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COLLEGE OF TECHNOLOGY

ON-THE-JOB TRAINING JOURNAL

Submitted to

OJT Department

Cebu Technological University

TUBURAN CAMPUS
Campus/College

Cebu, Philippines

Leonardo Albit
Name

Course: BS IN INFORMATION TECHNOLOGY

Year & Major: 4TH YEAR PROGRAM: NIGHT

July 2022
Date Submitted

APPROVAL SHEET

A journal of "ON-THE-JOB TRAINING: <u>Online training. seminars and self help modules</u>" prepared and submitted by <u>Leonardo Albit</u> in partial fulfillment of the requirements for <u>BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)</u> has been examined for acceptance and approval.

<u>JOHNREL M. PAGLINAWAN, MIT</u>
OJT Coordinator

<u>JAE-AN V. SARUCAM, MIT</u>
College Dean/OJT Chairman

Approved by the Committee with a grade of _____

JOURNAL COMMITTEE

Accepted and approved in partial fulfillment of the requirements for the <u>BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT).</u>

<u>JOHNREL M. PAGLINAWAN, MIT</u>
OJT Coordinator

<u>JAE-AN V SARUCAM, MIT</u>
College Dean/OJT Chairman

<u>July 2022</u>
Date

ACKNOWLEDGEMENTS

For her support during this journey, my dear wife Mary Jane Montebon deserves my sincere appreciation. I couldn't have done what I've done without your assistance. Sincere gratitude to you for inspiring me to finish the modules and for your unwavering love and support.

To everyone who has supported me thus far. I thank you!

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A.PERSONAL DATA				2"x2" Photo
First Name:	Leonardo Jr			
Last Name:	Albit			
Middle Name:	Alba			
Course,Major, Yr & Sec.	Bachelor of Science in Information Technology 4 - C			
Gender:	(/) Male (__)Female	Age:	31	
Current Address:	Poblacion II, Tuburan, Cebu			
Provincial Address:	Poblacion II, Tuburan, Cebu			
Tel. No.:		Mobile No.:		
Birth Date:	October 9, 1990	Birth Place:	Quezon City	
Civil Status:	Married	Religion:		
Citizenship:	Filipino	Email Address:	leonardojr.albit@ctu.edu.ph	

B. FAMILY DATA			
Father:	Leonardo Albit	Occupation:	-
Mother:	Virginia Albit	Occupation:	-

C. HEALTH DATA			
Blood Type:	AB+	Weight:	85 Kg
Height:	175 cm	Health Problems:	-

D. SCHOLASTIC DATA			
PARTICULAR	-	VOCATIONAL	-
School:	-	-	-
Address:	-	-	-
Year Graduated:	-	-	-
Honors/Awards Received:	-	-	-

E. WORK EXPERIENCES			
POSITION	INCLUSIVE DATE	COMPANY	ADDRESS
Web Developer	April 2012 - May 2020	Freelance	Freelance
Web Development Instructor	May 2022 - Current	Kredo	IT Park, Lahug, Cebu City
Incident Coordinator	May 2020 - Current	PicnicHealth	1Nito Bldg., Ayala, Cebu City

F. SPECIAL SKILLS
-

G. CHARACTER REFERENCES (not related to you)			
Name	Position	Address	Contact No.
-	-	-	-
-	-	-	-
-	-	-	-

H. INCASE OF EMERGENCY, PLEASE NOTIFY:

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Name	Address	Contact No.
Mary Jane Montebon	Poblacion II, Tuburan, Cebu	09458651181

Comm. Tax Cert. No.: _____ Issued At: _____ Issued On: _____ _____	I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge and belief. _____ Leonardo Albit Signature of Student-Trainee

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ON-THE-JOB TRAINEE INFORMATION SHEET

DAILY/WEEKLY/MONTHLY REPORT

Name of Student Trainee :	Leonardo Albit	
Course Year & Major :	BSIT	Inclusive Date:
Conducted/ Sponsored By:	CTU - Tuburan	Apr 7, 2022
Summary of Activities:		Learning/Insights:

Summary of Activities	Learning/Insights
Time Management • Time handling skill • The importance of time management • Procrastination • Time management requires extra effort	**Time handling skill:** Is a trait or skill that can be learned and is beneficial for both personal and professional growth. **Take a break so you don't break:** Finishing up a task is always our end goal. But, let's try to pause for a bit and give ourselves a well deserved break. Even machines tend to break with non-stop work; so take that sweet break. **There is (at least) no issue with procrastination:** You don't work yourself to the

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	bone every day and exhaust yourself by the end of the week. Let's plan how we will split up our time so that we may work and rest. Delaying anything is OK, but not for too long.
Prepared by: **Leonardo Albit**_____ Student Signature Over Printed Name	

Narrative Report Dated 04/07/2022

Time Management

Not many people can maintain their productivity throughout the day. How many hours you spend on a project can be difficult to quantify. What's worse is that it can encourage procrastination (sort of a good and bad). Let me explain. People naturally put off doing things. People who put off doing anything till the last minute (procrastinating) tend to finish it much more quickly and effectively, especially if you've kind of "mastered" your employment.

There are several ways and types of productivity. To put things off is one of them. Yes, procrastinating may also be fruitful. Let me give you an example: you spend hours in front of the computer staring at the codebase while attempting to fix a certain bug. That can be really exhausting; people who are too mentally worn out tend to be less productive. We comprehend the need to complete tasks as quickly as feasible. However, with the potential for burnout while working on a project or

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activity. The cost is never justified.

So, on the topic of time management. It was noted by the speaker to always set a time for every task that you are working on. Yes, and I could not disagree more. Juggling from task-to-task is not always advisable, hence, setting up an appropriate amount of time for a specific task is always good.

A good time management skill will always come in handy. Yes, managing time correctly can be rewarding. This means less backlog (work), less stress and more self time.

Lastly, make time management a habit not only it will help you stay productive as a professional but as an individual as well.

As a closing remark we were reminded by the speaker to always manage our day efficiently to avoid unforeseen events such as delay in submission, work backlog etc.

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DAILY/WEEKLY/MONTHLY REPORT

Name of Student Trainee :	Leonardo Albit	
Course Year & Major :	BSIT - 4C	Inclusive Date:
Conducted/ Sponsored By:	DICT - Region VII	Apr 1, 2022 - Apr 3, 2022
Summary of Activities:		Learning/Insights:

Summary of Activities:

First day 04/01/2022

Internet media

- What is Media?
- Traditional media vs Internet media
- The effects of social media
- The proper way of using social media

First day 04/02/2022

The Internet

- Origin of the Internet
- Internet as part of people's necessity
- The advantages of Internet in business
- Netiquette
- The dark side of the Internet

Learning/Insights:

Social media

A fun way to interact with your friends and families online. The social application that allows us to interact with strangers online.

Media

Can be considered as a medium in delivering or passing on some information towards the people. Media also plays an important role in society. By spreading awareness through its preferred channel.

Internet

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First day 04/03/2022

Information Literacy

- The importance of Information
- How information is the new gold mine.
- Mishandling information
- Introduction to PII
- Steps to mitigate information related crimes.

The tool that has been determined to be a part of human necessities. This tool benefits individuals, businesses, and other types of organizations. Businesses use the Internet's power to grow and expand their operations online. People use the Internet as a means of communication. This bridges the gap between locations.

Netiquette

It serves as a guide for how to behave correctly online, not as a regulation that must be obeyed.

Cyberbullying

Is a form of harassment done online. Cyberbullying is something that most people would not tolerate.

Information literacy

Is an act of understanding the significance of handling specific

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	information. Mishandling information can lead to a larger issue.
	Personal Identifying Information (PII) Is a term used by medical professionals or anyone who works with confidential information. This information is never given to an unauthorized person. As a result, we keep personal information private as well. Avoid posting your date of birth, mother's maiden name, email address, address, and other personal information online. Someone may feast on this information without you knowing.

Prepared by:

Leonardo Albit_____
Student Signature Over Printed Name

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Narrative Report Dated 04/1/2022 - 04/03/2022

This was a three (3) parts seminar for Internet media and Information literacy.

On the first day, the speaker discussed the idea of Internet media and made comparisons between then and now. Social media is a potent tool that the speaker noted can be used for good or for harm (like a double edge sword). Additionally, it was discussed how important the media is to informing the public. The speaker also makes a distinction between positive and negative media, giving examples of how a piece of writing may change someone's life. Additionally, they discussed the concept of social media and how it is influencing our day-to-day lives. They discussed the dangers of being exposed on social media, the effects of uploading incorrect content, etc.

The presentation on day one went well overall. In essence, we obtain a better knowledge of how social media and online media operate.

The second day's presentation covered the Internet. They also give its background and original intent. The speaker also covered how to use it correctly.
The hierarchy of needs can be thought of as including the Internet, it was remarked. The Internet is currently seen as one of peoples' essential necessities. due to the way information travels from many sources.
For instance, the company's expansion would not be possible without the Internet. They draw attention to the fact that the Internet connects companies located in several time zones.

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The use of netiquette was also mentioned by the speaker (Internet etiquette). It serves as a guide for how to behave correctly online, not as a regulation that must be obeyed.

The speaker also brought up cyberbullying, a negative aspect of the internet.

Yes, cyberbullying is widespread online, particularly on social media. It should never be tolerated, the speaker states outright. There are, however, a finite number of ways we can prevent this.

Overall, day 2 came to a close and gave us something new to explore. a different viewpoint on the Internet.

Day 3 information literacy. The final day of the three-day webinar. It was a brief but fruitful experience for all of us.

The speaker began by asking, "How do we understand how information works?"

Information, on the other hand, is like an unfinished painting full of lines, erasures, and scribbles. Basically, information would be meaningless. However, when everything is in order, it makes sense.

Mishandling information, according to the speaker, can lead to a larger problem. Mishandling information occurs when a medical healthcare provider provides personal identifying information (PII) to someone who is neither a member of the authorized organization to collect such data nor a direct family member. Now, the information that was provided can be used by an individual to commit fraud or worse.

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I can sum up day three into three (3) major categories.

1. Never share your information online.

2. Always check the legitimacy of the obtained information.

3. Be careful who you interact with online.

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RATING SYSTEM
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DAILY/WEEKLY/MONTHLY REPORT

Name of Student Trainee :	Leonardo Albit	
Course Year & Major :	BSIT - 4C	Inclusive Date:
Conducted/ Sponsored By:	Udemy	Apr 25, 2022
Summary of Activities:		Learning/Insights:

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SDLC (Software Development Life Cycle)

- Concept behind SDLC methodology.
- Ways to efficiently develop a project.
- Types of SDLC method.
- Choosing which methods suit your project best.

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SDLC

Using models and methodologies, the software development life cycle is a task that defines the framework and is used to assess the project's adaptability and scalability.

Prototyping

A method used in the SDLC to duplicate the project (unfinished). This model will be tested before its functionality is added to the finished product.

Scalability and Flexibility

Scalability is the product's capacity to deal with payload. The payload might be little or

</td></tr>
</table>

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	huge yet the ultimate objective is the product ought to have the option to adjust without breaking. **Flexibility** is the software's capability to adjust to any given hardware. A good software can be flexible to any environment (faster computing process or slower computing process). This assures the user that their devices are compatible with software.
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Narrative report on SDLC - online course | Dated 04/25/2022
SDLC Methodology

(Software Development Life Cycle)

This self-help lesson explains the fundamental principles of how software is created and maintained. The training provided an overview of the SDLC paradigm and how it might impact the development of your program.

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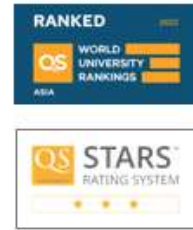
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The use of AGILE, SCRUM, RAD, and other prototyping techniques is also covered in detail in the module.

Additionally, it discussed the various SDLC phases and forms. It also discusses the benefits and drawbacks of employing a certain kind of SDLC.

Scalability and flexibility were discussed during the workshop. Based on such criteria, the presenter described how software can operate for longer periods of time.

These are some examples of SDLC model types:
Agile, big bang, fish, waterfall, v-models, iterative, spiral mode, agile, RAD, and software prototype models.

Choosing which model will work best for a given project can be challenging given the variety of models available. It makes sense that certain models could yield fewer results than others.

Overall, the presentation helped me understand better which models to apply based on the demands of the organization. It largely depends on the business or person implementing the model that you choose.

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DAILY/WEEKLY/MONTHLY REPORT

Name of Student Trainee :	Leonardo Albit	
Course Year & Major :	BSIT - 4C	Inclusive Date:
Conducted/ Sponsored By:	freeCodeCamp	May 1, 2022 - May 31, 2022

Summary of Activities:	Learning/Insights:
Bash scripting ● Revisiting UNIX command. ● How to set up a bash environment. ● How to deploy bash in a non LINUX environment. ● Script to automate a simple task (i.e download)	**Scripting** Is a technique that involves sets of instructions for a step-by-step execution. This includes tasks automation, server logging/monitoring etc. **UNIX commands** These are commands commonly used in Linux to interact with directory, create/remove/update a folder/file and many more. These commands are also available on MacOS since the architecture of mac is built on Linux. **Script to download a file in specific directory**

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	!#bin/bash touch <file>.sh chmod +x <file>.sh wget <url>/<root>/<folder_directory> /<file_extension>
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Narrative report on Bash Scripting - Online Module | Dated 05/01/2022 - 05/31/2022

Bash Scripting

This is a self help module that introduces the use of Bash Shell Scripting. My goal in learning bash is to enhance my scripting skill and to automate my day-to-day task. Bash is a command language interpreter that uses UNIX as its architecture. Prior knowledge with Linux is a prerequisite to be able to understand the basic terminology used in the module.

Bash is commonly used by infrastructure engineers to better understand what's happening in the backend. I use this as part of my testing automation. The script that I normally write is to ensure that all of my tests pass.

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There are different types of bash commands. I would not list all of them. However, these are the CLI commands that I normally use.

Touch, Mkdir, LS, chmod, !# , rm, cd, pwd.

Just like regular programming languages bash also offers functions, loops, arrays, pointers, memory allocation etc.

The module also included advanced ways of using bash scripts like automatic backup of data.

Though the duration of the module is short I was able to integrate most of my learning for all of my projects both personal and professional.

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DAILY/WEEKLY/MONTHLY REPORT

Name of Student Trainee :	Leonardo Albit	
Course Year & Major :	BSIT - 4C	Inclusive Date:
Conducted/ Sponsored By:	CourseBank | Project Sparta	May 1, 2022 - May 31, 2022

Summary of Activities:	Learning/Insights:
- Perform basic spreadsheet tasks. - Create graphs/data models to produce a clean and reliable data. - To create a basic computation using functions. - Manipulate data using vlookup, hlookup and conditional functions.	**Spreadsheet task** A term used in data analytics to sort/gather/compile the data into a much more reader friendly format. **Microsoft Excel** A tool created by Microsoft that basically performs computation, graphing tools, pivot tables and macro programming (apps script in Google Script) **Functions** Just like in programming Excel has its own set of functionality. These functionalities can help the user ease out complex computation.

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	Data Analytics Is a process of inspecting, creating and cleaning the datas and giving a meaning out of the sorted data. Data Analytics also involves simple to complex algorithms depending on a certain task.
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Narrative report on Essential Excel Skills for Data Preparation and Analysis | Dated 05/01/2022 - 05/31/2022

The objective of this module is to:

- Perform basic spreadsheet tasks that may be used to have better efficiency and productivity in carrying out business tasks;

- Professionally use Excel/Spreadsheet in creating visualizations and summary of data through tables, charts and graphs; and

- Be proficient in Excel calculations using various functions and formulas that will strengthen business reports and analysis.

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Since this is a 5 week self help training I decided to slowly pace myself into learning this tool. Though, I have prior experience with Excel and Spreadsheet. I still think this training will help me gain more relevant experience (Data Analytics wise).

The discussion from Week 1 and 2 is pretty similar. Basic functionalities were introduced during those weeks. Functionalities like:
count, counta, countif, COUNT, COUNTA, and COUNTBLANK Functions; MAX and MIN Functions: IF Function; VLOOKUP and HLOOKUP.
Week 2 introduces conditional formatting which basically executes if a certain `keyword` or `conditions` were met. Example: Change the color of all rows to **red** if the number is < 1.
We also did basic excel navigation to be familiar with the user interface of Excel. Though, I want it to be interactive, since it was pre-recorded there's nothing else for me to do. Still, I enjoyed the presentation. It was well put and I got plenty of information out of that.

Week 3 we had a demonstration. We were tasked to create a report using these as its parameters: Y2K Problem; NOW and TODAY Functions; YEAR, MONTH, DAY and WEEKDAY Functions.
I was able to finish in no time; but the waiting time for my peer to review my work took so long (2 days) before finally moving on. I think that the downside of this lesson is the peer review; sometimes your peer might give a less than passing score (< 80%). Which means you have to retake the entire test then wait again for another day or two for it to be reviewed. That was pretty exhausting actually.

The remaining weeks are practical exams/activities pretty similar to week 3 but that time we needed to upload our work to a specific repository.

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It was basically to test your overall knowledge in Excel. The exam covers from week 1 - 5 which is okay. I ended up finishing the activity after 1 day luckily I didn't have to for weeks before my peers gave me their assessment.

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DAILY/WEEKLY/MONTHLY REPORT

Name of Student Trainee :	Leonardo Albit	
Course Year & Major :	BSIT - 4C	Inclusive Date:
Conducted/ Sponsored By:	CourseBank | Project Sparta	Jun 1, 2022 - Jun 30, 2022

Summary of Activities:	Learning/Insights:
SQL for business ● SQL refresher. ● What are queries and the use of SQL. ● Different types of Database Management Systems. ● What are aggregates. ● What is CRUD operation in SQL? ● JOIN vs UNION ● Proper use of Subquery.	**SQL** Structured Query Language is a language used as a programming language used to retrieve, manipulate and clean up data. SQL is the standard language used in RDBMS, ORDBMS, DMS. **Syntax** Are keywords or reserved words used in SQL. These keywords are set in the English language for the user to understand its use. **Queries** A query is a question, regularly communicated formally. A database query can be either a select question or an action

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query.

CRUD

A basic operation performed in SQL. CRUD is the acronym of **Create, Read, Update and Delete**. This operation is widely used in RDBMS.

Aggregates

An aggregate function calculates or performs a calculation on multiple values that gives a single value as a result. Aggregate functions have the following keywords: SUM, MIN, MAX, AVG etc.

Subqueries

Subqueries are queries inside of a query. So basically a SELECT inside SELECT, this creates a temporary table that can be used and reused within the query. The concept of a query inside a query might seem simple, but it can be

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	a hard concept to truly understand.
Prepared by: **Leonardo Albit_____** Student Signature Over Printed Name	

Narrative report on SQL for Business - Online Module | Dated 05/01/2022 - 05/31/2022

SQL for Business Users

This is still part of a self learning module. As a prerequisite of this course we are expected to:

- gain basic SQL programming background including databases, tables and other data processing algorithms;
- be able to write SQL code to build database structures and process data with various conditions from multiple tables using different types of join and with row and aggregate functions;
- retrieve data using subqueries and set operators, which can be used in data mining and analytics; and
- perform aggregation and use popular SQL functions.

Week 1 reviews about the basics of SQL: Syntax, logic, CRUD operation and basic RDBMS structure.

There's nothing really special that happens on Week 1. The peer review is still a

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hassle because of the approval that would take days to complete; but once you pass that everything is smooth sailing afterwards. They also gave an activity/exam to refresh our SQL syntax and logic; the exam consisted of three sets of word problems involving basic CRUD operation and other aggregates.

Week 2 and 3 are basically similar. Both are the topic of advanced SQL. New keywords were introduced during this session: JOIN, COUNT, SUM, MIN, MAX, GROUP BY, HAVING and UNION.
We did a bunch of activities to integrate what we have learned so far. The activities are quite alright, not too difficult but manageable. However, when it comes to peer review others might misinterpret your answer. For example: Write a SQL query to join two tables together and only return a certain column.
First, there are plenty of ways to solve this issue. Second, though JOIN may be an optimal solution for this. The reviewer marked it down and said UNION should be optimal for this. Now, we're looking at the run-time in ms (The total time it takes to return a query using a specific keyword. I think JOIN would be optimal. Because, the query will only look at the joined columns vs the UNION where the query will also include the row.). Nonetheless, I was able to pass the exam but was sad that the reviewer only thinks of a single solution to a vague problem.

Week 4 and 5 are practical use of SQL. Subquery was introduced during the session, while subquery creates a temporary table. This table can only be used inside the query. Subqueries are perfect when you want to get a certain data without actually calling a different column. For example: Create a query to return all products and prices from the existing user. So the query should look something like this.

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```
with customer as
(SELECT id from customer)
SELECT * FROM products p LEFT JOIN prices pr ON pr.id = p.id WHERE
p.customer_id = customer;
```

Yes, I still need this to be reviewed by my peers. Which literally took me 3 days before I proceeded and received my certificate. The experience was pleasant but the peer reviews were horrible to say the least. I did learn a lot and it helped me ease out my current job.

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DAILY/WEEKLY/MONTHLY REPORT

Name of Student Trainee :	Leonardo Albit	
Course Year & Major :	BSIT - 4C	Inclusive Date:
Conducted/ Sponsored By:	GitHub	Jun 1, 2022 - Jun 30, 2022

Summary of Activities:	Learning/Insights:
30 days React JS challenge • Recap on Javascript. Arrays, functions, data types, events, DOM and data structures. • How to set up react environment • How to install react using NPM (Node Package Manager) • What are virtual DOMs. • React components vs regular components. • States vs Property. • How to handle API. • CRUD operation using ReactJs.	**Javascript Framework** JavaScript code libraries that have pre-written code to use for routine programming features and tasks. It is literally a framework to build websites or web applications around. **React JS** Is a popular front-end framework that uses reusable components to build a user interface. React is also widely used due to its popularity, active community and evolving nature. **DOM** Is a constructed tree of objects or simply an object that is

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manipulated to perform a certain task. DOMs are connected with HTML, JS can freely manipulate the value of the element to set it as dynamic.

Objects, Classes and Functions

Objects are entities (stand alone) that have their own property, state and type. Example a ball is an object because it fits in the three categories that describes an object.

Classes

Just like in regular OOP, classes are the templates to define/identify JS objects. Of course, when we create a Class all objects that were created inside the class shall be instantiated. We do that by creating a construct. Construct basically initializes the value of created objects.

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	Functions
	Is a block of code designed to perform a particular task. For example: Function to calculate two numbers

	`function sum(a,b){`
	`return a  + b;`
	`} // noticed that we created two parameters inside of the function.`

	So when we call that function it is expecting to have two parameters attached to it.

Prepared by:

Leonardo Albit_____
Student Signature Over Printed Name

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Narrative report on 30 Days of React JS Challenge - Online Training | Dated 06/01/2022 - 06/31/2022

30 days of React (Front End)

I spent the rest of OJT period understanding and building react projects. I'm pretty familiar with Javascript; but was not able to create a project with React. Well, basically it is a library used for building reusable UI components.
React is probably one of the most used Javascript libraries as of today other than JQuery. As a prerequisite to this self learning module participants must be able to understand and manipulate DOM freely. Since this is a code base type of module the learning insight will be a snippet of a code.

Since this is a 30 days challenge to understand the basics of react. My end goal here is to create a generic to-do-list app that will integrate all of the techniques and logic based on the module.
A React application is an aggregation of components. I use JavaScript functions or classes to make components. If we use a function, the component will be a functional component, but if we use a class, the component will be a class-based component.

Components can be structured this way:
- Functional Component / Presentational Component / Stateless Component / Dumb Component
- Class Component / Container Component/ Stateful Component / Smart Component

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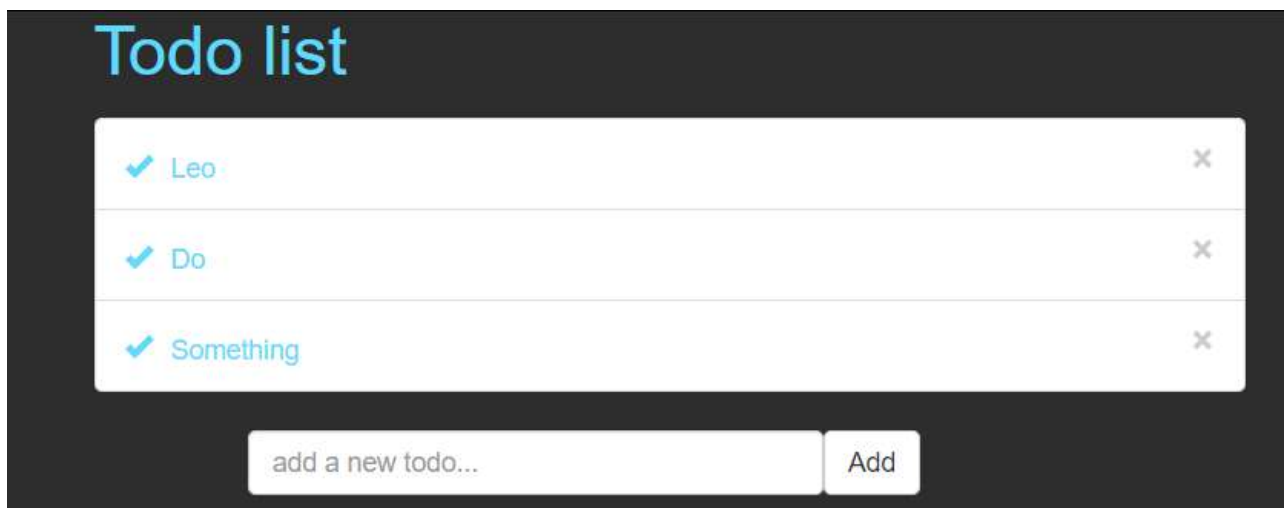Tel. No.: +6332 463 9313 loc. 102

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I had to skip Days 1 - 5 since it's basically a refresher on how components, state and DOM works. Same goes for other days, there were some topics that were explained in plain Javascript so I didn't have a hard time understanding them.

Fast forward to day 20, this is the time that I created my personal to-do-list using React. Though I was tempted to use regular JS to finish the task, however, I'm determined to finish it using React. 2 days had passed before the to-do-list app was completed. Really satisfied with the result, because it came out as expected.

I'm still finishing up the react challenge as there are more items left like debugging, and changing the state of props.
Below is the snippet of my to-do-list app. Made using HTML, Bootstrap and React.

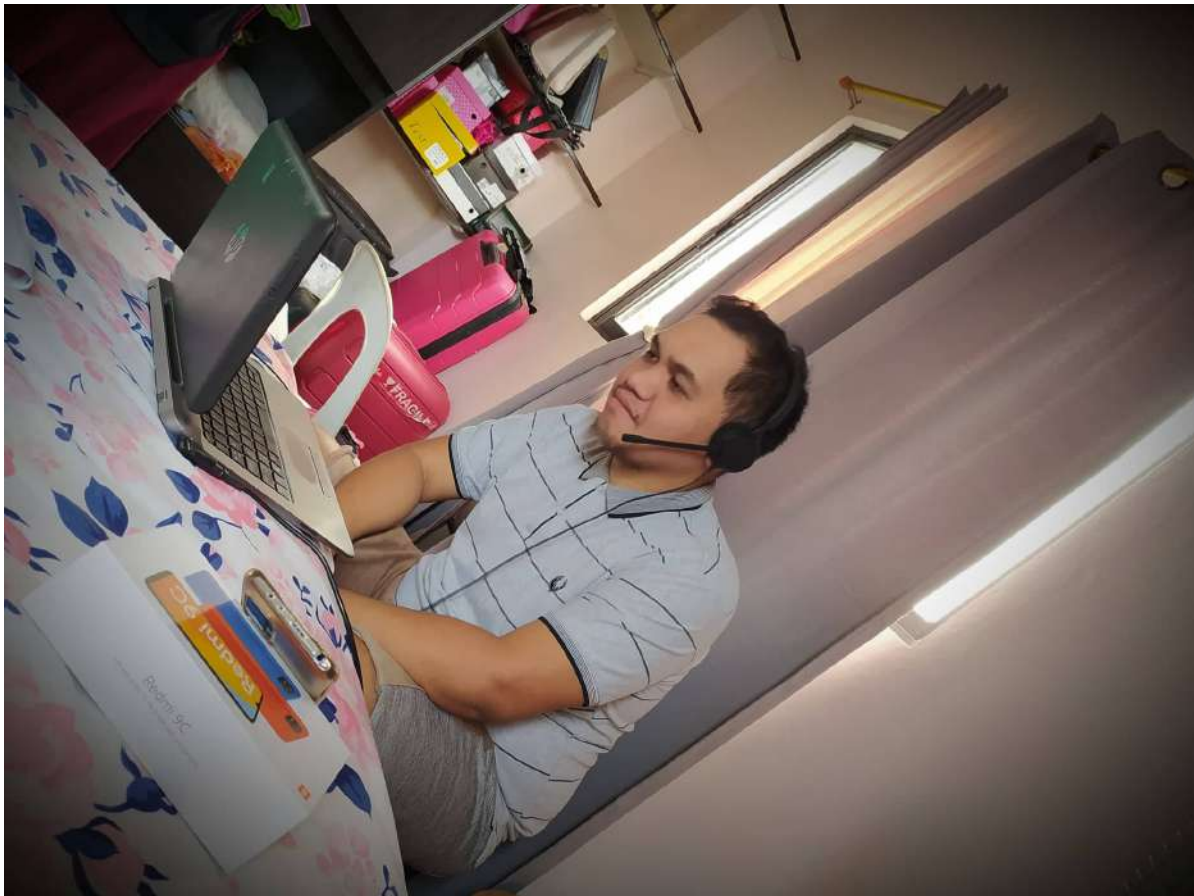Republic of the Philippines
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SUMMARY / CONCLUSION

The last few months since I started this self-help module / training on . I've already noticed that I do all this on a daily basis. Code writing, debugging, testing before going to production. Such training can be overwhelming for some, but the rewards you receive when you complete / complete a module are really rewarding.

One of the benefits of this activity is the evolution of technology. These resources will help you understand that you need to improve your developer skills to stay relevant in the industry.

We strongly encourage you to interact with the participants. This is because the self-help module may eventually be deprecated. I found it really interesting to learn more about new technologies. The fact that you can never rely on your current skills may be replaced by something new. So learn every day and keep up with trends.
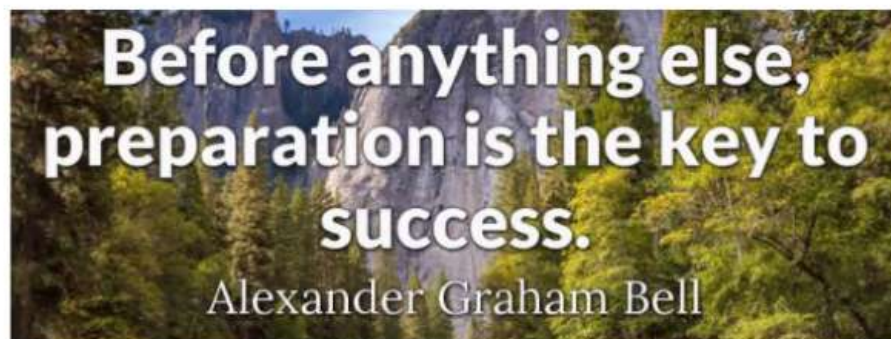
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APPENDICES
(Pictorials in the Training Area)
Make sure to write a description in each of the pictures.

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Coding Interview / Challenge

I was given the opportunity to participate in an online coding challenge using PHP.

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Setting up Bash environment on Mac

My attempt to create my first script in bash. This script will help me automate my day-to-day tasks.

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Time Management

To become a better professional by properly utilizing time management.

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AWS Cloud information Seminar

Conducted via Facebook live

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Coding challenge - ReactJS

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DICT - Seminar on Tech Trends

Conducted via Facebook live

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Other Documents
(Certificates and more)

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Certificate of attendance in Internet Media and Information Literacy

CERTIFICATE
— OF ATTENDANCE —

is given to

Leonardo A. Albit Jr.

for attending the online webinar entitled **"Internet Media and Information Literacy"** under Free Wi-Fi For All Project of the Department of Information and Communications Technology (DICT) - Region 7 conducted on March 29, 2022.

Given this 18th day of April 2022.

Mr. Frederick DC. Amores
OIC, Office of the Regional Director
DICT Region VII

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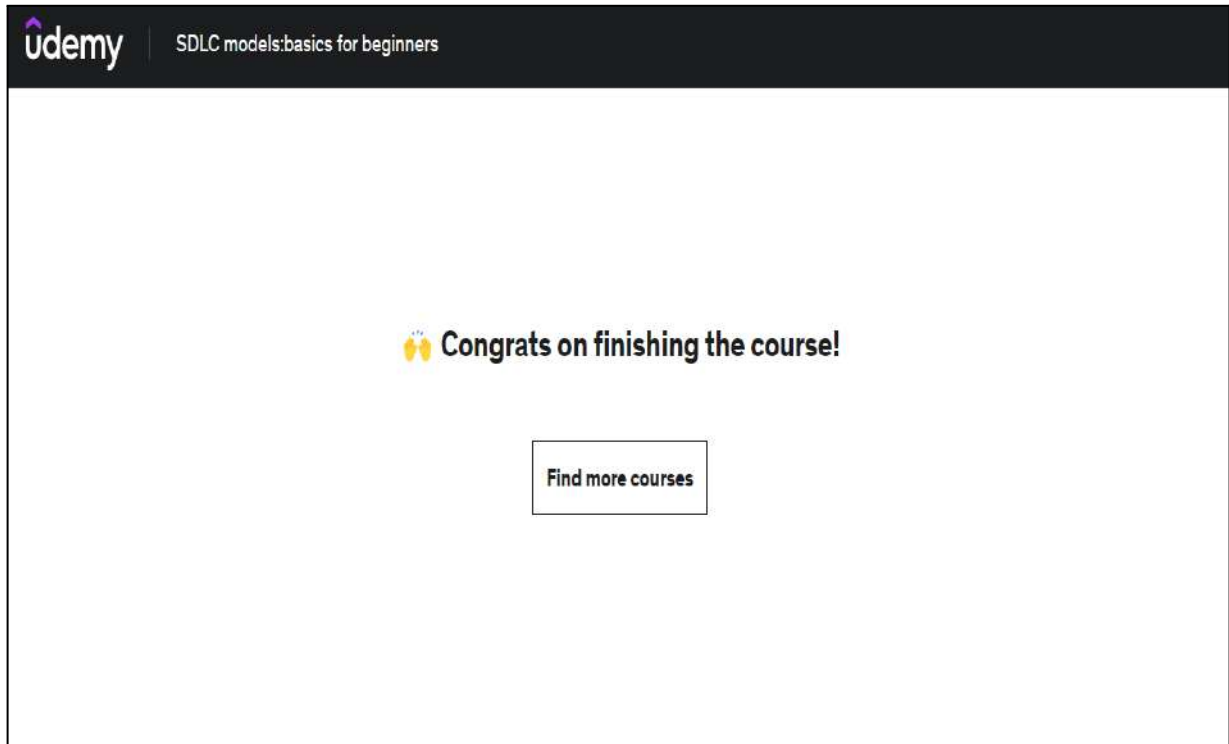**CEBU TECHNOLOGICAL UNIVERSITY**
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Certificate of Participation in Time Management

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Certificate of Completion in SDLC - uDemy

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Honor Certificate in Essential Excel Skill for Data Preparation and Analysis

Honor
Certificate

Certificate ID Number: 6a5a8679f28b41048bb33e8e5a7dc245

This is to certify that

Leonardo Albit

successfully completed and received a passing grade in

Essential Excel Skills for Data Preparation and Analysis

conducted by Development Academy of the Philippines under Project Smarter Philippines through Data Analytics, R&D, Training and Adoption through Coursebank.

Training Hours : 50

ATTY. ENGELBERT C. CARONAN JR, MNSA
President and CEO
Development Academy of the Philippines

coursebank

Professional Certificate

Issued On: May 15, 2022

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Honor Certificate in SQL for Business Users

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Resumé

Leo Albit

Guadalupe, Cebu City
0945-496-7996
snzleo@gmail.com
https://github.com/jasperonin/
https://leo-albit.portfolio.com

EXPERIENCE

Convergys, 9F Jose Maria del Mar St, Cebu City, Cebu
— *Technical support representative*

Oct 2012 - Nov 2015

Providing customer support via phone call, email and chat.

Oncall Computer Technician, Cebu City, Cebu

2012 - Present

Fixing computers for the client.

Freelance Web Developer, Cebu City, Cebu—
Web Developer

April 2014 - May 2020

Designed and created user–friendly websites for our clients.

Established an interactive website to guarantee traffic, create user experience and page views.

PicnicHealth, Cebu City — *Incident Coordinator*

May 2020 - Current

Interact and provide support to operations.

Identify bugs and create an incident ticket when necessary.

Helps with software debugging.

SKILLS

HTML

JavaScript

CSS

Bootstrap

PHP

Python

MySQL / PostgreSQL

Sony Vegas

Adobe Photoshop

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Kredo, Cebu City — *Web Development Instructor*

May 2022 - Current

Part time web development instructor. My role is to provide support towards aspiring web artisan by guiding them step by step. Current tech stack: PHP native, PHP OOP, JavaScript, HTML 5, CSS 3, Bootstrap 5 and MySQL.

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SUGGESTED READINGS

I. Tips on Work Habits

- Success is a positive attitude. More people are fired for a poor attitude than for all other reasons. Be willing to meet new people, try new activities, and learn new skills.
- Listen to instructions carefully; repeat them back to check if you heard correctly; ask questions.
- Don't be afraid to ask for advice or training and thank everyone who helps you.
- Ask questions! It is better to ask than to make a mistake because you were afraid to ask.
- Report any mistakes to your immediate supervisor; use the mistake as a learning experience.
- Be able to take criticism; see it as an opportunity to learn something new.
- Dress appropriately; ask about the dress code.
- Arrive early and work until your shift is over. When you're on the job, work on the job.
- If you must be late or absent, phone your supervisor. Miss work for emergencies only.
- Except for emergencies, don't make personal phone calls and don't entertain visitors from your personal life at your work site,
- Keep most personal problems at home, but confide in your supervisor if you can't keep a problem from affecting your work or your demeanor.
- Keep your work area neat.
- Don't just quit. Talk with your supervisor about any discomfort you may be having and try to find a solution.

Personal Traits an Employer Seeks

Learns quickly
Works without constant supervision
Puts in a good day's work
Has self-confidence
Has warmth and sense of humor
Displays mature behavior
Is willing to be flexible
Has integrity and ethics

Why People Are Dismissed

Unable to get along with others
Is dishonest
Is poorly dressed or groomed
Has too many days absent or late
Work is too slow or inaccurate
Will not follow orders
Abuses alcohol or drugs
Does not follow safety rules
Breaks are too frequent or too long

www.career.iupui.edu/workhabits.htm

II. Seven Qualities of High Achievers

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What makes a person a high achiever in life?
Anthony Robbins writes that there are seven characteristics that make a person rise to his potentials:

- o   **Passion.** These people have discovered a consumption reason and purpose that drives them to do and grow. There is no greatness without a passion to be great, whether to be an athlete or a scientist.

- o   **Belief.** Our beliefs about what we are and what we can be will determine what we will be. Narrow worldviews can limit our capacities, whereas belief in what are possible opens the opportunity for accomplishing them.

- o   **Strategy.** A way of organizing resources. It is also knowing what to learn, whom to meet, and what to do.

- o   **Clarity of Values.** Values are specific belief systems about what is right or wrong for our lives. They are judgments about what makes life worth living. Clarity of values and principles is one of the most important keys to achieving excellence.

- o   **Energy.** People who may know what to do and how to do it, but may not have the vitality to pursue it, will not be able to achieve their dreams. This vitality is not only physical but also mental and spiritual.

- o   **Bonding power.** Successful people have the ability to connect and have rapport with people.

- o   **Mastery of Communication.** The way we communicate with others and with ourselves will develop the quality of our lives. One must be able to communicate one's visions and missions.

- Courtesy of Peace Ideas,
A Quarterly Publication of the Peace Center,
Theosophical Society in the Philippines

III. Characteristics of the Ethical Office Professional

A.) Makes Ethical Decisions
Ask yourself these questions:

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1.) If my actions appeared in the newspaper, would I feel okay about everyone reading what occurred?
2.) Is what I anticipate doing legal?
3.) Could I proudly tell my spouse, my parents, or my children about my actions?
4.) Will I be proud of my actions one day, one week, and one year from the present?
5.) Do my actions fit with who I think I am?

B.) Supports Ethical Behavior

Whenever you, as an office professional, encounter someone whose words or deeds indicate that the person does not respond to an ethical organization, take a stand.

C.) Refuses to Engage in Negative Office Politics

D.) Accepts Constructive Criticism

Keep an open mind; realize that you have much to learn and that all of us make mistakes.

E.) Observes Office Hours

Get to work in sufficient time in order to begin work on time.

F.) Accepts Responsibilities

He or she performs these tasks to the best of his or her ability.

G.) Maintains Honesty and Integrity

The ethical employee understands that supplies and equipment belong to the company.
1.) Company supplies (such as pens, pencils, paper clips, disks, and paper) are never taken for personal use.
2.) Company equipment (such as computers) remains on company property unless express permission is granted for business use at home.
3.) Personal mail remains personal; company stationery and postage are not used.
4.) Personal telephone calls (local calls) are kept to a minimum; personal long distance calls are not made on company time and at company expense.
5.) Software is the property of the company; it is not copied or taken home for personal use.
6.) Office copiers are used for the business of the company; personal copies are not made.

H.) Respects Privacy

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QS WORLD UNIVERSITY RANKINGS
ASIA

QS STARS
RATING SYSTEM
★ ★ ★

THE IMPACT RANKINGS
2022 TOP 1001+

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Confidentiality is crucial in a business, and the ethical employee understands and upholds this concept.

I.) Is Open to Change

He or she understands that technology and global competitiveness require constant change.

J.) Is Loyal

The ethical employee is loyal to the company but not in an unquestioning sense.

K.) Keeps the Faith

The ethical employee keeps the faith. The employee understands that changing behaviors is slow but that the commitment to ethics must be upheld even when the organization seems to be mired in behaviors that do not support the stated ethical policies.

IV. 5S Approach for Productivity and Quality Improvement

What is 5S?

"5S" stands for 5 Japanese words all starting with S. But, in the Philippines, someone translated these Japanese words into 5 English words also starting with S. Therefore, it is not necessary to remember 5 S in Japanese. What is important is to understand what it means and practice it rather than just memorizing the words.

Japanese	English	Brief Explanation
SEIRI	SORT	Take out unnecessary items and dispose
SEITON	SYSTEMATIZE	Arrange necessary items in good order for use
SEISO	SWEEP	Clean your work place
SEIKETSU	SANITIZE	Maintain high standard of house keeping
SHITSUKE	SELF-DISCIPLINE	Do things spontaneously without being told or

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ordered

V. Principles from "How to Win Friends and Influence People"

* **Become a friendlier Person**

1. Don't criticize, condemn or complain.
2. Give honest, sincere appreciation.
3. Arouse in the other person an eager want.
4. Become genuinely interested in other people.
5. Smile.
6. Remember that a person's name is to him or her sweetest and most important sound in any language.
7. Be good listener. Encourage others to talk about them.
8. Talk in terms of the other person's interests.
9. Make the other person feel important – and do it sincerely.

* **Win your people to your way of thinking**

1. The only way to get the best of an argument is to avoid it.
2. Show respect for the other person's opinions.
3. If you are wrong, admit it quickly and emphatically.
4. Begin in a friendly way.
5. Get the other person saying "Yes, Yes" immediately.
6. Let the other person feel that the idea is his or hers.
7. Let the other person do a great deal of the talking.
8. Try honestly to see things from the other person's point of view.
9. Appeal to the nobler motives.
10. Be sympathetic with the other person's ideas and desires.
11. Dramatize your ideas.
12. Throw down a challenge.

VI. Tips for Writing an Application Letter

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Application or Cover Letter

The purpose of this letter is to get your enclosed resume read and to generate interviews. Use this type of letter in response to specific job advertisements and vacancy announcements. Your strategy is to demonstrate that your qualifications fit the requirements of the position. Study the position description carefully and decide on one or more themes – education, experience, interests, responsibility, etc. – that show persuasively how well you fit the position. Link major job dimensions with you related past performances and experience.

Template: cover letter

< Your Name >
< Mailing Address >
< Contact Number >
< E-mail Address >

Today's date

Your addressee's name
Professional title
Organization name
Mailing address

Dear Mr. (or Ms.) Last name,

Start your letter with a grabber-a statement that establishes a connection with your reader, a probing question, or a quotable quote, briefly say what job you are applying for.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. You should not summarize your resume. You may incorporate a column or bullet point format here.

Your last paragraph should initiate action by explaining what you will do next. (e.g., call the employer) or investigate the reader to contact you to set up an interview. Close by saying "thank you".

Sincerely yours,

Your handwritten signature

Republic of the Philippines
CEBU TECHNOLOGICAL UNIVERSITY
TUBURAN CAMPUS
Brgy 8, Poblacion Tuburan, Cebu, Philippines
Website: http://www.ctu.edu.ph E-mail: info-tuburan@ctu.edu.ph
Tel. No.: +6332 463 9313 loc. 102

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Your name

Enclosure: resume

VII. How to Prepare an Effective Resume

1. Resume Essentials
Before you write, take time to do self-assessment on paper.

2. The Content of your Resume
Name, address, telephone number, e-mail address
All your contact information should go at the top of your resume.
-Avoid nicknames.
-Use a permanent address. Use your parents' address, a friend's address, or the address you plan to use after graduation.
-Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting.
-Add your e-mail address. Many employers will find it useful. (Note: choose an e-mail address that sounds professional.)
-Include your website address only if the web page reflects your professional ambitions.

3. Objective or Summary
An objective tells potential employers the sort of work you're hoping to do.
-Be specific about the job you want.
-Tailor your objective to each employer you target every job you seek.

4. Education
New graduates without a lot of work experience should list their educational information first. Alumni can list it after the work experience section.
-Your most recent educational information is listed first.
-Include your degree (BSIT, BSEE, BSME), major, institution attended, minor/ concentration.
-Add your grade point average (GPA) if it is high
-Mention academic honors

5. Work Experience

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Briefly give the employer an overview of work that has taught you skills. Use *action* words to describe your duties. Include your work experience in reverse chronological order-that is, put your last job first and work backward to your first, relevant job.

Include:

Title of position
Name of organization
Location of work (town, city)
Dates of employment
Describe your work responsibilities with emphasis on specific skills and achievements.

6. Other Information

A staff member at your career services office can advise you on other information to add to you resume. You may want to add:

-Key or special skills or competencies
-Leadership experience in volunteer organizations
-Participation in sports
-References

7. References

Ask people if they are willing to serve as references before you give their names to a potential employer. Do not include your reference information on your resume. You may note at the bottom of your resume: "References furnished on request."

8. Resume Check-up

You've written your resume. It's time to have it reviewed and critiqued by a career counselor. You can also take the following steps to ensure quality:

Content:

-Run a spell check on your resume.
-Get a friend (an English major would do nicely) to do a grammar review.
-Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and corrected).

VIII. Interviewing Tips

Pre-Interview

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- Don't insist on making your interview at a time inconvenient for the interviewer. If you are told just to drop by, ask for a good time frame. Don't drop in during the lunch hour or too close to closing.

- Think ahead about your skills that are related to the job and be prepared to discuss them.

- Think about ahead about your realistic job needs and be prepared to ask questions related to having those expectations met. Pay and time off should be last on the agenda.

- Know the title and all other available details about the job for which you are applying. Learn something about the company, agency, institution, or department before the interview.

- Dress conservatively. Don't let distractions such as inappropriate grooming or gum-chewing give a bad impression of you. Remind yourself to maintain good posture standing and sitting.

- Don't wear perfume; don't smoke just before or during the interview.

- Have your identity card with you. Know your phone number and an alternate phone number. An email address is helpful.

- Get to the interview a few minutes early. Make sure you know how to get there and allow plenty of time. If necessary, call the receptionist for directions. Go to the interview alone.

The Interview

- As soon as you are in sight of the building where you will be interviewed, consider yourself on the interview.

- Use the interviewer's last name. If you don't know whether the interview is Miss, Mrs., Dr., etc., ask the receptionist. The receptionist should be treated with courtesy also and could be addressed as Mr. or Ms. unless a nameplate indicates otherwise.

- Shake hands if offered; make eye contact and use a firm handshake, but don't crush bones!

- Once in the interviewer's office, don't sit down until asked to do so.

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If offered anything to eat or drink, it is better to decline the offer with a "No thanks."

● Let the interviewer do most of the talking.

● Try to sound enthusiastic; smile. When you have the opportunity, tell the interviewer why you are interested in the job. Show that you know something about the organization's purpose.

● Show a willingness to explore new areas and learn new skills, but don't say "I'll take anything." Be confident but realistic about what you actually can do and want to do.

● Don't watch your watch, but don't try to prolong the interview or hang around afterward.

● Don't tell a prospective employer about the turndowns you've had and don't speak negatively about past employers.

● Don't act disgruntled if you are asked to take employment tests.

● Don't fiddle with objects (pens/pencils/paperclips); keep your hands off the interviewers' desk.

● If the interviewer doesn't ask everything you'd like him/her to know about you, offer the information when you have the opportunity to speak.

● At the end of the interview, ask for the next step. Should you call and when? Or will you be called and when might you expect to hear?

● Thank the interviewer for seeing you. Thank the receptionist for being helpful.

● Go directly home and write a thank-you note to the interviewer.

IX. OJT Precautionary Measures

Precautionary measures refer to the behavior of the student that would not bring disgrace or dishonor to himself/herself, to the College and to the recommending person while undergoing On-the-Job Training.

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Every on-the-job trainee is enjoined to observe the following precautionary measures:

1. Do <u>not</u> operate any equipment unless authorized by your supervisor and/or unless you are confident on your competence to operate such equipment.

2. If given full authority and discretion to operate equipment or manage an operation, work within the bounds of your responsibility.

3. Secure permission/approval from the OJT coordinator if you want to transfer to another company, through a written request stating your reasons for such transfer.

4. Do <u>not</u> bring any company property to your residence unless authorized.

5. Never report for duty under the influence of liquor.

6. Observe strictly the provisions of the Student Handbook and Company Policy Handbook/Company culture.

7. Observe company policies by heart.

8. Refrain from off-duty socialization with superiors, unless work-related.

9. Students demonstrating incapability to perform the standard expectations of a competency may be assigned for OJT at the College Laboratory, for close monitoring by the OJT coordinator.

10. Early enrolment for OJT shall be allowed in order to cater to the Agency demands.

11. For International Practicum: Shop Teachers or Teacher-in-Charge shall be vested with authority and prerogative to recommend a student for OJT, in specific cases, whenever necessary