating comprehensive reports in Power BI.

Week Two

Day 5:

I shifted my focus to Power BI, creating my first basic report. I imported data from SQL Server into Power BI and started exploring various visualization options. I experimented with different chart types, learning how to effectively present data insights visually.

Day 6:

The sixth day involved advanced SQL queries, including aggregate functions like COUNT, SUM, AVG, MIN, and MAX. I wrote queries to calculate key performance metrics, such as total sales and average order value, which are essential for the Top Customer Report.



Day 7:

I applied my SQL knowledge to create more complex Power BI reports. I used DAX (Data Analysis Expressions) to create calculated columns and measures, enhancing my ability to generate dynamic and interactive reports. I focused on understanding DAX syntax and functions.

Day 8:

Today, I explored data modeling in Power BI. I learned how to create relationships between tables, ensuring the integrity and accuracy of my reports. I also worked on refining my visualizations, adding filters and slicers for better data exploration.

Week Three

Day 9:

I began working on the script for the Top Customer Report. I outlined the key metrics and data points that needed to be included, such as total purchases, frequency of transactions, and customer demographics. I started drafting SQL queries to fetch this data.

Day 10:



I continued refining my SQL queries, ensuring they were optimized for performance. I learned about indexing and query optimization techniques, which helped me improve the efficiency of my data retrieval processes.

Day 11:

In Power BI, I started designing the layout of the Top Customer Report dashboard. I created a clean and intuitive interface, placing key metrics and visualizations strategically to provide a comprehensive overview of customer performance.

Day 12:

Today, I focused on advanced DAX functions, creating more sophisticated measures for my Power BI reports. I learned how to use time intelligence functions to analyze trends over time, such as month-over-month and year-over-year growth.

Week Four

Day 13:

I integrated my SQL scripts with Power BI, ensuring that the data was refreshed and updated automatically. I set up scheduled refreshes and learned how to troubleshoot common issues that might arise during the data import process.



Day 14:

I worked on enhancing the interactivity of my Power BI reports. I added drill-down capabilities, allowing users to explore data at different levels of detail. I also implemented tooltips to provide additional context for data points.

Day 15:

Today, I focused on data cleaning and transformation using Power Query in Power BI. I learned how to handle missing values, duplicate records, and other data quality issues, ensuring that my reports were based on accurate and reliable data.

Day 16:

I continued refining the Top Customer Report, adding more visualizations and metrics based on feedback from my supervisor. I ensured that the report was comprehensive, covering all aspects of customer performance and behavior.

Day 17:

I explored advanced visualization techniques in Power BI, such as custom visuals and conditional formatting. I learned how to use color and design elements to highlight key insights and make the report more visually appealing.

Week Five

Day 18:



I started working on documentation for the Top Customer Report. I created a detailed user guide explaining how to navigate the report, interpret the visualizations, and use the various features. This documentation will be helpful for end-users who are not familiar with Power BI.

Day 19:

Today, I conducted a thorough review of my SQL scripts and Power BI reports, checking for any errors or inconsistencies. I validated the data against the source tables and made sure that all calculations and visualizations were accurate.

Day 20:

I presented the draft version of the Top Customer Report to my supervisor and received valuable feedback. I took note of the suggestions and started making the necessary revisions to improve the report.

Day 21:

I worked on implementing the feedback from my supervisor, making changes to the SQL scripts and Power BI reports as needed. I focused on enhancing the clarity and usability of the report, ensuring that it met all the requirements.

Day 22:

Today, I explored the integration of Power BI with other tools and services, such as Microsoft Excel and SharePoint. I learned how to export data from Power BI



and create interactive reports that can be shared and collaborated on within the organization.

Week Six

Day 23:

I continued refining the Top Customer Report, adding final touches to the visualizations and ensuring that the data was up-to-date. I also tested the report on different devices and screen sizes to ensure compatibility and responsiveness.

Day 24:

Today, I focused on creating custom SQL functions and stored procedures to streamline data retrieval processes. I learned how to encapsulate complex queries into reusable functions, making my scripts more efficient and maintainable.

Day 25:

I conducted a final review and quality check of the Top Customer Report, ensuring that all the feedback had been addressed and that the report was ready for deployment. I also prepared a deployment plan, outlining the steps for publishing the report to the Power BI service.



Week Seven

Day 26:

I deployed the Top Customer Report to the Power BI service, ensuring that it was accessible to the intended users. I configured security settings and permissions, making sure that only authorized users could view and interact with the report.

Day 27:

On the final day, I conducted a training session for end-users, demonstrating how to navigate and use the Top Customer Report. I provided hands-on assistance, answering questions and addressing any issues that arose. This session ensured that users were comfortable with the report and could fully leverage its capabilities.



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DAILY LOGBOOK

UNIVERSITY OF RIZAL SYSTEM



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Antipolo Campus

VISION

The leading University in human resource development, knowledge and technology generation and environmental stewardship

MISSION

The University of Rizal System is committed to nurture and produce upright and competent graduates and empowered community through relevant and sustainable higher professional and technical instruction, research, extension and production services.

CORE VALUES

R – Responsiveness

I – Integrity

S – Service

E – Excellence

S – Social Responsibility

**STUDENT
INTERNSHIP DAILY
LOGBOOK**

Student Intern Name : Jarius Miguel C. Ballesteros
Course : BSCPE
Home Address : Sitio Pantay, San Jose, Antipolo
School Tel. No. : (02)8697 1632
Host Training Establishment : D&L INDUSTRIES
HTE Address : #65 Calle Industria, Bagumbayan,
Quezon City 2001
HTE Contact No. : (02)8635-0680

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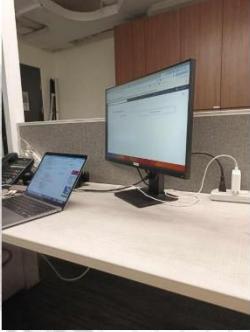


Day: 1

Date: June 10, 2024

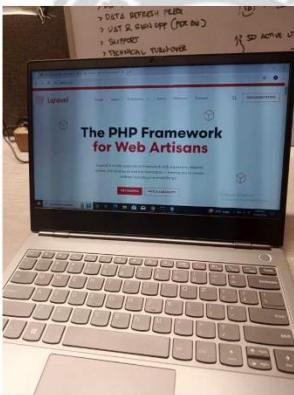
Day: 2

Date: June 11, 2024

Brief Description of Work Accomplished	Remarks
 <p>In the first day, I was cultured shock. The Company has no pressure. They work as a team. In the first day, there is no task assigned. I just observed there and I learned so many terms that I didn't understand.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Brief Description of Work Accomplished	Remarks
 <p>At first, I was introduced to laravel, I study it and research about it.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

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Day: 3

Date: June 13, 2024

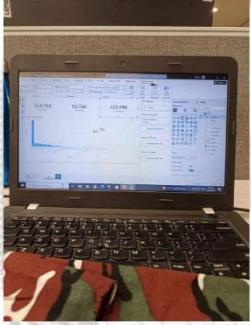
Brief Description of Work Accomplished	Remarks
 The pc is given by the company. They setup the pc but eventually the network is gone so I just wait until the next day.	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Day: 4

Date: June 14, 2024

Brief Description of Work Accomplished	Remarks
 The pc is still not working so I decided to bring my laptop and install word press and Power Business Intelligence. I was introduced by the number of unknown apps so I decided to learn it.	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

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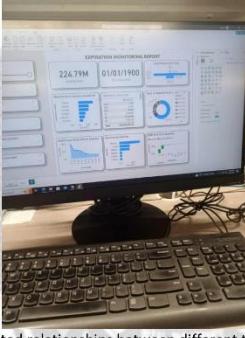


Day: 5

Date: June 18, 2024

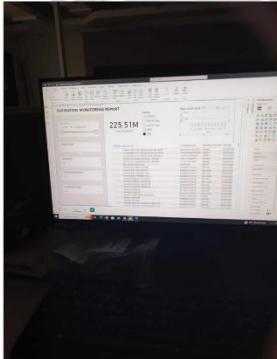
Day : 6

Date: June 19, 2024

Brief Description of Work Accomplished	Remarks
 <p>Created relationships between different tables to build a cohesive data model. Explored the concepts of primary and foreign keys in the context of Power BI.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Brief Description of Work Accomplished	Remarks
 <p>Learned how to create basic visualizations such as bar charts, line charts, and pie charts. Customized these visualizations with titles, labels, and colors.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

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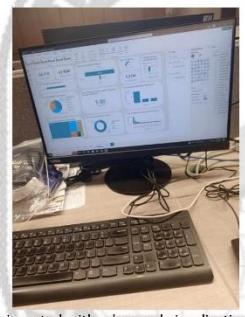
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Day: 7

Date: June 20, 2024

Day : 8

Date: June 21, 2024

Brief Description of Work Accomplished	Remarks
 <p>Experimented with advanced visualizations like scatter plots, treemaps, and heat maps. Applied conditional formatting to enhance data representation.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Brief Description of Work Accomplished	Remarks
 <p>Explored DAX functions and their applications. Created calculated columns and measures to perform complex calculations on data.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

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Day: 9

Date: June 24, 2024

Day : 10

Date: June 25, 2024

Brief Description of Work Accomplished	Remarks
 <p>Designed interactive reports using slicers, drill-throughs, and tooltips. Enabled users to interact with reports to view data from different perspectives.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Brief Description of Work Accomplished	Remarks
 <p>Published reports to Power BI Service. Learned how to share reports with others and manage permissions.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

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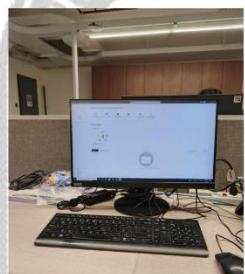
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Day: 11

Date: June 26, 2024

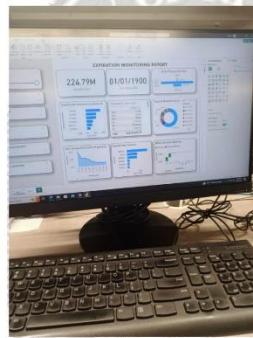
Day : 12

Date: June 27, 2024

Brief Description of Work Accomplished	Remarks
 <p>Built dashboards by pinning visualizations from reports. Customized dashboards to display key metrics and KPIs.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Brief Description of Work Accomplished	Remarks
 <p>Today I was asked to create a expiration monitoring report. I asked some of my coworkers to how my data will be filtered and will be done. Configured streaming datasets to display real-time data in dashboards and reports. Explored scenarios where real-time data visualization is beneficial.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

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Day: 13

Date: July 1, 2024

Day : 14

Date: July 2, 2024

Brief Description of Work Accomplished	Remarks
 <p>I am doing top customer report on power BI. My task is this. Set up row-level security to restrict data access based on user roles. Tested the security settings to ensure proper data protection.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Brief Description of Work Accomplished	Remarks
 <p>I got my account, and then I change my password to optimize it. Installed Power BI Mobile app and accessed reports and dashboards. Learned how to optimize reports for mobile viewing.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

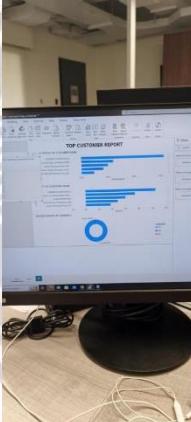
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Day: 15

Date: July 3, 2024

Brief Description of Work Accomplished	Remarks
 <p>I finish my top customer report and then move to the next task which is Customer List report. Explored the Power BI marketplace for custom visuals. Imported and utilized custom visuals to enhance reports.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Day : 16

Date: July 4, 2024

Brief Description of Work Accomplished	Remarks
 <p>I started doing scripts which indicate in the task. I study left join statements and connect the columns from different tables. This is task 1. Connected Power BI with Excel to import and analyze data. Utilized Excel functionalities within Power BI for advanced data manipulation.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

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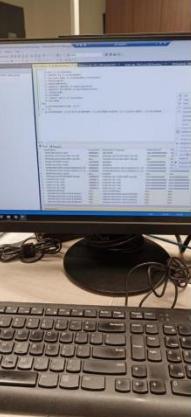


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Day: 17

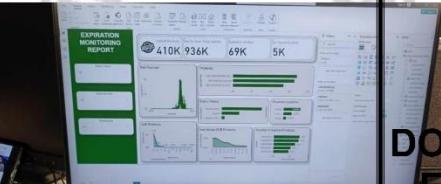
Date: July 5, 2024

Brief Description of Work Accomplished	Remarks
 I got tutored by my coworker and then got the Task 2 done. It is not that hard because I have background in database manipulation and programming.	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Day : 18 Date: July 8, 2024

Brief Description of Work Accomplished	Remarks
 Set up and configured Power BI Report Server. Published and managed reports on the server for on-premises deployment. I still doing my task and will be taught by my senior.	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

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Day: 19

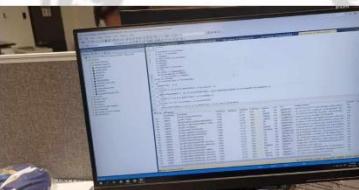
Date: July 9, 2024

Brief Description of Work Accomplished	Remarks
 Configured data refresh schedules for Power BI reports. Ensured data is up-to-date by setting automatic refresh intervals. I optimize the visuals on expiration monitoring report. I am optimizing the visuals and make it more appealing.	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Day : 20 Date: July 10, 2024

Brief Description of Work Accomplished	Remarks
 Learned how to embed Power BI reports into web applications. Explored the API and integration options for custom solutions. I am doing scripts and still wondering how can I do it.	DONE

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Student Intern

Brian Ocampo
Supervisor

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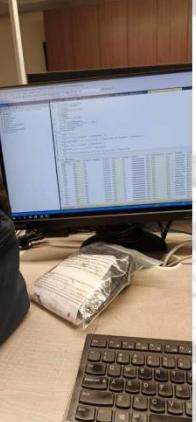


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Day: 21

Date: July 11, 2024

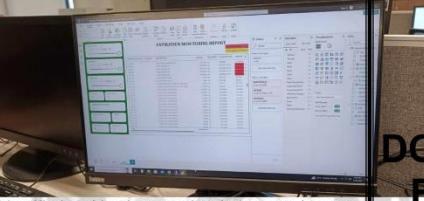
Brief Description of Work Accomplished	Remarks
 Explored advanced DAX functions and scenarios. Created complex calculations to solve specific business problems. I have taught about the left join method.	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Day: 22

Date: July 12, 2024

Brief Description of Work Accomplished	Remarks
 Identified and implemented techniques to improve the performance of Power BI reports. Optimized data models and visualizations for faster loading. I give the expired quantity color red and yellow for to be expired in 30 days.	DONE

Jarius Miguel C. Ballesteros
Student Intern

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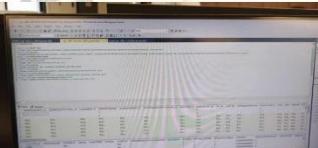
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Brian Ocampo
Supervisor

Effectivity Date: January 18, 2022

Day: 23

Date: July 15, 2024

Brief Description of Work Accomplished	Remarks
 My work is check by my supervisors but it is have errors and so much wrong so I start again and don't give up despite of failures.	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Day: 24

Date: July 16, 2024

Brief Description of Work Accomplished	Remarks
 I got the task one done in scripting in mssql and put it into to visualization using POWER BI and still doing the task 2 being positive that I can always make it.	DONE

Jarius Miguel C. Ballesteros
Student Intern

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Brian Ocampo
Supervisor

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Day: 25

Date: July 17, 2024

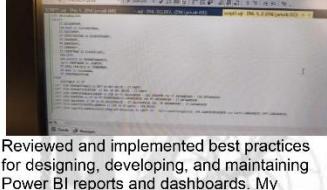
Day : 26

Date: July 22, 2024

Brief Description of Work Accomplished	Remarks
 <p>I got my task 2 done and will bring home to make it more appealing to end-users. I works in POWER BI.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

Brief Description of Work Accomplished	Remarks
 <p>Reviewed and implemented best practices for designing, developing, and maintaining Power BI reports and dashboards. My supervisor checked my task again and make it right. My last day is tomorrow so I fix the bug and I did it.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

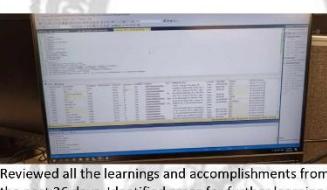
UNIV-OJT-F-05

Rev 00

Effectivity Date: January 18, 2022

Day: 27

Date: July 23, 2024

Brief Description of Work Accomplished	Remarks
 <p>Reviewed all the learnings and accomplishments from the past 26 days. Identified areas for further learning and set future goals for Power BI proficiency. I got interviewed by the HR about what I learned for 240 hours of internship. I just go to work to complete my OJT Hours.</p>	DONE

Jarius Miguel C. Ballesteros
Student Intern

Brian Ocampo
Supervisor

UNIV-OJT-F-05

Rev 00

Effectivity Date: January 18, 2022



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COLLEGE OF ENGINEERING



PROGRAM OBJECTIVES

Bachelor of Science in Business Administration major in Human Resource Development Management (HRDM)

- a. Complete understanding of the concepts, principles, theories, and philosophies in Human Resource;
 - b. Assist students seek employment and facilitate the integration process in the corporate environment so they can be immediately productive once employed; and
 - c. Assist the students in appreciating the HR role in the organization and how they can make meaningful contributions as a strategic partner in building the organization to become globally competitive.

Bachelor of Science in Business Administration major in Marketing Management (MM)

- a. Help the students to seek employment and entry level jobs or positions of responsibility as marketing manager, marketing executive, or marketing director;
 - b. Guide the students in organizing or managing entrepreneurial activities if they decide to be self-employed;
 - c. Equip students with knowledge of the principles and concepts of marketing; and
 - d. Prepare students to pursue a teaching career or graduate studies in business.

Bachelor of Science in Business Administration major in Financial Management (FM)

- a. Complete understanding of the concepts, principles, and the theories of Financial Management.
 - b. Help the students to seek employment and assume entry-level jobs or positions of responsibility as financial analyst, financial manager, or executive.
 - c. Prepare the students to pursue a teaching career or graduate studies in business.

Bachelor of Science in Office Administration (BSOA)

- a. To equip students with the knowledge, specialized skills and work habits required for entry-level positions in various industries and to give them opportunities for career advancement;
 - b. To produce graduates for a career in office administration specifically in various general and specialized administrative support, supervisory and managerial positions; and
 - c. To prepare students to become future entrepreneurs who are fully knowledgeable of the process of managing a business.



MONTHLY R E P O R T

In this month's OJT, I made significant progress in mastering Power BI and SQL scripting, focusing on creating a comprehensive Top Customer Report. The initial days were spent setting up the environment, understanding data structures, and writing basic SQL queries. As the month progressed, I delved into advanced SQL techniques, optimized queries, and integrated them with Power BI. I designed and refined the report's layout, enhanced interactivity with DAX functions, and ensured data accuracy through rigorous validation. Feedback from my supervisor led to improvements, and I successfully deployed the report to the Power BI service. The final week involved training end-users, ensuring they could navigate and utilize the report effectively, marking a productive and educational month.



LEARNINGS

My OJT experience provided invaluable learnings in Power BI and SQL scripting. I gained a deep understanding of data structures and relationships within databases, learning how to write efficient SQL queries for data retrieval and manipulation. Working with Power BI, I developed skills in data modeling, creating dynamic visualizations, and using DAX for advanced calculations. I learned the importance of maintaining data accuracy and integrity through data cleaning and transformation techniques. Incorporating feedback from my supervisor taught me the value of continuous improvement and how to effectively address constructive criticism. Deploying the report and conducting user training underscored the significance of clear communication and user-centric design. Overall, this month has significantly enhanced my technical skills, problem-solving abilities, and professional development.

FEEDBACK

The feedback I received during my OJT played a crucial role in my growth and development. My supervisor provided insightful suggestions that helped refine



my SQL queries and Power BI reports, enhancing both their performance and usability. Constructive criticism highlighted areas for improvement, particularly in data visualization and report layout, which I addressed to make the reports more intuitive and user-friendly. Regular feedback sessions emphasized the importance of accuracy, efficiency, and clarity in my work. This iterative process of receiving and incorporating feedback not only improved the quality of my projects but also taught me how to approach critiques positively and proactively. Ultimately, the feedback was instrumental in honing my technical skills and boosting my confidence in handling real-world data challenges.



C O N C L U S I O N

In conclusion, this month's OJT experience has been immensely valuable in advancing my skills in Power BI and SQL scripting. I have gained practical knowledge in data handling, advanced query writing, and dynamic report creation, which are crucial for effective data analysis and visualization. The iterative process of receiving and implementing feedback has significantly enhanced my ability to produce accurate and user-friendly reports. Through hands-on experience, I have developed a deeper understanding of data structures and learned the importance of continuous improvement and clear communication. This experience has not only strengthened my technical competencies but also prepared me for future challenges in data management and analysis.



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APPENDIX A

Practicum Evaluation Sheet



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www.urs.edu.ph



Management
System
ISO 9001:2015
TUV Rheinland
CERTIFIED

Email Address: usmain@urs.edu.ph /urs.opmorong@gmail.com
Main Campus URS Tanay Tel. (02) 8401-4900, 8401-4910, 8401-4911, 8539-9957 to 58

Sir Brian Ocampo,

We appreciate very much the help you extended to our Training Program by providing relevant on-the-job training to our student/s. To be able to evolve this program, we need relevant information on our student-trainees. Thus, we respectfully request you to accomplish this evaluation form. Thank you.

Very truly yours,

John Dennis Zapanta Espiritu
OJT Coordinator

Name of Student: Jarius Miguel C. Ballesteros
Course; Year and Section: Bs Computer Engineering 3

Numerical Rating	Descriptive Rating
96-100	Outstanding
89-95	Very Satisfactory / Very Good
82-88	Satisfactory / Good
75-81	Fair
74 and below	Poor

Characteristics	Numerical Rating
1. Job Knowledge/Technical Proficiency: the ability to know and understand the details and nature of the job and related activities	83
2. Quality of Work: the extent of accuracy, completeness and orderliness of the job performed	82
3. Quantity of Work/Productivity: the amount of acceptable work accomplished and the ability to complete the job within the scheduled time	85
4. Initiative: resourcefulness, self-reliance and the ability to carry out responsibility	81
5. Interpersonal Relationship: the extent to which he/she works harmoniously and effectively with others	83
6. Attendance and Punctuality: the extent to which the employee can be depended upon to be available for work and to fulfill responsibilities such as coming to work regularly and observing official working hours	85
7. Communication Skills: the ability to listen effectively and to respond clearly and directly; proficiency in oral and written communication and skill to interact with others in a helpful and informative manner.	84
8. Judgment: the ability to make sound decisions whenever necessary	81
9. Policy Compliance: conformity and obedience to company rules and regulations	85
10. Personality and Appearance: appropriate physical grooming and attire	84

Date: July 2024

Average Numerical Rating: 83.3

Descriptive Rating: SATISFACTORY / 6000

Comments/Suggestions: CONTINUED FOCUS ON THE ABILITY TO LISTEN & COMMUNICATE WITH THE CO-WORKERS.

2/12/2024
Brian Ocampo

Signature over Printed Name
of OJT Supervisor

Company Name and Address

Note: Please return this accomplished evaluation form to SIPP Coordinator

UNIV-OJT-F-05

Rev 00

Effectivity Date: March 1, 2022



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APPENDIX B
Certificate of Completion



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APPENDIX C

Certificate of On-The-Job-Training



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Province of Rizal
COLLEGE OF ENGINEERING



APPENDIX D

Date Time Record

User

Basic Information

	Name: JARIUS MIGUEL BALLESTEROS	Modify Private Information
Department: 1 - DLI/IAN - ISO	Telephone:	E-Mail:
Password:	Admin Level: Normal User	

Details | Fingerprints | Face | Face (Fusion) | Card | Access Control | T & A | Event |

Period: 10/06/2024 ~ 23/07/2024 Get Log

No	Date & Time	Where	Device ID	Status
49	2024-06-13 07:12:05		541143068	Verify Success(Card Only)
50	2024-06-11 17:32:12		541143073	Verify Success(Card Only)
51	2024-06-11 07:36:56		541143068	Enroll Success
52	2024-06-11 07:36:54		541143073	Enroll Success
53	2024-06-11 07:36:29		541143068	Enroll Success
54	2024-06-11 07:36:28		541143073	Enroll Success
55	2024-06-11 07:36:25		939258328	Enroll Success
56	2024-06-11 06:45:46		541143193	Verify Success(Card Only)
57	2024-06-10 17:43:33		541143180	Verify Success(Card Only)
58	2024-06-10 07:41:09		541143193	Verify Success(Card Only)
59	2024-06-10 07:39:13		541143068	Enroll Success
60	2024-06-10 07:39:13		541143073	Enroll Success
61	2024-06-10 07:39:13		541143180	Enroll Success
62	2024-06-10 07:39:13		541143193	Enroll Success
63	2024-06-10 07:38:55		541143068	Enroll Success
64	2024-06-10 07:38:55		939258329	Enroll Success
65	2024-06-10 07:38:54		541143073	Enroll Success
66	2024-06-10 07:38:54		541143180	Enroll Success
67	2024-06-10 07:38:54		541143193	Enroll Success
68	2024-06-10 07:38:52		939258328	Enroll Fail
69	2024-06-10 07:32:22		541143068	Enroll Success
70	2024-06-10 07:32:22		541143073	Enroll Success
71	2024-06-10 07:32:19		939258328	Enroll Fail
72	2024-06-10 07:32:07		541143068	Enroll Success

CS CamScanner



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User

Basic Information

	Name: JARVIS MIGUEL BALLESTEROS	Modify Private Information
	Department: I - DLI/IAN - ISD	...
Telephone:	E-Mail:	
Password:	Admin Level:	Normal User

Details | Fingerprints | Face | Face (Fusion) | Card | Access Control | T & A Event |

Period: 10/06/2024 ~ 23/07/2024 Get Log

No	Date & Time	Where	Device ID	Status
25	2024-07-03 07:26:39		541143068	Verify Success(Card Only)
26	2024-07-02 17:33:13		541143073	Verify Success(Card Only)
27	2024-07-02 07:16:55		541143068	Verify Success(Card Only)
28	2024-07-01 17:35:20		541143073	Verify Success(Card Only)
29	2024-07-01 07:16:11		541143068	Verify Success(Card Only)
30	2024-06-27 17:31:15		541143073	Verify Success(Card Only)
31	2024-06-27 07:14:04		541143068	Verify Success(Card Only)
32	2024-06-26 17:33:27		541143073	Verify Success(Card Only)
33	2024-06-26 07:12:27		541143068	Verify Success(Card Only)
34	2024-06-25 17:35:22		541143073	Verify Success(Card Only)
35	2024-06-25 07:22:13		541143068	Verify Success(Card Only)
36	2024-06-24 17:35:49		541143073	Verify Success(Card Only)
37	2024-06-24 07:12:02		541143068	Verify Success(Card Only)
38	2024-06-21 17:35:08		541143073	Verify Success(Card Only)
39	2024-06-21 07:33:52		541143068	Verify Success(Card Only)
40	2024-06-20 17:32:02		541143073	Verify Success(Card Only)
41	2024-06-20 07:24:22		541143068	Verify Success(Card Only)
42	2024-06-19 17:32:02		541143073	Verify Success(Card Only)
43	2024-06-19 07:24:09		541143068	Verify Success(Card Only)
44	2024-06-18 17:32:28		541143073	Verify Success(Card Only)
45	2024-06-18 07:01:02		541143068	Verify Success(Card Only)
46	2024-06-14 17:34:25		541143073	Verify Success(Card Only)
47	2024-06-14 07:01:17		541143068	Verify Success(Card Only)
48	2024-06-13 17:32:49		541143073	Verify Success(Card Only)
49	2024-06-12 07:17:05		541143068	Verify Success(Card Only)



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User

Basic Information

	Name: JARIUS MIGUEL BALLESTEROS	Modify Private Information
Department: I - DLI/IAN - ISD	E-Mail:	...
Telephone:	Admin Level: Normal User	
Password:	...	

Details | Fingerprints | Face | Face (Fusion) | Card | Access Control | T & A Event |

Period: 10/06/2024 ~ 23/07/2024 Get Log

No	Date & Time	Where	Device ID	Status
1	2024-07-23 07:26:36		S41143068	Verify Success(Card Only)
2	2024-07-22 17:36:40		S41143073	Verify Success(Card Only)
3	2024-07-22 06:58:23		S41143068	Verify Success(Card Only)
4	2024-07-17 17:34:09		S41143073	Verify Success(Card Only)
5	2024-07-17 07:18:49		S41143068	Verify Success(Card Only)
6	2024-07-16 17:35:49		S41143073	Verify Success(Card Only)
7	2024-07-16 07:11:18		S41143068	Verify Success(Card Only)
8	2024-07-15 17:36:12		S41143073	Verify Success(Card Only)
9	2024-07-15 07:08:44		S41143068	Verify Success(Card Only)
10	2024-07-12 17:32:47		S41143073	Verify Success(Card Only)
11	2024-07-12 07:06:58		S41143068	Verify Success(Card Only)
12	2024-07-11 17:33:12		S41143073	Verify Success(Card Only)
13	2024-07-11 07:19:54		S41143068	Verify Success(Card Only)
14	2024-07-10 17:32:19		S41143073	Verify Success(Card Only)
15	2024-07-10 07:20:42		S41143068	Verify Success(Card Only)
16	2024-07-09 17:34:29		S41143073	Verify Success(Card Only)
17	2024-07-09 06:55:43		S41143068	Verify Success(Card Only)
18	2024-07-08 17:34:02		S41143073	Verify Success(Card Only)
19	2024-07-08 07:01:18		S41143068	Verify Success(Card Only)
20	2024-07-05 17:32:10		S41143073	Verify Success(Card Only)
21	2024-07-05 07:18:40		S41143068	Verify Success(Card Only)
22	2024-07-04 17:32:12		S41143073	Verify Success(Card Only)
23	2024-07-04 07:16:41		S41143068	Verify Success(Card Only)
24	2024-07-03 17:35:40		S41143073	Verify Success(Card Only)
25	2024-07-03 07:26:20		S41143068	Verify Success(Card Only)

ANGELA GRACE M. TOLENTINO
S.R. IN ASSOCIATE



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DATE	ACTUAL IN	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	# OF HOURS
Monday, June 10, 2024	6:41	7:30	12:00	13:00	17:43	9.22
Tuesday, June 11, 2024	6:45	7:30	12:00	13:00	17:32	9.03
Wednesday, June 12, 2024	HOLIDAY	-	-	-	-	0.00
Thursday, June 13, 2024	7:12	7:30	12:00	13:00	17:32	9.03
Friday, June 14, 2024	7:01	7:30	12:00	13:00	17:34	9.07
Saturday, June 15, 2024	Rest Day	-	-	-	-	0.00
Sunday, June 16, 2024	Rest Day	-	-	-	-	0.00
Monday, June 17, 2024	HOLIDAY	-	-	-	-	0.00
Tuesday, June 18, 2024	7:01	7:30	12:00	13:00	17:32	9.03
Wednesday, June 19, 2024	7:24	7:30	12:00	13:00	17:32	9.03
Thursday, June 20, 2024	7:24	7:30	12:00	13:00	17:32	9.03
Friday, June 21, 2024	7:33	7:33	12:00	13:00	17:35	9.03
Saturday, June 22, 2024	Rest Day	-	-	-	-	0.00
Sunday, June 23, 2024	Rest Day	-	-	-	-	0.00
Monday, June 24, 2024	7:12	7:30	12:00	13:00	17:35	9.08
Tuesday, June 25, 2024	7:22	7:30	12:00	13:00	17:35	9.08
Wednesday, June 26, 2024	7:12	7:30	12:00	13:00	17:35	9.08
Thursday, June 27, 2024	7:14	7:30	12:00	13:00	18:35	10.08
Friday, June 28, 2024	ABSENT	-	-	-	-	0.00
Saturday, June 29, 2024	Rest Day	-	-	-	-	0.00
Sunday, June 30, 2024	Rest Day	-	-	-	-	0.00
Monday, July 01, 2024	7:16	7:30	12:00	13:00	17:35	9.08
Tuesday, July 02, 2024	7:16	7:30	12:00	13:00	17:33	9.05
Wednesday, July 03, 2024	7:26	7:30	12:00	13:00	17:35	9.08
Thursday, July 04, 2024	7:16	7:30	12:00	13:00	17:32	9.03
Friday, July 05, 2024	7:18	7:30	12:00	13:00	17:32	9.03
Saturday, July 06, 2024	Rest Day	-	-	-	-	0.00

ANGLA GRACE M. TOLENTINO
SST - MR ASSOCIO.



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DATE	ACTUAL IN	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	# OF HOURS
Sunday, July 07, 2024	Rest Day					0.00
Monday, July 08, 2024	7:01	7:30	12:00	13:00	17:32	9.03
Tuesday, July 09, 2024	6:55	7:30	12:00	13:00	17:32	9.03
Wednesday, July 10, 2024	7:20	7:30	12:00	13:00	17:32	9.03
Thursday, July 11, 2024	7:19	7:30	12:00	13:00	17:33	9.05
Friday, July 12, 2024	7:06	7:30	12:00	13:00	17:32	9.03
Saturday, July 13, 2024	Rest Day					0.00
Sunday, July 14, 2024	Rest Day					0.00
Monday, July 15, 2024	7:08	7:30	12:00	13:00	17:35	9.10
Tuesday, July 16, 2024	7:11	7:30	12:00	13:00	17:35	9.08
Wednesday, July 17, 2024	7:18	7:30	12:00	13:00	17:34	9.07
Thursday, July 18, 2024	NO WORK					0.00
Friday, July 19, 2024	NO WORK					0.00
Saturday, July 20, 2024	Rest Day					0.00
Sunday, July 21, 2024	Rest Day					0.00
Monday, July 22, 2024	6:58	7:30	12:00	13:00	17:35	9.10
Tuesday, July 23, 2024	7:26	7:30	12:00	13:00	17:30	9.00
TOTAL:						245.63

Pepe Ocampo

ANGELA GRACE M. TOLENTINO
Sr. M. Associate



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APPENDIX E

Parental Consent



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Management
System
ISO 9001:2015
www.tuv.com
ID: 9108052079

Email Address: ursmain@urs.edu.ph /urs.opmorong@gmail.com
Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910, 8401-4911; 8539-9957 to 58

PARENTAL CONSENT FOR STUDENT INTERNSHIP

I hereby willingly and voluntarily give consent to Jarius Miguel C. Ballesteros a Bachelor of Science in Computer Engineering student from College of Engineering, URS Antipolo Campus to undergo 240 hours of student internship at D&L Industries from June 03, 2024.

I have considered the benefits that my child will derive from undergoing OJT/internship, with the understanding that due care and precaution will be observed to ensure the comfort and safety of the intern/student to this activity and that I shall not hold the parties responsible for any untoward incident that may happen beyond their control.

Conforme:

MARIA C. BALLESTEROS

Parent/Guardian

JARIUS MIGUEL C. BALLESTEROS

Student Intern

Recommending Approval:

ENGR. MICHAEL PASCUA
Dean, College of Engineering

DR. IMEE E. FLORES
Campus SDS Coordinator

Approved:

DR. DANILO M. PASCUAL
Director
URS Antipolo Campus

SUBSCRIBED AND SIGNED BEFORE ME
THIS DAY OF MAY 30 2024
AT ANTIPOL CITY

UNIV-OJT-F-04

DOC. NO. 280
PAGE NO. 44
BOOK NO. XXXIV
SERIES OF 20 M

Rev 00
NOTARY PUBLIC
UNTIL DE 31, 2025
Effectivity Date: January 18, 2022
APPOINTMENT NO. 24-29, ROLL OF ATTORNEY NO. 66089
I.P. CR. NO. 37535/12-21-23
PTR NO. 912440/01-02-24
MCB COMPLIANCE V10016020/04-21-22
NO. 83 CIRCUMFERNENTIAL RD. SAN JOSE, ANTIPOL CITY



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APPENDIX F

Internship Recommendation Letter



OJT/INTERNSHIP RECOMMENDATION LETTER

May 21, 2024

Angela Grace M. Tolentino (Angel)
Sr. Human Resources Associate
D&L Industries, Inc.

Dear Ma'am,

Greetings in the name of peace and good will!

The bearer, Jarius Miguel C. Ballesteros, is a student in the University of Rizal System and presently enrolled in the SIT 1E This subject is a pre-requisite academic requirement leading to an undergraduate degree, Bachelor of Science in Computer Engineering

As part of the requirements in this subject, he/she is required to render 240 Internship hours to your institution within the Intersem, AY 2023 – 2024. This will expose the student to the myriad demands that face Computer Engineering practitioners, and will provide significant opportunity to apply the knowledge obtained through course work.

Relative to this, may I respectfully request your office to accommodate the said student to hold his/her Internship in your office and designate him/her immediate supervisor as mentor.

Your meritorious response regarding this matter is highly appreciated.

Thank you very much.

Very truly yours,

ENGR. JOHN DENNIS Z. ESPIRITU
SIPP Coordinator

Noted:

ENGR. MICHAEL L. PASCUA
Dean, College of Engineering
5-27984

UNIV-OJT-F-01

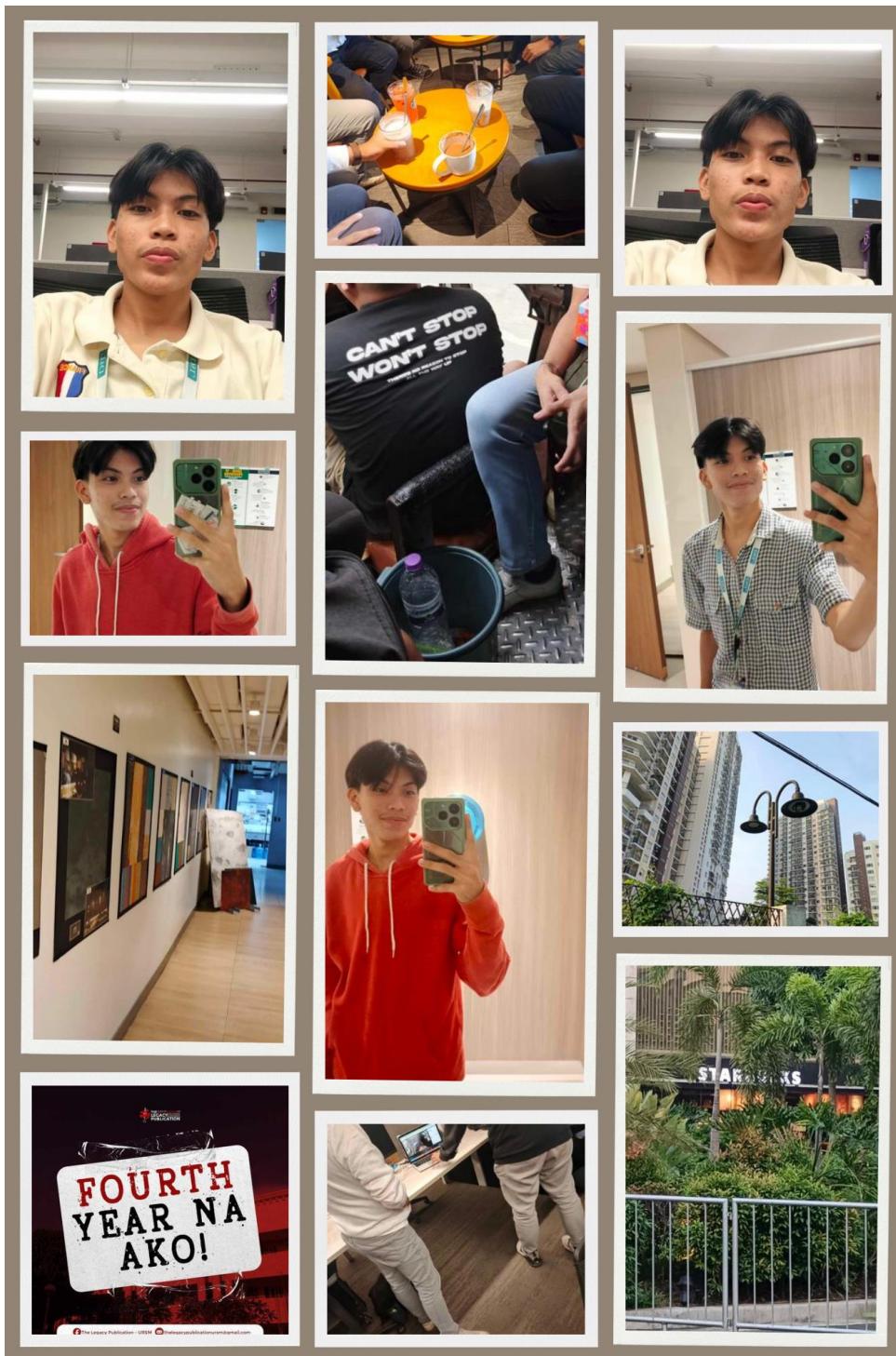
Rev 00

Effectivity Date: January 18, 2022



APPENDIX G

Picture of Memories





APPENDIX H

Curriculum Vitae



JARIUS MIGUEL C. BALLESTEROS

📞 09667148056

✉️ jrsmglctpngblstrs@gmail.com

📍 Sitio Pantay, Barangay San Jose, Antipolo City

PROFESSIONAL SUMMARY

Computer engineering student with expertise in software development, hardware design, and system optimization. Experienced in programming languages such as Vb.net, C++, and Python with a focus on creating scalable and efficient solutions. Skilled in hardware architecture, including microprocessors, circuit design, and embedded systems.

EDUCATION

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

University of Rizal System Antipolo Campus

2021 -PRESENT

GENERAL ACADEMIC STRAND

Marcelino M. Santos National High School

2019 -2021

SKILLS

- Knowledgeable in basic programming languages such as HTML, CSS, Java script, and VB.Net as also as C++ and python and have a firm foundation in databases such as MSSQL and MySQL.
- My soft skills are communication skills, knowledgeable, trustworthy, hardworking, socializing

KEY ACHIEVEMENTS

- 1.575 Average in my third year in the first semester at the university.

PROJECTS/ PUBLICATIONS AND ROLES

- Hotel Reservation Management System (A back end and front end)
- Bless the city church website (A front end interface website)
- Movie Booking Website (A Back-end developer that includes database)
- Cafe POS (A front end of visual basic project)

LEADERSHIP SKILLS

- USSG Chairperson on Operations and Planning School Year 2022-2023
- USSG College of Engineering Representative School Year 2021-2022