

**ON-THE-JOB TRAINING EXPERIENCE AT CENTRAL
POST OFFICE PHLPOST – LAS PIÑAS CITY**

A Narrative Report
Submitted to the Faculty of the
Department of Computer Studies
Cavite State University
Bacoor City Campus
Bacoor, Cavite

In partial fulfillment
of the requirements for the degree
Bachelor of Science in Information Technology

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BIOGRAPHICAL DATA

My name is Jennifer F. Sabado, 22 years old and was born on December 22, 2000 in Dinalupihan, Bataan. I live in Block 130 Bagong Kampi St., Green Valley, San Nicolas III, Bacoor Cavite. I am the second child of Mr. Fidel S. Sabado and Mrs. Emeline F. Sabado.

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In year 2019, I enrolled at Cavite State University – Bacoor Campus for my tertiary education and took up a Bachelor of Science in Information Technology.

ACKNOWLEDGMENT

With deepest gratitude and appreciation, I humbly give thanks to the people who, with all they can, helped me in making my on-the-job training a possible one;

My parents, for their love and support throughout my life. Thank you both for giving me strength to reach for the stars and chase my dreams;

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JENNIFER F. SABADO

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A narrative report submitted to the faculty of the Department of Computer Studies, Cavite State University – Bacoor Campus, Bacoor City, Cavite, in partial fulfillment of the requirements for the degree of Bachelor of Science in Information Technology. Prepared under the supervision of **Ms. Donnalyn B. Montallana.**

INTRODUCTION

OJT initiatives aim to provide college students with practical work experience. OJTs are required by law, according to the Council on Higher Education (CHED), to guarantee students' safety and the quality of their education. The curriculum at this university includes on-the-job training (OJT), which attempts to educate and acquaint students with the world of work and potential careers.

Graduating students can obtain experience working in settings that are extremely comparable to those they would experience on a daily basis through on-the-job training. While being taught by an expert trainer, students will use the same tools and equipment they require for their jobs. Individuals pick up on their tasks fast and do them at a good or acceptable level.

The simpler aspects of their jobs are taught to trainees first. As a result, they are capable of handling minor duties even before they finish training. OJT initiatives aim to provide college students with practical work experience. OJTs are required by law, according to the Council on Higher Education (CHED), to guarantee students' safety and the quality of their education.

Objectives of the On-the-Job Training

Cavite State University – Bacoor Campus designed a curriculum for the students to complete an on-the-job training (OJT) program as part of their academic requirements. Through this off-campus activity, the trainee aimed to gain work experience which will give her realistic exposure in an organizational environment.

Specifically, the trainee aimed to:

1. To engage in activities that would help improve the information, skills, and competences needed to carry out the duties entailed by a particular employment function;
2. To formally introduce oneself to a real-world working setting;
3. To gain knowledge of computer technology, business management, communication, and other abilities, such as receiving real design assignments; and
4. To discover how college-level knowledge and abilities compare to those needed in the workplace.

Significance of On-the-Job Training

OJT training not only benefits the company but also teaches personnel skills like flexibility and adaptation. They develop competence in several fields and learn to be nimble in any circumstance. They also learn to view changes in the workplace as natural and good. On-the-job training helps students develop adaptability and flexibility. They learn to navigate different situations, handle challenges, and adjust to changing work requirements. OJT encourages problem-solving skills, critical thinking, and the ability to apply knowledge in diverse scenarios. On-the-job training plays a crucial role in educating employees about these requirements, ensuring their safety and the adherence to legal standards. On-the-job training is significant as it promotes

skill development, job familiarity, productivity, employee engagement, knowledge transfer, and continuous learning.

Time and Place of the On-the-Job Training

The On-the-job training started on March 06, 2023 and lasted until June 16, 2023. It took place at the Post Office Department of PHLPost – Admin Section – at Las Pinas Central Post Office located at the City Hall Access Road, Las Pinas, 2nd floor Building, 1740 Metro Manila, Philippines. The training schedule is 8:00 in the morning to 5:00 noon. Practicumer are allowed to attend their duty ahead of 8:00 am but not allowed to take an overtime (OT). The Lunch time started at 12:00 pm to 1:00 pm. The practicumer is assigned at the Admin Department providing training in the actual work setting, OJT helps the practicumer become productive more quickly. They can apply their learning directly to their tasks, leading to increased efficiency and effectiveness.

THE LINKAGE ESTABLISHMENT

Location of the Establishment

The Las Piñas Central Post Office (PHLPost) is the Central Post Office, located at City Hall Access Road, Las Piñas, 1740 Metro Manila, Philippines.

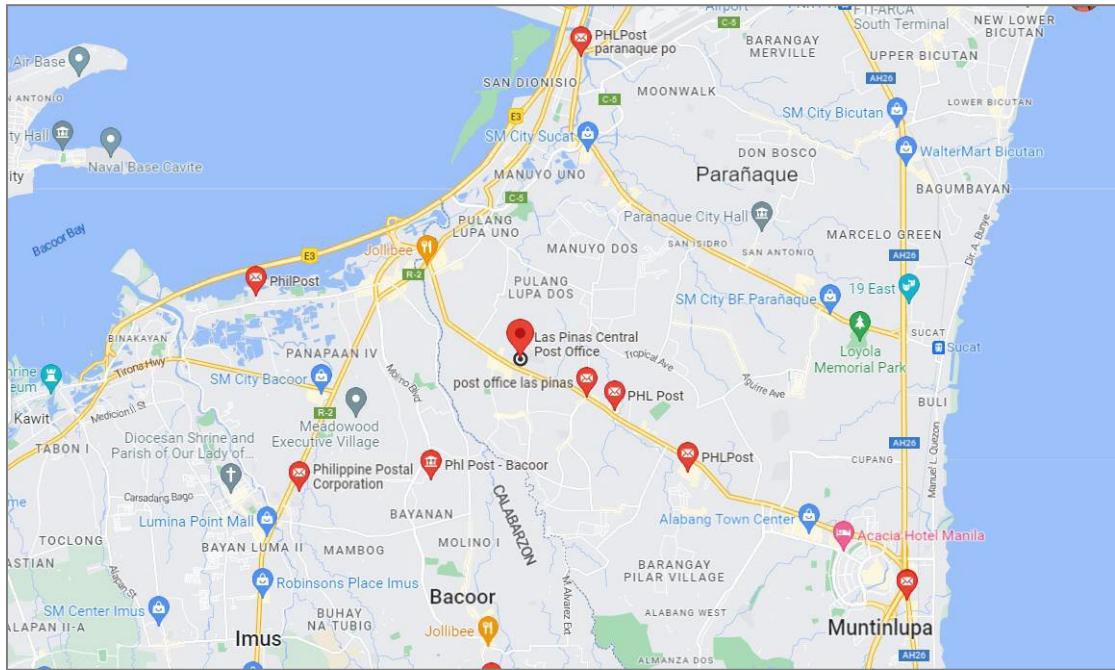


Figure 1. Location map of Las Piñas Central Post Office (PHLPost)

Background/Profile of the Establishment

The Philippine Postal Corporation (Filipino: Korporasyong Pangkoreo ng Pilipinas), abbreviated as PHLPost and also known as the Philippine Post Office, is a government-owned and controlled corporation responsible for providing postal services in the Philippines.

The Philippine postal system has a history spanning over 250 years. The first post office was established in the city of Manila in 1767. It was organized under a new postal district of Spain in 1779, encompassing Manila and the entire Philippine archipelago. In 1783, the postal service was organized in the Philippines-overseas mail from the Philippines was conveyed to Europe by Spanish ships via eastbound routes through Mexico. Later on, the postal district was re-established on December 5, 1837.

After a year, Manila became known as a leading center of postal services within Asia. Spain joined the Universal Postal Union in 1875, which was announced in the Philippines two years later.

Vision and Mission Statements of the Establishment

PHLPost Vision

"By 2022, PHLPost is a universal delivery service provider of quality driven-communications, goods and merchandise, and payment services in every Filipino community."

PHLPost Mission

"The Philippine Postal Corporation provides efficient, competitive and on-time delivery of communications, goods and merchandise, and payment services in any Filipino community."

PHLPost Mandate

I. To provide for the collection, handling, transportation, delivery, forwarding, returning and holding of mail parcel, and like materials throughout the Philippines, and pursuant to agreements entered into, to and from foreign countries;

II. To determine and dispose of in a manner it deems most advantageous, with law and settled jurisprudence confiscated or non-mailable mail matters, prohibited articles, dead letters and undelivered nails, except the sale prohibited drugs, dangerous materials, and other banned articles as defined by law.

III. To plan, develop, promote and operate a nationwide postal system with a network that extends or make available, at least ordinary mail service, to any settlement in the country.

The PHLPost Seal



Figure 2. The Former PHLPost Seal

The former PHLPost logo has PHLPost and a mailman icon. Its color combination of blue, red and yellow represents the Philippine flag.



Figure 3. The New PHLPost Seal

The new PHLPost logo is a blue and red postage stamp shaped with sun and three stars that represents the country. The establishment in the logo is the Manila Central Post Office building, the center of Philippine postal services and the headquarters of the then-Bureau of Posts, was completed in its present-day Neo-Classical style in 1926, it was destroyed during World War II. After the war, the Central Post Office was rebuilt in 1946.

Goals and Objectives of the Establishment

The PHLPost's primary objective is to plan, develop, promote and operate a nationwide postal system with a network that extends or make available, at least ordinary mail service, to any settlement in the country.

PHLPost's Goals:

- Improve employee's competence and morale
- Shift to a sustainable business culture
- Strengthen core competencies
- Create and innovate products and services to meet customer demands-
Institutionalize standard operating systems
- Utilize ICT in the way we do business
- Strengthen strategic international alliances
- Review and propose amendments to PCC Mandate/Charter -RA 7354.

Policy and Objective

The delivery of letters and other mail matters is a basic and strategic public utility which the State shall provide, directly or indirectly through, and/or with sorting, authorized entities or persons. Accordingly, the collection, sorting, storage, transporting, and delivery thereof shall be done with utmost dispatch in the most economical, reliable and secure manner that available technology will permit.

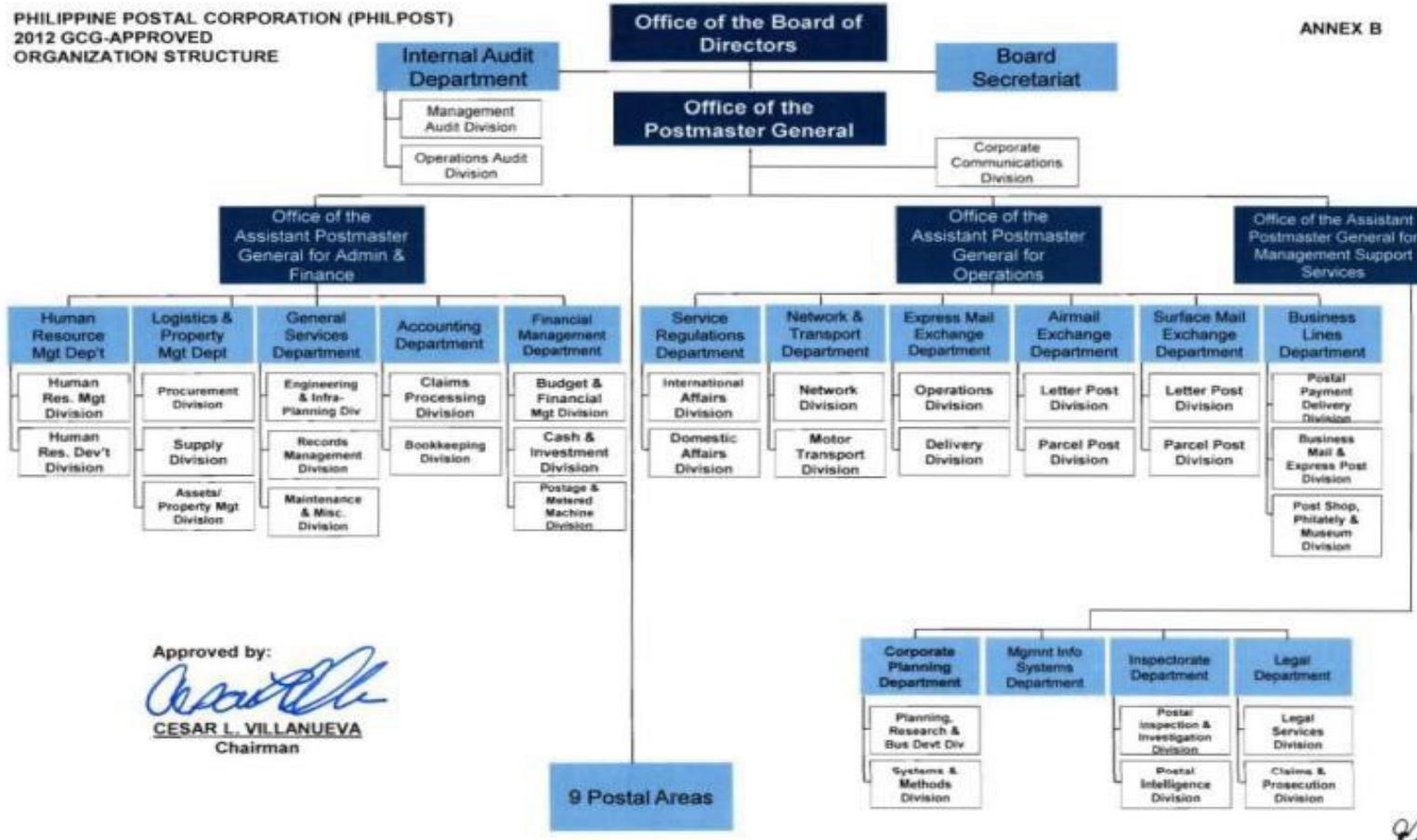
The State shall pursue the following objectives of a postal system:

- a) to enable the economical and speedy transfer of mail and other postal matters, from sender to addressee, with full recognition of their privacy or confidentiality;
- b) to promote international interchange, cooperation and understanding, through the unhampered flow or exchange of postal matters between nations;

- c) to cause or effect a wide range of postal services to cater to different users and changing needs, including but not limited to, philately transfer of monies and valuables, and the like;

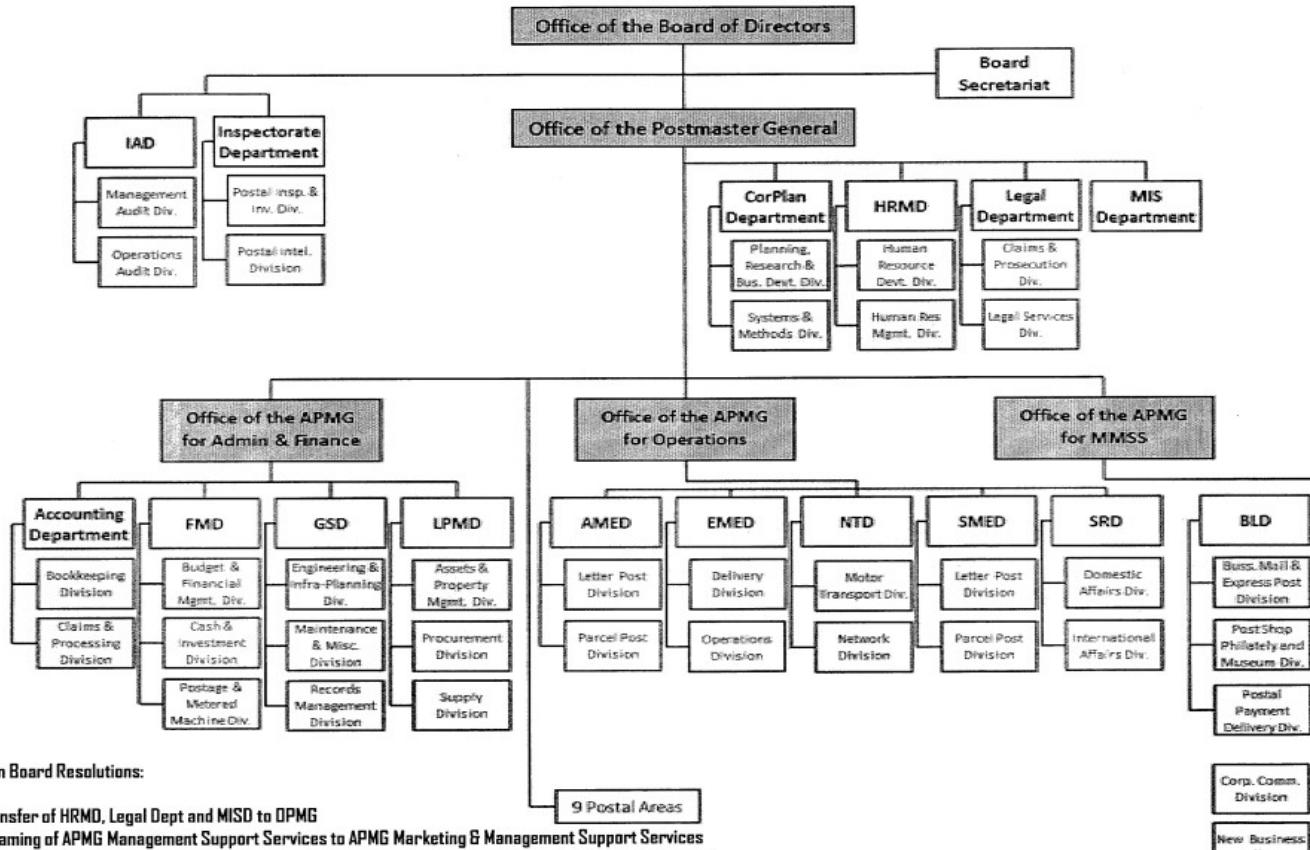
To ensure that sufficient revenues are generated by and within the industry to finance the overall cost of providing the varied range of postal delivery a messengerial services as well the expansion and continuous upgrading of service standards by the same.

Existing Organizational structure, Philippine Postal Corporation



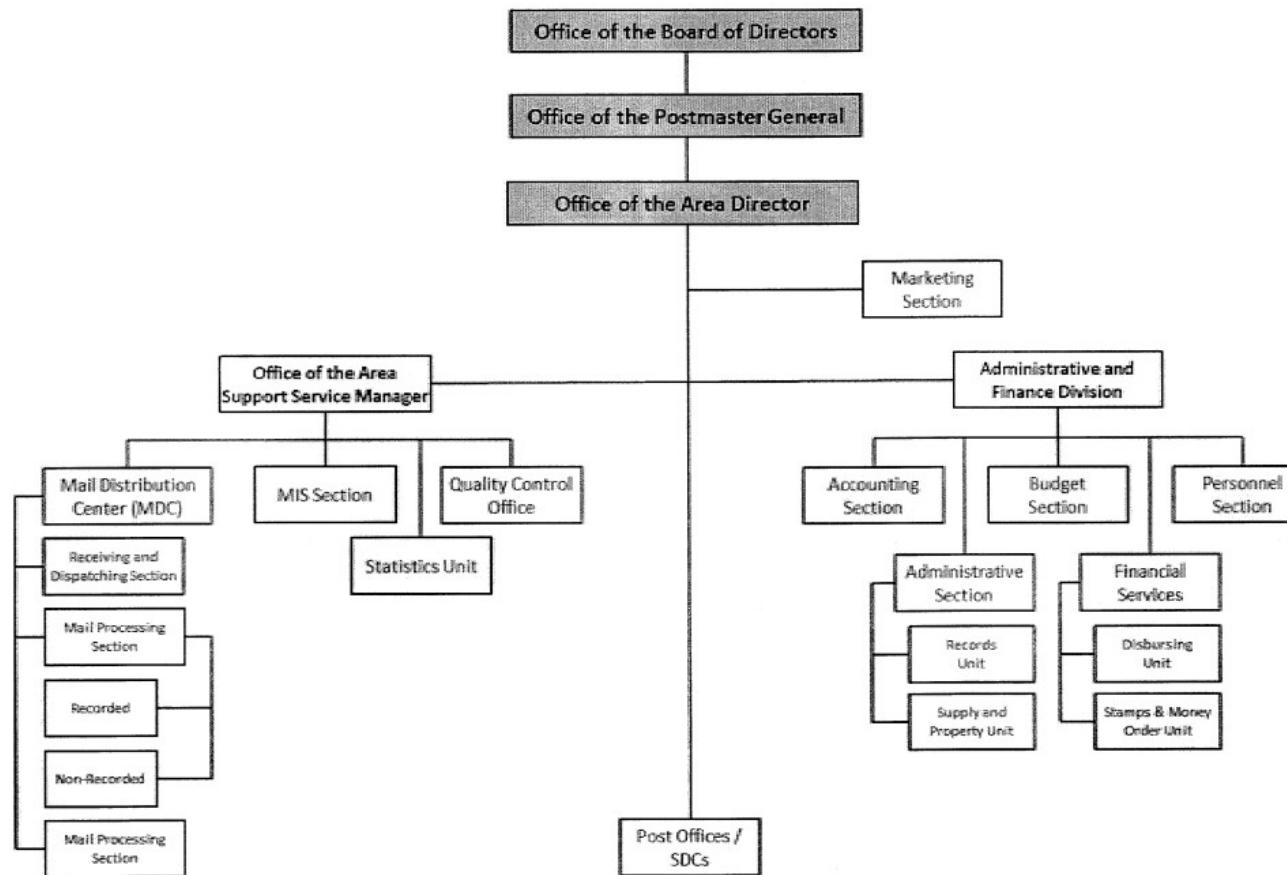
Existing Organizational Structure of the Philippine Postal Corporation (PHLPOST)

Modified PHLPost Organizational Structure

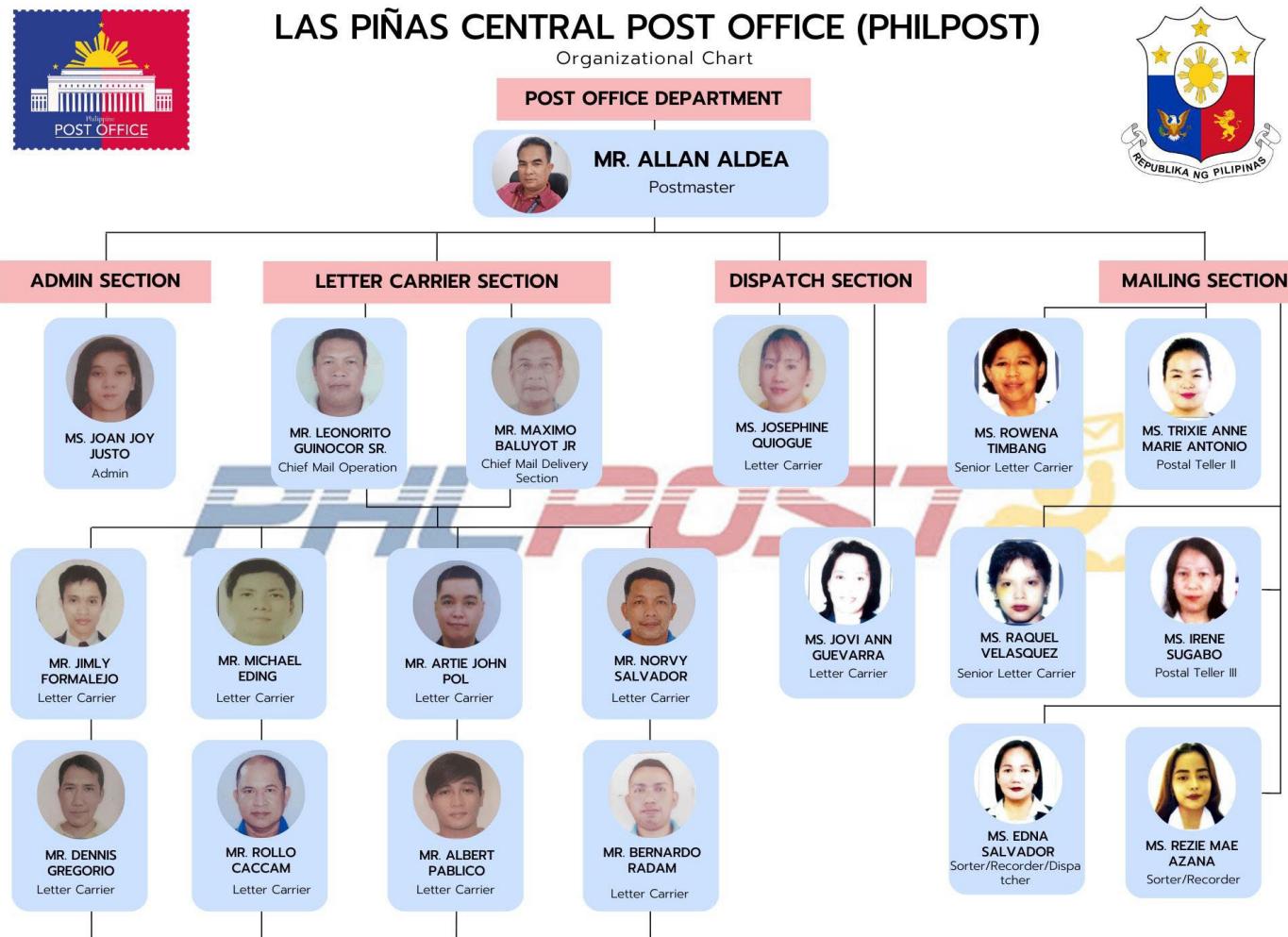


Modified Organizational Structure of the Philippine Postal Corporation (PHLPOST)

Restructured Organization Structure of the Postal Areas as per PHLPost Circular No. 14-48



Restructured Organizational Structure of the Postal Areas as per Philippine Postal Corporation (PHLPOST)



Organizational Structure of Post Office Department Las Piñas Central Post Office (Page 1)



Organizational Structure of Post Office Department Las Piñas Central Post Office (Page 2)

Overview of Functions and Operations

The PHLPost provides the collection, handling, transportation, delivery, forwarding, returning and holding of mails, parcels, and like materials, throughout the Philippines, and, pursuant to agreements entered into, to and from the foreign countries.

Responsibilities and Functions

The Corporation shall have the following functions and responsibilities:

- a) To provide for the collection, handling, transportation, delivery, forwarding, returning and holding of mails, parcels, and like materials throughout the Philippines and pursuant to agreements entered into, to and from foreign countries;
- b) To determine and dispose of, in a manner it deems most advantageous, with law and settled jurisprudence, confiscated or non-mailable mail matters, prohibited articles, dead letters and undelivered mails, except the sale of prohibited drugs, dangerous materials, and other banned articles as defined by law;
- c) To plan, develop, promote, and operate a nationwide postal system with a network that extends or makes available, at least ordinary mail service, to any settlements in the country.

Advocacies

Post Office Partnership with UBX

The Philippine Postal Corporation (Post Office) has partnered with UBX, the leading open finance platform in the Philippines, to launch “Kasama Lahat”, a capacity development project which will transform the country’s premier postal agency into a modern hub that offers financial and data services for everyone in the community. It is to Drive Financial, Social Inclusion towards Digitally Transformed Community Financial Centers.

Functions and Responsibilities of the Department

To achieve its objectives and undertake its functions effectively, the Corporation shall have the following powers:

- a) To charge fees for postal services to be rendered, receipt the same, and prescribe, the manner it is to be paid and collected, subject to the provisions of this Act;
- b) to establish and maintain post offices, postal stations, collection points and related facilities and equipment of such character and in such locations that postal users throughout the Philippines will, consistent with reasonable economies of operations, have ready access to essential postal services;
- c) to issue and sell postage stamps and other stamped paper, cards, and envelopes as it may deem necessary or desirable;
- d) to issue money orders or checks for transmittal through the mails and authorize the issuance of a replacement in cases of lost, stolen, stale, or destroyed money order or check;
- e) to offer a wide array of postal services other than ordinary mail and parcels, which, however, shall not be compulsory, discriminatory nor unfairly competing with similar private enterprises, such as money order, parcel post, postal savings bank, philatelic, and other types of services which are internationally accepted as part of postal business;
- f) To adopt and promulgate such rules and regulations as would improve the postal system or implement the provisions of this Act.

THE TRAINING AREA

Department Function

The intern have been assigned to the administrative section of the organization, specifically focusing on their role in encoding national identification cards and assisting in the inquiry section. This internship opportunity offers invaluable insights into administrative processes, customer service, and attention to detail.

Admin Section

The admin section serves as the backbone of any organization, ensuring smooth operations and efficient management of important documents and records. It requires individuals with strong organizational skills, attention to detail, and the ability to handle sensitive information.

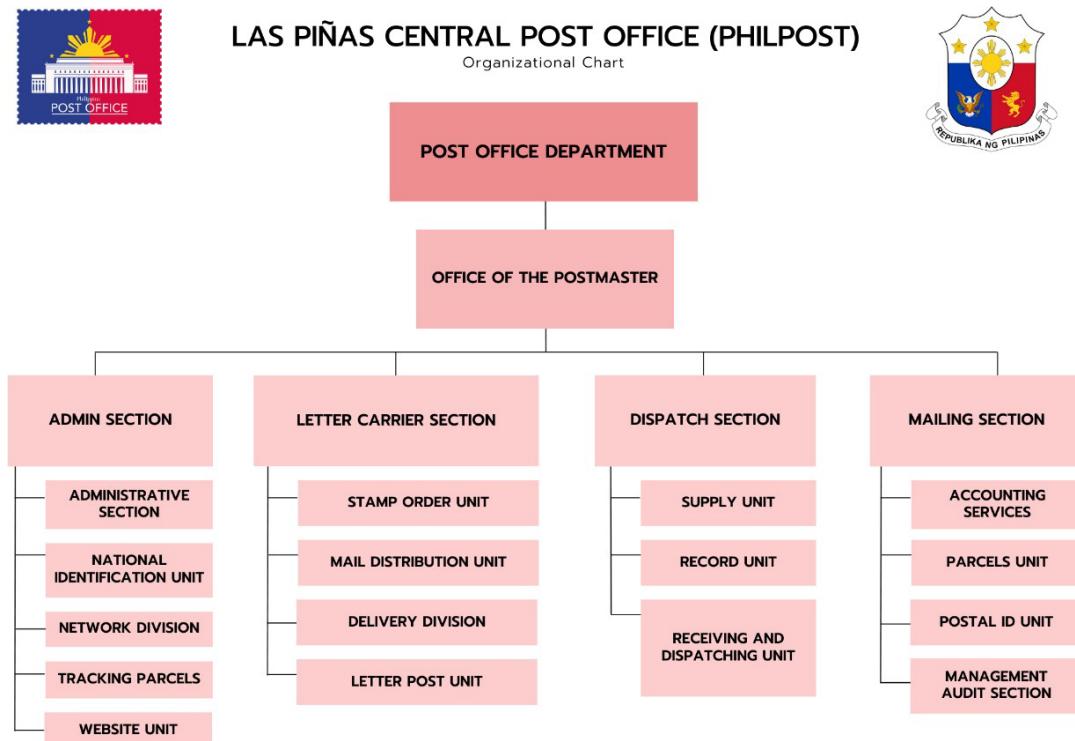
Encoding National Identification Cards

The intern's primary responsibility is to encode national identification cards. This task involves accurately inputting personal information from physical documents into a database or system. The intern must exercise utmost precision to avoid errors that could lead to complications in the future. They also need to ensure that the information is protected and handled in accordance with privacy regulations.

Assisting in the Inquiry Section

In addition to encoding cards, the intern also supports the inquiry section. This role involves interacting with individuals who have questions or concerns regarding their national identification cards. The intern may answer phone calls, respond to emails, or provide face-to-face customer service. This experience hones their communication skills, empathy, and ability to handle inquiries effectively.

Organizational Structure of the Department, Functions, and Responsibilities



Organizational structure of Post Office Department – Las Piñas

Admin Section

- ≡ **Administrative Section** includes administrative staff responsible for tasks such as managing documentation, handling correspondence, scheduling meetings, maintaining records, and coordinating internal processes.
- ≡ **National Identification Unit** is a specialized division or department within a country's government or a relevant authority that is responsible for managing and maintaining a national identification system.
- ≡ **Network Division** consists of network engineers, administrators, and technicians who are responsible for setting up and managing the organization's local area networks (LANs), wide area networks (WANs), and other network infrastructure. They handle tasks such as network design, installation, configuration, troubleshooting, and security.

- ≡ **Tracking Parcels** is where the process of monitoring and tracing the movement of packages or shipments from their origin to their destination happens. It involves assigning unique tracking numbers to each parcel and utilizing a tracking system to provide real-time updates on the package's location and delivery status
- ≡ **Website Unit** department or team within an organization that focuses on the development, maintenance, and management of the organization's website(s).

Letter Carrier Section

- ≡ **Stamp Order Unit** manages the procurement, inventory, and distribution of postage stamps. This unit handles requests for stamps from various sources, such as post offices, businesses, and individuals. They ensure an adequate supply of stamps is available, process orders, manage stock levels, and coordinate the distribution of stamps to different locations
- ≡ **Mail Distribution Unit** is responsible for efficiently processing large volumes of mail and ensuring that it reaches the correct destinations.
- ≡ **Delivery Unit** involves delivering mail, packages, and parcels to individual recipients or businesses. It consists of delivery personnel, such as drivers or couriers to transport the mail to the intended recipients.
- ≡ **Letter Post Unit** manages the entire lifecycle of letter mail, including collection, sorting, transportation, and delivery. They ensure that letters are correctly sorted based on destination, comply with postal regulations, and are dispatched to the appropriate postal facilities or carriers for further distribution

Dispatch Section

- ≡ **Supply Unit** oversees the inventory, storage, and replenishment of essential items, such as office supplies, equipment, raw materials, or spare parts. They coordinate with vendors, negotiate contracts, monitor stock levels, and ensure that supplies are available to meet the organization's needs in a timely manner.

- ≡ **Record Unit** focuses on the management and maintenance of records and documents. This unit is responsible for organizing, storing, and retrieving records, ensuring their accuracy, completeness, and security.
- ≡ **Receiving and Dispatching Unit** oversees the incoming and outgoing flow of items or data, ensuring that they are properly received, documented, processed, and dispatched. The Receiving and Dispatching Unit may collaborate with various departments, suppliers, or customers to manage shipments, track inventory, verify accuracy, and facilitate smooth operations.

Mailing Section

- ≡ **Accounting Services** handles tasks such as bookkeeping, accounts payable and receivable, payroll processing, financial reporting, budgeting, and tax compliance.
- ≡ **Parcels Unit** specializes in the handling and delivery of parcels or packages. This unit is responsible for receiving, sorting, tracking, and delivering parcels to their intended recipients. The Parcels Unit may employ technologies such as barcode scanning or tracking systems to monitor the movement of packages and provide real-time updates to customers
- ≡ **Management Audit Section** operates independently from the departments it audits and evaluates the effectiveness, efficiency, and compliance of management functions. The Management Audit Section may review areas such as financial controls, operational processes, risk management, governance, and compliance with policies and regulations.

Facilities



The Las Pinas Central Post Office - PHLPost building



Admin Section. Encoding Area of the national ID

Equipment

During the on-the-job training, the practicum have observed that computers are the primary equipment used in the department. The practicum have been exposed to various computer-related tasks and have come to understand the critical role that computers play in the organization's success. Computers are used extensively in the department to manage data, perform analyses, and support communication. Tasks such as data entry, storage, retrieval, and analysis are all performed on computers. Additionally, the department uses specialized software and tools to manage network systems, troubleshoot problems, and provide technical support.

Standard Operating Procedures

Onboarding Procedure:

- ≡ Introduce the intern to the organization's mission, values, and culture.
- ≡ Ms. Joan Joy Justo was the assigned supervisor to guide the intern throughout their internship.
- ≡ The intern should familiarized with the workplace policies, safety guidelines, and any necessary legal or confidentiality requirements.

Work Schedule and Attendance:

- ≡ The work schedule start at 8 o'clock in the morning and end at 5 pm, lunch breaks started at 12pm to 1 pm.
- ≡ Clarify the procedures for requesting time off or reporting absences, including whom to inform and how much notice is required.

Job Responsibilities:

- ≡ Admin Department (Database specialized to input, organize and keep track of data)
- ≡ Troubleshooting Units (Diagnose Computer issues)

- ≡ Maintenance of website (bugs, website issues like data traffic)
- ≡ Ensure organization data is safe
- ≡ Encoding Proof of Delivery of National Identification Card.
- ≡ Answering Inquiries
- ≡ Sorting of Proof of Delivery of National Identification Card.
- ≡ Dispatching emails to different Post Office and Proof of Delivery receipts.
- ≡ Receiving National ID's from Pasay Post Office.
- ≡ Fulfilling tasks set out by supervisors from several departments.
- ≡ Will assign interns to other locations (SM Southmall and Robinson's Post Office)

Professional Conduct, Qualifications and Skills:

- ≡ Proficient in a variety of computer software applications including Microsoft
- ≡ Office Suite (Word, Excel, Outlook, and Access).
- ≡ Eager to learn and work with various departments in the company.
- ≡ Excellent verbal and written communication skills.
- ≡ Ability to multitask.
- ≡ Cope well under pressure.
- ≡ Comfortable handling confidential information.

THE TRAINING EXPERIENCE

Tasks Performed/Specific Activities Assigned

Before the on-the-job training (OJT) started, Mr. Allan Aldea, the Acting Postmaster of the Post Office Department, began with a brief orientation to the new practicums in Admin Section, Dispatching Section and Mailing Section. The orientation covered the policies, rules and regulations inside the company and the possible workload to be done for the whole duration of the training period.

During her first day, the practicum was eagerly looking forward to this internship that provides a unique opportunity to bridge the gap between classroom learning and real-world application. The practicum is filled with anticipation and excitement. OJT is not only a chance to acquire practical skills and knowledge but also a stepping stone towards personal and professional growth.

Ms Joan Joy Justo, the Admin, instructed the practicum and talked about the duties and the responsibilities that the practicums will undergo, which include the following:

- Accommodating Inquiries (In-person and in-call);
- Troubleshooting Units (Diagnose Computer issues);
- Maintenance of website (bugs, website issues like data traffic);
- Ensure organization data is safe;
- Encoding and Sorting Proof of Delivery of National Identification Card;
- Encode and/or photocopy reports and other documents;
- Dispatching emails to different Post Office and Proof of Delivery receipts;
- Assist in the conduct of relevant events;
- Assist the Acting Postmaster's secretary in official functions or operations or undertakings; and
- Perform any other official tasks that may be assigned from time to time.

The practicumer was assigned to a specific table with desktop and internet access, and a cabinet mounted to the wall containing letters and identification cards sorted by their locations. The practicumer was allowed to work freely. The practicumer was restricted from bringing flash drives, copying and sending official information to their private e-mails, and disclosing information that they may assimilate on the conduct of business for PHLPost. The practicumer was also not allowed to take pictures of the identification cards, letters, check and packages which contains sensitive and private information.

Observed Strengths of the Training Area

The practicumer observed the following strengths in the training area:

- They treat each other equal. They are friendly and happy to work with
- The team has a progressive and positive mindset.
- Staff members present in the training area or office are knowledgeable and capable
- Supportive Team Environment
- The training area or office seems to have the necessary resources and equipment required for effective training or work
- The training area or office seems to have established clear communication channels, ensuring that information flows smoothly among team members.

This can involve regular team meetings, email updates, or other forms of communication tools that facilitate effective information sharing.

Insights

The practicumer learned a lot of different aspects about the PHLPost:

- Nature of Business of PHLPost: this company is government-owned and controlled corporation responsible for providing postal services in the Philippines. The Philippine Postal Corporation has in excess of 8,000 employees and runs more than 1,355 post offices nationwide.

- Company History: The Philippine postal system has a history spanning over 250 years. In 1767, the first post office in the Philippines was established in the city of Manila, which was later organized under a new postal district of Spain.
- Company Culture: PHLPost prioritize collaboration, innovation, and a supportive atmosphere and efficiency.
- Challenges: With the continuing decline of “snail mail,” government-owned Philippine Postal Corporation (PHLPost) is looking at new ways to deliver postal services in a more efficient manner. Philpost is also setting up a new portal, in partnership with the Department of Trade and Industry, to help deliver products of Filipino small and medium enterprises to foreign countries. Philpost is also offering new services through its website www.phlpost.gov.ph, including a Track and Trace service that allows customers to check the status of their package in real time. Instant money remittance and electronic money order services are also being offered at the government website.

Problems Encountered

One of the issues that the practicum had encountered in PHLPost is the traditional work environment where employees are not tech-savvy is a potential lack of efficiency and productivity. Here are some solutions that can somehow help improve performance and output for both employees and the organization:

- Technology Training: Offer thorough training sessions to acquaint staff with key hardware and software pertinent to their positions.
- User-Friendly Tools: Disclose straightforward and simple-to-use technological tools and applications.

- Internal Technology Support: Create a team or helpdesk for internal tech support to assist staff with any concerns or problems.
- Promote a culture of cooperation and information sharing among employees by encouraging this behavior. Encourage employees who are adept with technology to guide and assist their less tech-savvy coworkers.
- Encourage open channels of communication between staff and management on any technology issues or obstacles. Make required tweaks or enhancements after actively considering comments and recommendations to make sure that technology meets staff members' demands and improves output.

SUMMARY

The practicumer conducted her On-the-Job Training (OJT) at Las Piñas Central Post Office, a reputable company located at City Hall Access Road, Las Pinas, 1740 Metro Manila, Philippines. The training lasted for almost four months, from March 06, 2023 to June 16, 2023. During the OJT, the practicumer was assigned to the admin department under the supervision of Ms. Joan Joy Justo.

The primary objectives of this OJT were to gain practical knowledge and experience in using technologies, apply the technical concepts learned in my academic studies, develop professional skills, and understand the operations and workflows of the industry.

Throughout the OJT period, the practicumer was given various tasks and responsibilities to contribute to the department's daily operations. During the training, the practicumer had the opportunity to experience the practical side of working in the government industry. Some of the key experiences and learnings from the training are hands-on experience in utilizing industry-specific software/tools, earning about PHLPost Website, observing and participating in important tasks under the guidance of experienced professionals, developing effective communication and teamwork skills by collaborating with colleagues, understanding the importance of time management and enhancing problem-solving skills by encountering and resolving real-world challenges.

While undergoing the OJT, the practicumer have encountered a few challenges, such as adapting to a new work environment, balancing multiple tasks, and learning new technologies. However, through effective communication with supervisor and team members, seeking guidance and being proactive in acquiring new skills, overcome these challenges and grow both personally and professionally. The exposure to real-world scenarios and the guidance have contributed significantly to the trainee's personal and professional growth.

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PHILPost. (n.d.) *PHLPost Goals and Objectives of the Establishment*. Retrieved from PHILPost: <https://phlpost.gov.ph/wp-content/uploads/2022/07/RA7354-1.pdf>

APPENDICES

Appendix 1. Application form

February 27, 2023

HR Manager
Las Piñas Central Post Office
City Hall, Access Road, Las Piñas, 1740 Metro Manila

Dear Sir/Madam:

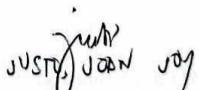
I am Jennifer F. Sabado, a graduating student taking a Bachelor of Science in Information Technology (BSIT) at Cavite State University – Bacoor Campus. In partial fulfillment of this course's requirements, I must undergo On the Job Training (OJT) for a minimum of 486 hours.

I'm applying an application to work as a trainee for your organization since the experience I'll get will undoubtedly improve my abilities and enable me to learn more. I can acquire valuable knowledge and skills to complement those I have learned in school.

Anticipating your kind consideration and feedback on this application. You can reach me at my email jennsabado22@gmail.com at your most available time. Thank you, and God bless!

Respectfully yours,


Jennifer F. Sabado
Applicant



Appendix 2. Resumé



JENNIFER F. SABADO

- Address:** Bagong Kampi St. Green Valley, San Nicholas III, Bacoor Cavite
- Contact:** 09915362419
- Email:** jennsabado22@gmail.com

OBJECTIVES

I welcome a rewarding and challenging job that not only involves my current skills, but will hopefully help me acquire some new ones, also an organization where I can utilize my skills for the advancement of the company

PERSONAL DATA

Date of birth: December 22, 2000
 Age: 22 years old
 Civil Status: Single
 Height: 5'0
 Gender: Female
 Citizenship: Filipino

TECHNICAL & SKILLSET

Spreadsheet Tools
 (Microsoft Office)

Website Development
 (HTML, CSS, Javascript, PHP Language)

EDUCATION HISTORY

Tertiary
Institution: Cavite State University - Bacoor Campus
 Bachelor of Science in Information Technology-Undergraduate
 2019 - Present

Secondary
Institution: San Nicholas III Senior High School
 Information Computer Technology - Programming
 2017 - 2019

ACHIEVEMENTS

COMPUTER SYSTEM SERVICING NC II PASSER | 2019

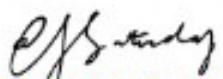
ON-THE-JOB TRAINING

Datacom Institute of Computer Technology Senior High School (80 hours)
 2F VMI Bldg. Emilio Aguinaldo Hwy, Imus, 4103 Cavite
 2019

REFERENCES

Ms. Jovelyn Ocampo
 Cavite State University - Bacoor Campus
 (Professor)
 09354320942

I hereby certify that the above information are true and correct to the best of my knowledge.

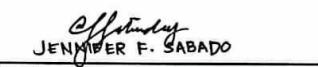

JENNIFER F. SABADO
 Applicant

Appendix 3. Curriculum checklist

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BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY <small>(Program)</small>																																																																																	
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Sub-total		15	5	15	15		Adviser: _____																																																																										
MID-YEAR																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;">STAT 2</td> <td style="width: 45%;">Applied Statistics</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">2nd Year Standing</td> <td style="width: 10%; text-align: center;">1ST SEM 20 - 21</td> <td style="width: 10%; text-align: center;">1.50</td> <td style="width: 10%;"></td> </tr> <tr> <td>ITEC 75</td> <td>System Integration and Architecture 1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">ITEC 60</td> <td style="text-align: center;">2ND SEM 20 - 21</td> <td style="text-align: center;">1.25 - LEC</td> <td style="text-align: center;">1.25 - ELEMSTATS - 2NDSSEM</td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 5px;"> Sub-total </td> <td style="text-align: center;">5</td> <td style="text-align: center;">1</td> <td style="text-align: center;">5</td> <td style="text-align: center;">3</td> <td></td> <td></td> <td></td> <td style="text-align: center;">Adviser: _____</td> </tr> </tbody> </table>		STAT 2	Applied Statistics	3	3			2nd Year Standing	1ST SEM 20 - 21	1.50		ITEC 75	System Integration and Architecture 1	2	1	2	3	ITEC 60	2ND SEM 20 - 21	1.25 - LEC	1.25 - ELEMSTATS - 2NDSSEM	Sub-total		5	1	5	3				Adviser: _____																																																		
STAT 2	Applied Statistics	3	3			2nd Year Standing	1ST SEM 20 - 21	1.50																																																																									
ITEC 75	System Integration and Architecture 1	2	1	2	3	ITEC 60	2ND SEM 20 - 21	1.25 - LEC	1.25 - ELEMSTATS - 2NDSSEM																																																																								
Sub-total		5	1	5	3				Adviser: _____																																																																								

THIRD YEAR										
First Semester										
ITEC 80	Introduction to Human Computer Interaction	2	1	2	3	3rd Year Standing	2ND SEM 20 - 21	1.50 - LEC		
ITEC 85	Information Assurance and Security 1	2	1	2	3	ITEC 75	2ND SEM 20 - 21	1.50 - LEC		
ITEC 90	Network Fundamentals	2	1	2	3	ITEC 55	2ND SEM 20 - 21	1.00 - LEC		
INSY 55	System Analysis and Design	2	1	2	3	3rd Year Standing	2ND SEM 20 - 21	1.25		
DCIT 26	Application Development and Emerging Technologies	2	1	2	3	DCIT 55	2ND SEM 20 - 21	1.50 - LEC		
DCIT 60	Methods of Research	3		3		3rd Year Standing		2.25		
Sub-total		13	5	13	15		Adviser: _____			
Second Semester										
GNED 09	Rizal: Life, Works, and Writings	3		3		GNED 4		1.50		
ITEC 95	Quantitative Methods (Modeling & Simulation)	3		3		COSC 50 & STAT 2	2ND SEM 20 - 21	2.00		
ITEC 101	IT ELECTIVE 1 (Human Computer Interaction 2)	2	1	2	3	ITEC 80		1.00 - LAB		
ITEC 106	IT ELECTIVE 2 (Web System and Technologies 2)	2	1	2	3	ITEC 50		2.00 - LEC		
ITEC 100	Information Assurance and Security 2	2	1	2	3	ITEC 85		1.25 - LAB		
ITEC 105	Network Management	2	1	2	3	ITEC 90		1.25		
ITEC 200A	Capstone Project and Research 1	3		3		DCIT 60, DCIT 26, ITEC 85, 70% total units taken		1.50		
Sub-total		17	4	17	12		Adviser: _____			
FOURTH YEAR										
First Semester										
DCIT 65	Social and Professional Issues	3		3		3rd Year Standing				
ITEC 111	IT ELECTIVE 3 (Integrated Programming and Technologies 2)	2	1	2	3	ITEC 60				
ITEC 116	IT ELECTIVE 4 (Systems Integration and Architecture 2)	2	1	2	3	ITEC 75				
ITEC 110	Systems Administration and Maintenance	2	1	2	3	ITEC 100				
ITEC 200B	Capstone Project and Research 2	3		3		ITEC 200A				
Sub-total		12	3	12	9		Adviser: _____			
Second Semester										
ITEC 199	Practicum (minimum 486 hours)	6		6		DCIT 26, ITEC 85, 70% total units taken				
Sub-total		6	0	6	0					
Grand-total		155					Adviser: _____			

Appendix 4. Waiver

	CAVITE STATE UNIVERSITY Bacoor City Campus SHIV, Molino VI, City of Bacoor ☎(046) 8620-290  cvsu.bacoor@cvsu.edu.ph	
DEPARTMENT OF COMPUTER STUDIES		
TRAINEE-INDUSTRY AGREEMENT LIABILITY WAIVER		
To Whom It May Concern:		
<p>I, <u>SABADO, JENNIFER F.</u> student of the Cavite State University Bacoor, Bacoor, Cavite has been granted permission to undergo On-the-Job Training at <u>Las Piñas Central Post Office</u> with principal address at <u>City Hall, Access Road, Las Piñas, 1740 Metro Manila</u>, from March 6, 2023 to June 6, 2023.</p>		
<p>Further, I hereby voluntarily agree to undergo the said training in the company/firm in order to acquire actual work experiences with the following terms and conditions:</p>		
<ol style="list-style-type: none"> 1. That I, understand that the company/office will not be liable for any untoward incident that may happen while on my way to the training site and in performance of my duties and functions as trainee; 2. That I, shall abide with the company/office rules and regulations and shall comply with the imposed requirements; 3. That I, shall exercise care and diligence in any task assigned to me; and 4. That I, shall be made answerable in all liabilities for damages to property caused by my negligent acts while on the course of training. 		
<p>Signed this _____ at _____ Philippines.</p>		
 <u>JENNIFER F. SABADO</u> <small>Signature over printed name of trainee</small>		
Attested:		
 <u>EMELINE F. SABADO</u> <small>Signature over printed name of Parent/Guardian</small>	 <u>MARIEL F. SABELA, LPT</u> <small>Signature over printed name of Campus OJT Coordinator</small>	 <u>JOAN DAY JUSTO</u> <small>Signature over printed name of Company Representative</small>

Appendix 5. Recommendation letter



CAVITE STATE UNIVERSITY

Bacoor City Campus

SHIV, Molino VI, City of Bacoor

(046) 8620-290

cvsbacoor@cvsu.edu.ph

27 February 2023

Las Piñas Central Post Office
City Hall, Access Road, Las Piñas
1740 Metro Manila

Dear Sir/Madam,

Greetings!

The Cavite State University – Bacoor Campus promotes the advancement of our students by providing them the structure and support to achieve competency in the core disciplines of Information Technology. We recognize that strong partnerships with reputable organizations through internships provide our students with a wide variety of activities that offer exposure to the current application of appropriate knowledge, skills, tools and techniques at work.

In this regard, we seek for your esteemed company to host the internship of the following Fourth-year **BS Information Technology** students and accommodate them in a role or defined project that could create real value for your company and extend a unique opportunity for our student to get real-life work experience and mentorship in their field. The following are:

1. Anacleto, Nicole Kay G.
2. Billones, Kaye S.
3. Estabillo, Kenneth V.
4. Sabado, Jennifer F.
5. Tubo, Camille D.

These students are required to complete **486** internship hours. We believe that your company can assist our students to gain more knowledge and skills and optimize their potential for their future work. Our OJT Adviser will coordinate with you to monitor the student's performance.

We look forward to a fruitful partnership with you. Thank you very much.

Very truly yours,

MARIELEX S. SABELA, LPT
Campus OJT Coordinator

Noted:

RONAN M. CAJIGAL, MAEd
Campus Administrator

Appendix 6. Memorandum of Agreement

MEMORANDUM OF AGREEMENT

This **Agreement** made and entered into by and between:

CAVITE STATE UNIVERSITY, a state educational institution chartered under Republic Act. No. 8468; with offices located at Brgy. Bancod, Indang, Cavite, represented herein by the Campus Administrator of Bacoor Campus, **PROF. RONAN M. CAJIGAL**, and herein referred to as the **CvSU**;

- and -

Las Piñas Central Post Office, a company/firm duly organized and existing under Philippine laws, with principal office located at City Hall, Access Road, Las Piñas, 1740 Metro Manila, represented herein by its **CHIEF ADMIN, Ms. Joan Joy Justo**, herein after referred to as the **"OFFICE TRAINEE"**.

WITNESSETH

WHEREAS, the commitment of the University is to provide quality education to its students so that they will become highly capable and productive individuals in the fields of economics, management, accountancy, development studies, international studies, communication, local government administration and entrepreneurship;

WHEREAS, one effective way to realize the commitment is to require the students to undertake worthwhile learning experiences outside of classroom situations which will reinforce the development of their technical and managerial skills;

WHEREAS, in the pursuance of its responsibility, the University through the Department of Computer Studies has included Practicum as one of the course requirements which will be conducted at **Las Piñas Central Post Office**.

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree and stipulate the following:

1. The parties shall arrange for the internship of Anacleto, Nicole Kay G., Billones, Kaye S., Estabillo, Kenneth V., Sabado, Jennifer F. and Tubo, Camille D., for a total of 486 hours.
 - o The inclusive training period will be from March 6, 2023 to June 6, 2023 or until the 486 hours is fulfilled.
 -
 - o CvSU, through its designated company/firm or any authorized representative, shall perform the following functions and/or responsibilities:
 - 3.1. Initiate the negotiation with the Company, undertake the initial selection and endorsement process, and request from the latter the internship activities of the student;

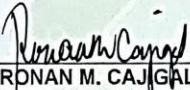
- 3.2. Coordinate with the Company regarding the student assignments; and
- 3.3. Monitor the progress of the student by conducting regular virtual visits to the student, and calls and/or emails to the Company.
2. The Company through its designated supervisor, on the other hand, shall assume the following obligations and/or responsibilities:
- 4.1. Undertake the final screening and acceptance of the student-trainee.
 - 4.2. Conduct a comprehensive orientation for the student about the Company;
 - 4.3. Help the trainee prepare his/her plan of activities and closely supervise him/her in undertaking these activities;
 - 4.4. Provide student concerned access to the Company's records and documents it deemed necessary and vital to the internship program; and
 - 4.5. Evaluate student performance using the following criteria:
- | | |
|-------------------------------|-----|
| Quality of work | 20% |
| Quantity of work | 20% |
| Attitude towards work | 20% |
| Attendance and punctuality | 15% |
| Initiative and innovativeness | 15% |
| Human relations | 10% |
3. CvSU shall provide the student-trainee adequate health and medical insurance that will cover the entire internship period.
4. The Company shall not be liable to the trainee for any fortuitous event that may happen during the course of the training.
5. Both CvSU and the Company further agree to the following:
- 7.1. The student shall be personally responsible for any and all liabilities, including injury to his/herself or to property or persons attributable to his/her own fault or negligence while in the course of the training. In this light, the student shall hold the Company/CvSU free and harmless from any demand, claim or complaint, whatsoever arising from this training agreement, except in cases of gross negligence, malicious acts and criminal acts by any of the officers, employees or agents of the Company/CvSU;
 - 7.2. CvSU and its student-trainee shall not, at any time without the prior consent of the Company, directly or indirectly disclose or permit the disclosure of confidential information to any person or other party;
 - 7.3. In case a student-trainee is deployed or assigned to one of the Company's clients, such student-trainee shall not, at any time,

- disclose or divulge to any person or third party any confidential information, trade secrets, or any proprietary data of the Company and its clients;
- 7.4. At the conclusion of this internship program, or upon demand by the Company, all confidential information including but not limited to, reports, manuals, records, documents, mockups, financial statements, ledgers, invoices, correspondence, proprietary data, and all other material and copies relating, in any way, to the Company and/or to the Company's clients, and any office equipment received shall be returned by the student-trainee to the Company; and
- 7.5. This confidentiality clause shall survive despite the termination of the internship program, and shall be governed by Philippine law.

This Agreement takes effect immediately upon approval of the parties concerned and should continue to be in effect until amended/repealed by mutual written consent of the parties at least 15 working days prior to termination, provided that such termination is within the training period.

MAR 02 2023
IN WITNESS WHEREOF the parties here signed the Agreement this _____
day of _____ in Las Piñas City

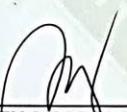
CAVITE STATE UNIVERSITY

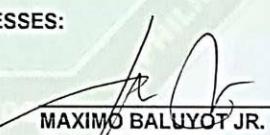

RONAN M. CAJIGAL, MAEd
Campus Administrator, Bacoor Campus

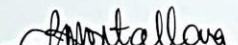
LAS PIÑAS CENTRAL POST OFFICE


ALLAN D. ALDEA
Acting Postmaster

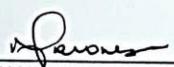
WITNESSES:


MARIELEX S. SABELA, LPT
Campus OJT Coordinator


MAXIMO BALUYOT JR.
Senior Letter Carrier


DONNALYNE B. MONTALLANA, MIT
OJT Coordinator/
Department Chairperson, DCS


JOAN JOY JUSTO
Admin Staff


ELY ROSE L. PANGANIBAN-BRIONES, MIT
OJT Coordinator

ACKNOWLEDGEMENT

Republic of the Philippines

CITY) S.S

BEFORE ME, personally appeared:

Name	Competent Evidence of Identity Number	Date/Place Issued
------	--	-------------------

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed.

NAR. 02, 2023 LAS PINAS CITY
WITNESS MY HAND AND SEAL, on the date and place first above written.

DOC. NO. 331
PAGE NO. 68
BOOK NO. 15
SERIES OF 2023

ATTY. GIL Y. MALACAD
Notary public for Las Pinas City
Appointment No. LP 22-008
Until December 31, 2023
Roll No. 28335
IBP No. 262412/1-3-2023
PTR No. 12459963 J/1-3-2023/Las Pinas City
G/F TSVJ Bldg., Crispho Ave., Las Pinas Village,
Pampanga 3, Las Pinas City/Tel. No. 8974-62-19
MCLE Compliance VI No. 0024799

Appendix 7. Location of the Linkage Establishment



Appendix 8. Certificate of Completion



Appendix 9. Accomplished Trainee Evaluation Form

	Republic of the Philippines CAVITE STATE UNIVERSITY Bacoor City Campus SHIV, Molino VI, City of Bacoor ☎ (046) 476-5029 📩 cvsubacoor@cvsu.edu.ph										
ON-THE-JOB TRAINEE PROGRAM STUDENT TRAINEE EVALUATION RECORD											
INSTRUCTION TO THE SUPERVISOR											
Read rating factors and classification carefully. For each factor, pick the number on the graduate scale which corresponds to your evaluation of the student trainee. Record the scale for each factor in the column to the right. Calculate the total score for all factors. Determine overall performance rating by highlighting the corresponding boxes with yellow.											
NAME OF THE STUDENT TRAINEE:	JENNIFER F. SABADO				COURSE:		BSIT				
COMPANY:	LAS PIÑAS CENTRAL POST OFFICE (PHILPOST)										
CURRENT ASSIGNMENT:					WORK PERIOD:	MARCH 4, 2023 - JUNE 16, 2023 (486 hrs)					
	1	2	3	4	5	6	7	8	9	10	SCORE
	POOR		FAIRLY SATISFACTORY		SATISFACTORY		VERY GOOD		OUTSTANDING		
A. Quality of Work	Often unsatisfactory		Usually acceptable		Consistently satisfactory		Sometimes superior		Consistently superior		10
B. Attitude Toward Work	Definitely not interested		Somewhat different		Average in diligence and interest		Very interested and industrious		Outstanding in enthusiasm		10
C. Judgment	Consistently uses poor judgment		Often uses poor judgment		Usually makes the right decision		Above average in making decisions		Exceptionally mature		10
D. Cooperation	Unwilling to accept and carry out instructions		Seldom willing to accept and carry out instructions		Generally willing to accept and carry out instructions		Always willing to accept and carry out instructions		Quick to volunteer in accepting and carrying out instructions		10
E. Dependability	Frequently undependable		Occasionally undependable		Dependable in most aspects		Dependable in all aspects		Highly dependable; inspires others		10
F. Comprehension	Needs repeated numerously		Needs repeated in certain occasions		Generally understands instructions		Understands instructions instantly		Understands instructions instantly; exceeds standards		10
G. Safety	Careless of own and others' safety		Sometimes fails to see or report unsafe conditions		Careful, takes precaution not to injure self or others		Observes visible hazards; suggests need for improvement		Quick to respond to some possible hazards and takes steps to get them corrected		10
Total: 70											
OVERALL PERFORMANCE	7-17	18-31	32-35	36-40	41-44	45-49	50-53	54-58	59-62	63-66	67-70
GRADE EQUIVALENT	5.0	4.0	3.0	2.75	2.5	2.25	2.0	1.75	1.5	1.25	1.0
ATTENDANCE (Please click on the box.)	<input checked="" type="checkbox"/> Regular					<input type="checkbox"/> Irregular					
PUNCTUALITY (Please click on the box.)	<input checked="" type="checkbox"/> Regular					<input type="checkbox"/> Irregular					
Comments, general impressions and observations regarding the capability, behavior, and personality of the trainee											
SHE IS WILLING TO HELP AND DOES NOT MIND TAKING PART IN OR TAKE JOB TRAINING. SHE IS ABLE TO LEARN CONCEPTS QUICKLY AND ABSORB THEM INTO HER PERFORMANCE. GOOD JOB!											
JOHN J. JUSTO <small>(Signature over Printed Name)</small>											
Position: CHIEF ADMIN											
Date: JUNE 16, 2023											

Appendix 10. Daily time record

✓ Civil Service Form No. 48
DAILY TIME RECORD

 JENNIFER F. SABADO

 (Name)
 For the month of MARCH, 2023.
 Official hours for arrival (Regular days) _____
 and departure (Saturdays) _____

DAY	A. M.		P.M.		UNDER TIME	
	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	HOURS	MIN. UTES
1						
2						
3						
4						
5						
6	7:59	12:00	1:00	5:00		
7	7:58	12:00	1:00	5:00		
8	7:38	12:00	1:00	5:00		
9	7:30	12:00	1:00	5:00		
10	7:52	12:00	1:00	5:00		
11						
12						
13	7:45	12:00	1:00	5:00		
14	7:37	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	7:41	12:00	1:00	5:00		
17	7:45	12:00	1:00	5:00		
18						
19						
20	7:45	12:00	1:00	5:00		
21	7:40	12:00	1:00	5:00		
22	7:40	12:00	1:00	5:00		
23	7:44	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25						
26						
27	7:32	12:00	1:00	5:00		
28	7:43	12:00	1:00	5:00		
29	7:28	12:00	1:00	5:00		
30	7:35	12:00	1:00	5:00		
31	7:38	12:00	1:00	5:00		
TOTAL		165.55 HOURS				
<small>I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.</small>						
<small>Verified as to the prescribed office hours.</small>						
<small>Jenita A. Chago (SEE INSTRUCTIONS ON BACK)</small>						

Appendix Figure 13. Daily Time Record for the Month of March year 2023
(165.55 Hours)

Civil Service Form No. 48

DAILY TIME RECORD

oOo

JENNIFER F. SABADO

(Name)

For the month of APRIL, 2023

Official hours for arrival (Regular days)
and departure (Saturdays)

DAY	A. M.		P.M.		OVER TIME	
	ARRIVAL	DEPAR-TURE	ARRIVAL	DEPAR-TURE	HOURS	MINUTES
1						
2						
3	7:10	12:00	1:00	5:00		
4	7:30	12:00	1:00	5:00		
5	7:40	12:00	1:00	5:00		
6						
7						
8						
9						
10						
11	7:45	12:00	1:00	5:00		
12	7:34	12:00	1:00	5:00		
13	7:37	12:00	1:00	5:00		
14	7:42	12:00	1:00	5:00		
15						
16						
17	8:00	12:00	1:00	5:00		
18	7:48	12:00	1:00	5:00		
19	7:30	12:00	1:00	5:00		
20						
21						
22						
23						
24						
25						
26						
27	9:51	12:00	1:00	5:00		
28	7:36	12:00	1:00	5:00		
29						
30						
31						
TOTAL	98.27 HOURS					
I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.						
Verified as to the prescribed office hours.						
 b/Charge (SEE INSTRUCTION ON BACK)						

Appendix Figure 14. Daily Time Record for the Month of April year 2023
(98.27 Hours)

Civil Service Form No. 42

DAILY TIME RECORD

—o—

JENNIFER F. SABADO
(Name)

For the month of MAY, 2023

Official hours for arrival (Regular days) _____
and departure (Saturdays) _____

DAY	A. M.		P.M.		UNDERRUN TIME	
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	HOURS	MINUTES
1						
2	7:42	12:00	1:00	5:00		
3	7:54	12:00	1:00	5:00		
4	7:43	12:00	1:00	5:00		
5	8:01	12:00	1:00	5:00		
6						
7						
8	8:00	12:00	1:00	5:00		
9	8:00	12:00	1:00	5:00		
10	8:14	12:00	1:00	5:00		
11	7:45	12:00	1:00	5:00		
12	7:40	12:00	1:00	5:00		
13						
14						
15	9:00	12:00	1:00	5:00		
16	8:10	12:00	1:00	5:00		
17	7:55	12:00	1:00	5:00		
18	7:40	12:00	1:00	5:00		
19	7:55	12:00	1:00	5:00		
20						
21						
22	7:50	12:00	1:00	5:00		
23	7:50	12:00	1:00	5:00		
24						
25						
26						
27						
28						
29	7:29	12:00	1:00	5:00		
30	7:40	12:00	1:00	5:00		
31	7:40	12:00	1:00	5:00		
TOTAL					153.68 HOURS	
<small>I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.</small>						
<small>Verified as to the prescribed office hours.</small>						
<small>In Charge (SEE INSTRUCTIONS ON BACK.)</small>						

Appendix Figure 15. Daily Time Record for the Month of May year 2023
(153.68 Hours)

DAILY TIME RECORD							
e06							
JENNIFER T. CABADO							
(Name)							
For the month of JUNE 2023							
Official hours for arrival (Regular days)							
and departure (Saturdays)							
DAY	A. M.		P.M.		UNDER TIME		
	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	HOURS	MIN- UTES	
1							
2	7:45	11:00	1:00	5:00			
3							
4							
5	7:52	12:00	1:00	6:00			
6	7:49	12:00	1:00	5:00			
7	7:45	12:00	1:00	5:00			
8	7:30	12:00	1:00	6:00			
9	8:12	12:00	1:00	5:00			
10							
11							
12							
13							
14	7:15			5:00			
15	7:30	12:00	1:00	5:00			
16	8:00	12:00	1:00	5:00			
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
TOTAL		70.02 HOURS					
I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.							
Verified as to the prescribed office hours. <i>[Signature]</i> In Charge (SEE INSTRUCTIONS ON BACK)							

Appendix Figure 16. Daily Time Record for the Month of June year 2023 (70.02 Hours)

Appendix 11. Daily Journal

DAILY JOURNAL

Day 1: 06 March 2023 (Monday)

Today marked the beginning of my on-the-job training (OJT) at the Las Piñas Post Office, and I can't help but feel a mix of excitement and nervousness. As I walked through the entrance of the post office, a rush of emotions enveloped me. Upon entering, I was greeted by acting admin who guided me to the designated area where I would be working. The acting admin warmly welcomed us and provided a brief introduction to the post office's operations and our responsibilities as trainees. Today's task primarily involved stamping the envelopes for the national identification cards. It may seem like a simple task, but it holds great importance as it ensures the proper delivery and security of these vital documents. As I held each envelope in my hands, I couldn't help but feel a sense of responsibility for the trust placed upon me to handle these sensitive materials.

Day 2: 07 March 2023 (Tuesday)

Today at the office, I started my duties promptly at 8 a.m., which involved encoding parcel information and receiving letters, packages, and items for delivery. I found the task of encoding parcels engaging and enjoyed handling different packages and learning about their contents, gaining insights into the recipients' needs. One aspect I particularly enjoyed was familiarizing myself with the various barangays in Las Pinas as I received parcels for different neighborhoods. This experience expanded my knowledge and appreciation for the local community. Overall, it was a productive and educational day, and I look forward to refining my encoding skills and further exploring the intricacies of the job in the future.

Day 3: 08 March 2023 (Wednesday)

On the third day of my On-the-Job Training (OJT), I focused on encoding the delivery status of packages. It was essential to update the item and letter statuses on the server accurately to ensure recipients could track their packages online. As I diligently updated the status on the website, I realized the importance of my role in providing a reliable tracking system. Maintaining accuracy was crucial, and I found fulfillment in contributing to the efficiency of the process. Overall, the day was productive, allowing me to enhance my data management and attention to detail skills. I look forward to continued growth in my role and facing new challenges in the coming days.

Day 4: 09 March 2023 (Thursday)

On the fourth day of my on-the-job training (OJT), I undertook the task of reformatting and updating a computer. It was crucial to maintain current and functional systems, and I was pleased to be entrusted with this responsibility. Despite the meticulous process and attention to detail required, I successfully completed the reformatting, resulting in a revitalized computer with an optimized operating system. The day was filled with technical challenges, providing an opportunity for problem-solving and the application of my knowledge and skills. I am grateful for the guidance and support provided by the administrator throughout the process.

Day 5: 10 March 2023 (Friday)

Friday brought a welcome change of pace to the office, with a lighter workload compared to the earlier days of the week. The focus of the day was on encoding national IDs, allowing for dedicated attention to ensure accuracy and efficiency. Despite the relaxed atmosphere, a proactive and diligent approach was maintained to complete the task to the best of one's ability. The day proved to be productive, with the encoding task successfully accomplished without encountering major issues. The satisfaction of efficiently completing the task was heightened by the absence of

significant obstacles. Overall, gratitude was expressed for the productive day and the opportunity to contribute to the office's smooth operation. The passage of time during the On-the-Job Training at PHLPost was acknowledged, with each day offering new experiences and lessons to learn from. Anticipation was expressed for the upcoming days to continue learning, growing, and making valuable contributions.

Day 6: 13 March 2023 (Monday)

Today, during my On-the-Job Training (OJT), I had an interesting task involving parcels that couldn't be delivered in Las Piñas. These parcels had various issues, such as no one being available to receive them, difficulties in locating the address, or being unknown altogether. It was my responsibility to dispatch these parcels to the Pasay Post Office. They would wait there for a month, and if nobody claimed or picked them up during that time, they would be sent to the main post office in Pasay. This process highlighted the importance of timely delivery and the challenges that can arise in the logistics of postal services. Additionally, I had the opportunity to learn how to fill out forms for dispatching mails and items, which gave me a better understanding of the administrative tasks involved. As I filled out the forms, I realized the vast network of post offices across the Philippines, further expanding my knowledge of the postal system in the country. It was an engaging and informative day, and I look forward to continuing to learn and contribute in my role.

Day 7: 14 March 2023 (Tuesday)

Today was a busy day focused on encoding information from National IDs. The task involved addressing inquiries and assisting individuals in tracking and claiming their IDs. Accuracy in data entry was paramount due to the complex nature of the National ID's digits. Careful cross-checking and verification with citizens ensured the integrity of the data. After accurately entering the information, double-checking for completeness and correctness was conducted. Saving the data securely and generating a

confirmation report provided proof of successful encoding. The day was challenging but rewarding, emphasizing the importance of precision and attention to detail when handling personal data. The experience contributed to the smooth operation of the office, and there is anticipation for further skill development and valuable contributions to the team.

Day 8: 15 March 2023 (Wednesday)

Today's focus was on the crucial task of encoding national IDs into our database system. Despite presenting challenges, I successfully completed the task by following guidelines and using a data entry software. I meticulously entered personal information, such as full names and addresses, with great care for accuracy and integrity. The inclusion of unique national ID reference numbers played a significant role in identifying individuals in our system. It was a productive day without major issues, contributing to the success of our database system. This responsibility of accurately encoding personal data highlights the importance of precision and adherence to guidelines. I am grateful for the opportunity to contribute to the accuracy and reliability of our database system and look forward to further refining my encoding skills in the future. Managing essential information that serves our organization and the citizens we assist is fulfilling.

Day 9: 16 March 2023 (Thursday)

My day began with the important task of encoding dispatched parcels into our system, ensuring accurate tracking and timely delivery. Attention to detail was crucial to maintain data integrity. After completing the encoding, I focused on updating the status of delivered parcels, confirming recipient information for smooth tracking and providing up-to-date records. Proactively following up on undelivered parcels, I communicated with the delivery team to ensure timely delivery and minimize disruptions. The day revolved around parcel management, demanding effective communication and

organizational skills. Contributing to the efficient delivery process brought fulfillment, and I appreciated the learning opportunities to improve my role. Looking ahead, I am eager to further enhance my organizational and communication skills while making valuable contributions to the effective management of parcels and deliveries.

Day 10: 17 March 2023 (Friday)

Today was a productive day as my colleagues and I collaborated to reformat several PCs, ensuring their optimal efficiency. It was a challenging task that involved transferring data, but through teamwork and coordination, we successfully completed the project within the given timeframe. We prioritized data safety by taking backups of essential files, ensuring their preservation. We then wiped the hard drives and installed the latest operating system. The meticulous reinstallation of software and applications enhanced efficiency and user experience. Overcoming challenges, we contributed to the office's smooth running and felt a sense of accomplishment. This experience highlighted the value of teamwork, attention to detail, and problem-solving skills. Looking ahead, I anticipate more opportunities to make a positive impact through my technical expertise, supporting colleagues and the organization as a whole.

Day 11: 20 March 2023 (Monday)

Today's focus was on processing and delivering parcels and letters with a commitment to accuracy and attention to detail. The task involved encoding the details of each item in our system to ensure precise delivery to the intended recipients. Carefully inputting the information into the system established a reliable record and tracking system, facilitating smooth and timely delivery. Throughout the day, I diligently recorded the details of several items, verifying their accuracy and cross-checking to minimize errors. Precision and thoroughness were key in maintaining the integrity of our records and optimizing the delivery process. By meticulously keeping track of all incoming and outgoing items, we could confidently ensure timely and efficient delivery to our clients.

Contributing to the smooth operation of the delivery process brought fulfillment, reinforcing the significance of attention to detail and accuracy in parcel and letter management. As the day ended, I appreciated the opportunity to enhance the client experience and contribute to the office's efficiency. Looking ahead, I am eager to continue developing my skills and knowledge in this field, embracing new experiences and making valuable contributions to the team.

Day 12: 21 March 2023 (Tuesday)

On my 12th day at work, I focused on encoding national IDs and addressing inquiries. Despite the repetitive nature of the task, I understood its importance in maintaining accurate records. Starting with a backlog of IDs, I diligently double-checked each detail to ensure accuracy and minimize errors. Responding promptly to inquiries was also a key responsibility. I recognized the significance of upholding the integrity of our records and took pride in my attention to detail. As the day concluded, I reflected on the challenges and achievements, finding fulfillment in contributing to the reliability and efficiency of our database. Looking ahead, I am eager to refine my skills and continue making a valuable impact on our team's success. Each day brings new growth opportunities, and I am grateful for the chance to contribute to the organization.

Day 13: 22 March 2023 (Wednesday)

Today, I dedicated my workday to dispatching several letters to the main office of PHLPost. The focus was on accurate recording, labeling, and timely delivery of each letter. Sorting the letters based on their destinations was the initial step, enabling streamlined processing. I carefully reviewed each letter to identify the recipient's address and recorded crucial information in our system, ensuring efficient delivery. Attaching delivery labels with recipient details and tracking numbers enhanced transparency and allowed monitoring. By remaining focused and committed, we successfully ensured timely delivery of our clients' correspondence. I found fulfillment

in contributing to efficient letter management and facilitating effective communication. Looking ahead, I aim to further refine my skills and continue making valuable contributions to our correspondence management processes.

Day 14: 23 March 2023 (Thursday)

Thursday was a productive day, where I learned the importance of qualities like patience, accuracy, and attention to detail in encoding and record-keeping. Providing exceptional customer service in addressing inquiries also became evident. As the day ends, I feel proud to contribute to the company's success. I embrace future challenges and opportunities, eager to assist clients and make meaningful contributions. Continuously improving skills and adopting a customer-centric approach will enable me to deliver exceptional results.

Day 15: 24 March 2023 (Friday)

Today was a busy day at PHLPost as I focused on updating letter delivery statuses in our system. This task was crucial for ensuring prompt and accurate deliveries. I carefully reviewed the list of pending letters, updating their statuses accordingly. Some had reached their destinations, while others were still in transit. Throughout the day, I prioritized accuracy, attention to detail, and effective communication to maintain smooth operations. By diligently updating the statuses, I contributed to overall efficiency and customer satisfaction. The success of the day highlighted the importance of teamwork and collaboration. Reflecting on my accomplishments, I am grateful for the learning opportunities and proud of my contributions to PHLPost's operations. Looking ahead, I am eager to continue expanding my knowledge and skills, delivering exceptional service, and meeting customer expectations. With a united effort, I am confident in our ability to excel and positively impact letter deliveries at PHLPost.

Day 16: 27 March 2023 (Monday)

I spent time updating the system, but I had problems too. Some letters were missing or inaccurate, making status updates problematic. We fixed these difficulties and assured data accuracy by communicating with mailroom and customer service employees. Despite the challenges, I enjoyed the work and learned mailroom knowledge. It stressed efficiency, detail, and communication. These challenges improved my mailroom management and problem-solving skills. I'm grateful for the day's lessons. Challenges increased my knowledge and talents. I appreciate colleagues' help with operations. I'm enthusiastic to implement the knowledge and improve mailroom efficiency. We provide excellent mail services and exceed client expectations by embracing accuracy, precision, and communication.

Day 17: 28 March 2023 (Tuesday)

Today, I focused on safeguarding our organization's sensitive data while encoding proof of delivery for National Identification Cards. Collaborating closely with our IT team, we reviewed and fortified our data security measures to ensure the confidentiality and integrity of the personal information we handle. Approaching each entry with meticulous care and attention to detail, I verified the accuracy of the encoded information. By upholding strict protocols and adhering to best practices, I maintained the reliability of our data and emphasized our responsibility to protect personal information and maintain client trust. The task highlighted the vital role of data security and accuracy in our daily operations. Collaborating with our IT team proved invaluable in enhancing our data security measures, reinforcing our commitment to upholding the highest standards. As the day concludes, I feel fulfilled knowing that I have contributed to the safety and accuracy of our data. Looking ahead, I remain dedicated to continuous improvement, vigilance, and preserving the trust our clients have placed in us. Each day presents new opportunities to strengthen our systems and contribute to our organization's success.

Day 18: 29 March 2023 (Wednesday)

Today, my work brought satisfaction as I witnessed the successful delivery of letters. It reaffirmed the value of my efforts and filled me with a sense of fulfillment. Being part of a dynamic and challenging work environment is a privilege I am grateful for. Each day presents opportunities to learn, grow, and contribute to the company's success. The fast-paced nature of the work keeps me engaged and motivated to deliver exceptional results. Looking ahead, I eagerly anticipate making meaningful contributions, continuously developing my skills, and embracing new challenges. I recognize the significance of my role in the company's achievements and feel gratitude for being part of a team that makes a tangible impact. As I conclude, I carry excitement for the future, confident that each day will bring new experiences and growth. With determination, positivity, and a commitment to success, I am ready to embrace challenges and contribute to the ongoing success of the company.

Day 19: 30 March 2023 (Thursday)

Today, our team focused on maintaining our company website, a critical task in attracting and retaining customers. We began by analyzing performance metrics and data traffic to identify areas for improvement. Some pages received high traffic, while others had lower engagement rates. To address this, we implemented strategic adjustments to optimize performance and enhance user engagement. By fine-tuning content and layout, our goal was to deliver a seamless and captivating browsing experience, enticing visitors to interact with our website. As I reflect on today's efforts, I'm reminded of the website's vital role as a gateway for potential customers to explore our offerings. Continuous monitoring of metrics and strategic adjustments will ensure our website effectively communicates our brand's message and delivers an exceptional user experience. Looking ahead, I remain committed to ongoing improvements, aiming to attract and retain customers through our optimized and user-

friendly website. I'm grateful for the opportunity to contribute to the success of our organization and eagerly anticipate future opportunities to refine our online presence.

Day 20: 31 March 2023 (Friday)

Today, while maintaining our website, I encountered critical bugs and issues that demanded immediate attention. Collaborating closely with our web development team, we effectively communicated and resolved these challenges to ensure optimal functionality. Despite the obstacles, I found fulfillment in the work as it facilitated learning, growth, and a deeper understanding of website management. Witnessing how my efforts contributed to the smooth operation of our organization brought a sense of satisfaction. This highlighted the significance of a well-maintained website in serving our customers effectively. Overcoming these challenges enhanced my problem-solving skills and reinforced the importance of effective communication and collaboration. As the day concludes, I reflect on the progress made and the lessons learned. These experiences have fortified my knowledge and capabilities in website management. Each day presents new opportunities to refine our online presence and enhance the user experience. I am grateful for the chance to contribute to our organization success by maintaining our website. Moving forward, I am committed to continuous improvement, remaining vigilant in identifying and addressing issues promptly. By prioritizing the proper functioning and maintenance of our website, we can provide a positive user experience and drive the success of our organization.

Day 21: 3 April 2023 (Monday)

Today, we computed the overall duty hours for our OJT in March. I am thrilled to have accumulated 165.55 hours, bringing me closer to completing this phase of my training. With 320.45 hours remaining, I am mindful that time passes quickly and committed to making the most of it. Each day in the OJT has been an opportunity for growth, as I

embrace challenges that contribute to my personal and professional development. Through practical skills, hands-on experience, and real-life scenarios, I am grateful for the chance to apply acquired knowledge and enhance my abilities. Reflecting on my progress, I feel accomplished, but aware that more work lies ahead. Instead of feeling overwhelmed, I approach the remaining hours with enthusiasm and a positive mindset. This valuable opportunity allows me to develop skills, expand knowledge, and gain insights in my chosen field. Time is fleeting, and I will make every moment count by embracing challenges, savoring learning opportunities, and enjoying the journey. With dedication and passion, I am confident in successfully completing my OJT and becoming a well-rounded professional.

Day 22: 4 April 2023 (Tuesday)

Today, I prioritized data safety and encoded proof of delivery for National IDs. We reviewed and improved data security measures to maintain confidentiality and integrity. Each entry was meticulously reviewed for accuracy, ensuring reliable records. This task emphasized the significance of data security and our responsibility to protect personal information. By adhering to strict protocols, we maintain a robust data security system. I am grateful for the opportunity to contribute to data safety and client satisfaction. Together, we strive for exceptional results and eagerly anticipate refining our data security measures.

Day 23: 5 April 2023 (Wednesday)

As we approach the Holy Thursday and Good Friday holidays, today's workday is more relaxed with fewer National IDs to encode. We reflect on the week's accomplishments and challenges while preparing for the upcoming break. Our team's dedication and hard work ensured accurate and efficient operations. Today's lighter workload provides a moment of respite to recharge. It's an opportunity to appreciate our progress and the positive impact we've had. The smooth transactions demonstrate our effective

processes and commitment. I'm grateful for our talented team and look forward to a well-deserved break. We'll return with renewed energy and continue making valuable contributions to our organization.

Day 24: 11 April 2023 (Tuesday)

While encoding proof of delivery, We noticed incomplete entries and errors. I promptly contacted the delivery team to ensure accurate records. This experience highlighted the importance of data security measures, boosting my confidence in handling sensitive information. I'm eager to uphold high standards of data security and accuracy, refining processes and enhancing reliability. Being part of a team that prioritizes professionalism and integrity brings me pride. I'm grateful for the opportunity to contribute to data accuracy and security. With determination, I look forward to strengthening our practices for continued growth and success.

Day 25: 12 April 2023 (Wednesday)

Encoding proof of delivery on my 24th day yielded partial and incorrect data. I quickly confirmed with our delivery crew to increase record accuracy. This incident reassured me that our data security policies protect sensitive data. I'm driven to protect and verify data for our company's success. Daily, we can improve our processes, security, and records. I'm proud of my team's data security and accuracy, which enhances our professionalism and attention to detail. After today's success, I'm grateful to maintain data accuracy and security. I maintain these standards because they're crucial to our organization's success and stakeholder trust. I look forward to increasing data security and accuracy with dedication and quality. We'll succeed and grow our company by always improving.

Day 26: 13 April 2023 (Thursday)

Today was a busy day of encoding IDs and addressing client inquiries. Despite the demanding workload, I found fulfillment in assisting clients and witnessing the positive impact of encoding and updating their records. By promptly responding to inquiries and delivering accurate information, I fostered trust and built positive relationships. Managing both encoding tasks and client inquiries requires careful organization and effective communication. Moving forward, I aim to refine my time management skills. I am grateful for the opportunity to make a difference in our clients' lives and remain committed to delivering exceptional service. Each client interaction is a chance to provide assistance and leave a positive impact.

Day 27: 14 April 2023 (Friday)

Today brought a refreshing change as work unfolded at a relaxed pace, allowing me to catch up and reflect. I value breaks, organization, and continuous growth. The quieter period let me complete tasks, organize, and assess progress. Learning is constant, regardless of the day's pace. I commit to seeking growth opportunities through development, reading, and discussions. Productivity extends beyond task quantity, emphasizing quality and improvement. Embracing stillness fosters personal and professional growth. I'm grateful for this slower day to reflect and recharge. Balancing busy and quiet periods is vital for progress. Moving forward, I embrace stillness, organization, and ongoing development with confidence.

Day 28: 17 April 2023 (Monday)

Today was a demanding day at work, but I remained focused and determined to accomplish everything. One of the main tasks was encoding a large volume of data accurately and promptly. To handle the workload effectively, I prioritized tasks and maintained a balance between speed and accuracy. Taking short breaks helped me recharge and prevent burnout. Despite distractions, staying disciplined and organized

allowed me to navigate through the workload and achieve my goals. I feel satisfied and proud of completing the encoding task successfully. This experience reinforced the importance of prioritization and maintaining a strong work ethic. I am grateful for the opportunity to grow in a fast-paced environment and will continue prioritizing tasks, staying focused, and embracing breaks for productivity and well-being. I look forward to future challenges and further success.

Day 29: 18 April 2023 (Tuesday)

Today was a busy day at work, assisting our boss with email correspondence. We played a crucial role in drafting and sending out messages promptly and accurately. Attention to detail was essential, and we double-checked each email to eliminate errors. Collaborating closely with our boss, I learned effective email etiquette and the importance of professionalism. As the day ends, I reflect on the significance of communication and attention to detail in the workplace, aiming to continually improve my skills.

Day 30: 19 April 2023 (Wednesday)

Yesterday, we assisted our boss with various tasks, including managing her emails and organizing files on a USB flash drive. We worked together to ensure easy access and efficient retrieval of important documents. This meticulous organization will save her valuable time in the future, emphasizing the importance of efficient file management for productivity. I am grateful for the opportunity to contribute to my boss's workflow and will continue prioritizing organization to enhance productivity.

Day 31: 27 April 2023 (Thursday)

After being absent for four consecutive days due to illness, I returned to a demanding day at the office. Despite the workload, I maintained focus and productivity. A significant part of my day was dedicated to encoding a large amount of data accurately.

Upholding the quality and integrity of our records was crucial. I remained committed to efficiency and precision, knowing the importance of reliable information for our organization. Reflecting on the challenges I faced, I am proud of my resilience and ability to adapt. Moving forward, I will prioritize accuracy and efficiency, consistently meeting high standards. Each challenge strengthens my confidence for what lies ahead.

Day 32: 28 April 2023 (Friday)

While encoding the proof of delivery today, I discovered discrepancies and missing details in several entries. To maintain accurate records, I contacted our delivery staff for clarification and confirmation. It was comforting to know that our data security measures effectively protected the information I worked with. This experience highlighted the need for continuous evaluation and improvement to ensure the security of our organization's sensitive data. Going forward, I am dedicated to upholding data security and continually enhancing our protocols.

Day 33: 2 May 2023 (Tuesday)

Today proved to be a hectic day at work as I dedicated my focus to receiving and encoding National Identification cards from the Pasay Post Office. The task required unwavering attention to detail, given the sensitive nature of the personal data involved. Throughout the process, I prioritized accuracy and security, recognizing their utmost importance. Despite the demanding nature of the day, the understanding of safeguarding the confidentiality and integrity of the information served as a motivating factor. By upholding these standards, I actively contributed to ensuring the trust and safety of our clients' personal data. As the day concludes, I contemplate the significance of our work in protecting sensitive information and reaffirm my commitment to maintaining these high standards moving forward.

Day 34: 3 May 2023 (Wednesday)

Today, I dedicated my time to coding residents' national IDs into our database system. Despite the challenges, I successfully completed the task. I carefully followed the instructions, ensuring accuracy and adherence to standards. With precision, I entered personal data like names, addresses, and reference numbers. This meticulous work is vital for maintaining reliable records. It underscores the significance of accuracy, consistency, and protocol adherence in our data management. I feel a sense of accomplishment, knowing I contribute to our database's efficiency and reliability. Looking ahead, I remain committed to upholding high data accuracy and integrity standards.

Day 35: 4 May 2023 (Thursday)

Today, I focused on the crucial task of organizing and securing our files, ensuring easy access and peace of mind. Firstly, I diligently backed up important files to a USB flash drive, providing a valuable backup in case of system failures. Though time-consuming, this step was well worth the effort. Next, I organized our local network drive by creating folders, subfolders, and renaming files for improved navigation and efficiency. This systematic approach will streamline our workflow, reducing delays and frustrations. As the day ends, I feel satisfied with our progress in enhancing file organization and availability. Prioritizing organization and backups strengthens efficiency and preparedness. Moving forward, I am committed to maintaining and improving our file management systems, fostering productivity and data security. With dedication and a proactive mindset, we will continue to enhance our team's effectiveness.

Day 36: 5 May 2023 (Friday)

Today was a busy day filled with tasks and responsibilities, but I approached it with a clear plan. I prioritized the data based on urgency and importance, allowing for effective time management. Despite the demands, I stayed organized and focused.

Incorporating short breaks into my schedule, I took the time to stretch, rest my eyes, and recharge. These moments of respite prevented mental fatigue and sustained my productivity throughout the day. As the day concludes, I feel a sense of accomplishment, proud of completing my tasks and delivering on my responsibilities. This experience reinforced the importance of time management, prioritization, and self-care. By prioritizing tasks and taking intentional breaks, I witnessed the positive impact on productivity and well-being. I carry these lessons forward, embracing a mindful approach to future endeavors. With focus, self-care, and resilience, I am confident in achieving my goals and navigating busy days.

Day 37: 8 May 2023 (Monday)

Today, I dedicated time to print various files, such as reports, memos, and letters. Ensuring a smooth printing process, I checked the printer's condition and supplies. Each document was carefully reviewed for accuracy before printing. As they printed, I organized them into folders for easy distribution. Additionally, I created digital copies for record-keeping. This meticulous approach streamlines our workflow and maintains an efficient document system. Completing this task brings a sense of accomplishment, knowing it contributes to our team's organization. Moving forward, I will prioritize accuracy, organization, and digital integration for optimal document management.

Day 38: 9 May 2023 (Tuesday)

Today was a productive day as encode a lot of National ID information in our database. Later, Miss Irene contacted me for assistance with her unresponsive monitor. I promptly went to her office, assessed the issue, and troubleshooted the monitor. After careful examination, I successfully resolved the problem, restoring full functionality. Miss Irene's relief and gratitude made it a rewarding experience. This day reinforced the importance of technical skills and problem-solving abilities in supporting our organization's efficiency. Whether installing applications or troubleshooting hardware,

each task contributes to productivity. I am committed to staying updated with technological advancements, providing timely support, and maximizing employee potential. Today's experiences have solidified my passion for technology and its practical application in the workplace. I am grateful for the opportunity to assist colleagues and contribute to a positive work environment. Moving forward, I eagerly embrace new challenges, expand my skills, and make a positive impact through my technical expertise.

Day 39: 10 May 2023 (Wednesday)

Today, we successfully modified certificates using Microsoft Word for interns nearing the end of their program. Initially, I faced challenges in navigating the formatting options, but my determination led me to overcome obstacles and produce high-quality results. Through perseverance and experimentation, I improved my skills and became more comfortable with Microsoft Word, meeting the required standards. This experience enhanced my attention to detail, creativity, and proficiency in document editing and design. Additionally, I had the opportunity to create engaging PowerPoint presentations highlighting the interns' achievements. Crafting each slide with impactful visuals, organized content, and effective storytelling techniques, I showcased their experiences to leave a lasting impression on the audience. Reflecting on the day's accomplishments, I am proud of overcoming difficulties and acquiring valuable skills for future projects. I look forward to further refining my Microsoft Word proficiency and creating impactful presentations. Today's experiences reinforce the importance of adaptability, creativity, and continuous learning in the professional world. I am confident that the skills gained today will contribute to my future endeavors. As I conclude this journal entry, I am filled with a sense of accomplishment and anticipation for personal and professional growth.

Day 40: 11 May 2023 (Thursday)

Today was a highly productive day, and I am content with my ability to provide effective assistance to my boss. Being able to support her in managing her workload and contribute as a valuable team member brings me great satisfaction. As I reflect on the day's accomplishments, I feel a sense of fulfillment and pride. Tomorrow holds new possibilities, and I eagerly anticipate the challenges and opportunities that lie ahead. I am confident in my ability to continue making a positive impact and look forward to another day of growth and achievement.

Day 41: 12 May 2023 (Friday)

Today I undertook the important task of reviewing other interns' details as they approached the end of their internship period. Under the guidance of our supervisor, I was entrusted with filling out the necessary information for their certificates. With dedication, I carefully ensured the accuracy of every detail entered on the certificates, from start and end dates to the appropriate usage of pronouns and course details. Each certificate modification held the potential to shape the interns' professional journey and serve as a testament to their hard work. Despite the demanding workload, I found fulfillment in contributing to their success. As the day comes to a close, I feel a profound sense of satisfaction, knowing that I have made a tangible impact on the interns' lives and futures. Moving forward, I carry a renewed sense of purpose and dedication, committed to executing my tasks with precision and care. Today's journey was defined by meticulous certificate modifications, reflecting the responsibility, attention to detail, and gratification that comes with recognizing the interns' achievements. I am motivated to continue contributing to the success of others and making a lasting impact through my work.

Day 42: 15 May 2023 (Monday)

Today has been a highly productive day, focused on organizing and storing files meticulously. We recognized the importance of this task and dedicated our time and effort to ensure that our documents are arranged systematically and efficiently. By categorizing and assigning files to specific folders, we created a structured system that allows for easy and prompt access to the information we need. This not only enhances our workflow but also minimizes the risk of misplacing or losing important documents. Additionally, we prioritized the security and integrity of our records by implementing robust measures to safeguard sensitive information. This reinforces our commitment to maintaining a well-structured work environment that promotes productivity, collaboration, and efficient access to information. As the day concludes, we are proud of our accomplishments and their positive impact on our future endeavors. Moving forward, we will continue to prioritize file organization and security, ensuring that our work environment remains efficient, secure, and conducive to success.

Day 43: 16 May 2023 (Tuesday)

Today has been a highly productive day, leaving me with a deep sense of satisfaction. The tasks completed, challenges overcome, and lessons learned have contributed to a fulfilling day. I delved into website management, realizing the importance of attention to detail in ensuring a smooth online experience. Problem-solving skills were crucial as I faced technical issues, fostering growth and resilience. Effective communication proved vital for collaboration and maintaining seamless operations. I eagerly anticipate more opportunities to contribute to the company's success and grow professionally in website management. Each step today brought me closer to my goals, and I am excited for the challenges and possibilities tomorrow brings.

Day 44: 17 May 2023 (Wednesday)

Today was a demanding and fast-paced day at the Pasay Post Office, as I received and encoded National Identification cards. Accuracy and security were of utmost importance due to the sensitive personal data involved. We worked diligently to verify and record the information accurately, recognizing the weight of our responsibility. Strict security protocols were in place to protect the confidentiality of the data. Despite the challenges, our teamwork ensured an efficient process and a secure experience for individuals. I find solace in knowing that our commitment to accuracy and security played a significant role in safeguarding personal information. As the day ends, I feel a mix of exhaustion and satisfaction, emphasizing the importance of attention to detail and secure data handling. Tomorrow, we will continue to refine our processes and strive for excellence.

Day 45: 18 May 2023 (Thursday)

Today, we had the task of reformatting office PCs, which proved to be a satisfying and remarkable experience. Witnessing the transformation and enhanced performance of the computers was fulfilling. The team worked diligently, successfully reformatting multiple PCs in a short period. The reformatting process required attention to detail, technical expertise, and meticulous organization of data. As the newly reformatted PCs booted up, we observed their improved speed and seamless functionality, highlighting the power of optimization. The synergy within the team, collaborative problem-solving, and effective communication contributed to our productivity. The day's accomplishments instilled a sense of pride and fulfillment, showcasing our dedication to excellence. As the day ends, I carry the satisfaction of a job well done, with the optimized PCs standing as a testament to our commitment to efficiency. Tomorrow will bring new challenges, and I eagerly embrace them with enthusiasm and determination.

Day 46: 19 May 2023 (Friday)

Today has been a rare and serene day, allowing me to catch up on tasks, expand my knowledge, and prioritize self-care. With a calm atmosphere, I accomplished my pending tasks and experienced the satisfaction of progress. Engaging in learning, I explored new information and gained fresh insights. Taking time for myself, I immersed in the tranquility of nature, finding solace and reconnection. As I bid farewell to this peaceful day, I eagerly anticipate the challenges and opportunities of the upcoming week, knowing they will foster growth and shine a light on new possibilities. I remain hopeful and optimistic, cherishing this moment and carrying its stillness as a guiding force into tomorrow.

Day 47: 22 May 2023 (Monday)

Today was a bustling day with numerous customer inquiries about delivery status. I diligently updated and managed the deliveries, ensuring they remained on schedule. Organizing and filing documents for future reference was a priority. Prompt responses and effective communication were crucial in keeping customers informed. Recognizing the importance of staying organized, I meticulously categorized the necessary documents. This attention to detail instilled a sense of order and reliability. Witnessing the smooth operation and contributing to customer satisfaction brought fulfillment. Despite the challenges, the satisfaction of addressing inquiries and having well-organized documents made it worthwhile. Looking ahead, I expect new opportunities for growth and remain committed to efficiency and exceptional customer service. Each interaction is a chance to learn and improve, embraced with enthusiasm and determination.

Day 48: 23 May 2023 (Tuesday)

Today has been an enlightening day as I deepened my understanding of data security. I realized that it's an ongoing process that requires constant review and improvement.

The safety of our organization's data relies on our vigilance and adaptability to evolving threats. As the day ends, I'm reminded of the critical importance of data security and accuracy. My work today contributed to safeguarding our data, ensuring its safety and integrity. I'm committed to maintaining high standards by identifying vulnerabilities, implementing strong security measures, and staying informed. Prioritizing data security establishes a solid foundation for our operations and builds trust with stakeholders. Looking ahead, I eagerly embrace the challenges and opportunities for growth in maintaining data security. I carry a sense of purpose and determination, ready to enhance our safeguards and face future challenges. Tomorrow offers new discoveries to strengthen our data security. I'm unwavering in my commitment to contribute to our organization's success through safeguarding our valuable data.

Day 49: 29 May 2023 (Monday)

Today presented us with diverse tasks as we cleaned mechanical keyboards, fixed cables, and assembled computer units. It was an exciting and fulfilling day filled with valuable learning experiences. Through careful cleaning, we revitalized the keyboards, ensuring optimal performance and a refreshed appearance. This process highlighted the importance of maintenance and attention to detail in preserving the longevity of computer peripherals. Fixing cables required problem-solving skills and technical expertise as we resolved display issues and optimized computer functionality. It served as a reminder of the interconnectedness of hardware components and the impact of cable management on overall performance. Assembling computer units allowed us to apply our knowledge and skills in creating functional systems. The careful selection and integration of compatible parts resulted in fully operational computers. The day was characterized by joyous learning, as we honed our technical skills and expanded our knowledge through hands-on experience. Collaboration and teamwork fostered a positive atmosphere of camaraderie and collective growth. Reflecting on the day's accomplishments, we recognize how the tasks improved computer functionality and

deepened our understanding of their inner workings. This reaffirmed the importance of continuous learning and the satisfaction that arises from overcoming challenges. Looking forward, we eagerly anticipate new tasks and learning opportunities, building upon the knowledge and experience gained today. We are grateful for the fun and educational activities and carry our excitement and motivation to contribute to the team's success and our personal growth.

Day 50: 30 May 2023 (Tuesday)

Today has been a day of reflection as I contemplate my journey of growth and learning. Throughout my time here, I have gained valuable knowledge in computers, website development, and unexpected skills that have contributed to my personal growth. Delving into the world of technology has been enlightening, enhancing my understanding of coding, design principles, and troubleshooting. Beyond technical expertise, this training has revealed insights into my own personality and strengths. Through challenges and achievements, I discovered resilience and confidence I never knew I possessed. This journey has been transformative, expanding my horizons and shaping me into a more well-rounded individual. Looking ahead, I am excited to further develop my skills and personal attributes, empowered by the foundation I have built. The training has served as a catalyst for personal and professional growth, enabling me to embrace new experiences and surpass my limitations. With gratitude and determination, I eagerly anticipate the opportunities and discoveries that lie ahead. As the day concludes, I carry a sense of accomplishment and look forward to tomorrow's continuous process of learning and growth.

Day 51: 31 May 2023 (Wednesday)

As the month of May comes to a close, I reflect on the experiences and growth it brought. It was a period filled with excitement, learning, and a sense of accomplishment. The repairs we conducted on the desktop computers honed our

technical skills and problem-solving abilities. The assembly of units and software installation further expanded our knowledge and expertise. Overall, the month of May proved to be both fun and enriching. It provided me with opportunities to apply my skills, learn new things, and contribute to the success of the organization. As I enter the next month, I carry the valuable experiences and knowledge gained in May, ready to embrace new challenges and continue my journey of growth.

Day 52: 2 June 2023 (Friday)

Time flies! It's Friday, a beloved day in the office with a lighter workload compared to the rest of the week. It was a productive day without major issues, allowing me to focus and deliver efficiently. The tranquility provided an opportunity to catch up on tasks, ensuring accuracy and precision with the few national IDs to encode. Reflecting on the week, I feel satisfaction and gratitude for the progress made. Each day has contributed to personal and professional growth, shaping resilience and determination. Ending the week positively fuels my motivation to strive for excellence. As the day closes, I'm content and grateful, eagerly anticipating the weekend to recharge and reflect. Cherishing the fulfilling days is important, appreciating the opportunities they bring. With a sense of pride, I look forward to continuing to excel in the days ahead.

Day 53: 5 June 2023 (Monday)

Today, I had the task of resolving an issue with a company desktop that had no display after startup. Through observation and analysis, I determined that a faulty HDMI cable was the cause. By replacing it, the screen came to life, and the problem was solved. This experience highlighted the importance of attention to detail and systematic troubleshooting. I find fulfillment in analyzing and resolving issues, no matter how small. I am committed to approaching every task with thoroughness and dedication. I carry a sense of accomplishment and excitement for future challenges, as each task

presents an opportunity for growth and learning. Tomorrow brings new opportunities, and I am eager to face them armed with the lessons learned today.

Day 54: 6 June 2023 (Tuesday)

Today was a highly productive and satisfying day. I dedicated myself to ensuring the smooth functioning of our website, recognizing the importance of meticulousness, analytical thinking, and communication. With meticulous attention to detail, I updated various elements to enhance accuracy and the user experience. Analyzing website analytics and user feedback allowed me to identify areas for improvement and make informed decisions. Effective communication fostered collaboration and continuous improvement. This experience has reaffirmed my passion for website management and my commitment to growth. I eagerly anticipate future opportunities to contribute to the company's success. Each day is an opportunity for learning and making meaningful contributions. I am grateful for today's productivity and the lessons it brought. As I close this chapter, I carry a sense of fulfillment and enthusiasm for tomorrow's challenges and opportunities.

Day 55: 7 June 2023 (Wednesday)

Today was a day of responsibility and honor as the postmen trusted me with handling important data for encoding. I carefully managed both the encoded and not encoded slips, ensuring accurate recording of information. I also inputted the necessary details into an Excel sheet for the Proof of Delivery (POD) process. I am grateful for the trust placed in me, which reflects their confidence in my abilities and attention to detail. This task required precision and organization, as each slip contained vital information. By diligently maintaining and updating the data, I facilitated a smooth flow for the POD process. The responsibility of inputting data into Excel highlighted the significance of accuracy and efficiency. I meticulously transferred the information, strengthening my Excel skills and reinforcing the importance of maintaining accurate records. The trust

bestowed upon me by the postmen motivated me to carry out my duties with dedication and professionalism. I am excited for future opportunities to contribute to the post office's operations and the efficient flow of information. Each day brings new chances for growth and learning, and I am committed to upholding the trust my colleagues have placed in me. Reflecting on the day, I feel proud and grateful. Managing the slips and inputting data has allowed me to develop valuable skills and enhance my attention to detail. Tomorrow holds new challenges and opportunities, and I eagerly embrace them with enthusiasm and a commitment to excellence.

Day 56: 8 June 2023 (Thursday)

Today presented us with new tasks that required collaboration with my friends. We were tasked with handling slips that had issues entering the data into the system. Our approach was to manually encode the data into Excel and upload it to the system where the data of national IDs was being recorded. This task required coordination and attention to detail to ensure accurate and seamless data entry. Working alongside my friends added a sense of camaraderie and efficiency to the process. Together, we diligently encoded the necessary information into Excel, ensuring its accuracy and completeness. The upload process allowed us to integrate the data smoothly into the system, contributing to the overall effectiveness of the data management process. This experience highlighted the importance of teamwork, adaptability, and effective communication in achieving our goals. As the day comes to a close, I reflect on the accomplishments we achieved as a team. Our collaborative effort not only resolved the issues with the slips but also reinforced our ability to tackle challenges and find innovative solutions. I am grateful for the opportunity to work alongside my friends and contribute to the success of the data entry process. Tomorrow holds new tasks and possibilities, and I am excited to embrace them with the same spirit of collaboration and dedication.

Day 57: 9 June 2023 (Friday)

Today, I was assigned the responsibility of receiving mail. While receiving mail may seem like a routine task, it holds significant importance in our work. It serves as a formality that allows us to provide accurate and up-to-date information to inquirers regarding the status of their mail. By diligently receiving and documenting incoming mail, we ensure that we have the necessary information readily available to address any inquiries. This process contributes to a seamless and efficient experience for both our team and the individuals awaiting their mail. The ability to provide timely and accurate updates instills trust and confidence in our services. As I carried out this task, I recognized the impact it has on our overall operations and customer satisfaction. It serves as a vital link between our organization and those relying on our services. Looking ahead, I am committed to maintaining the high standards of efficiency and accuracy in handling incoming mail. Each mail received is an opportunity to demonstrate our commitment to excellent service and responsiveness. I find fulfillment in knowing that my role in receiving mail contributes to the overall success of our organization. As the day draws to a close, I carry a sense of accomplishment and a renewed sense of purpose. Tomorrow brings new opportunities to continue improving our processes and serving our customers effectively. I embrace the challenges and responsibilities that come with this role and look forward to making a positive impact through my work.

Day 58: 14 June 2023 (Wednesday)

Today, I teamed up with a friend to encode RTS mail from various cities. Our goal was to accurately record and categorize the mail based on their respective cities. After encoding, we provided the option for the letter courier to print the mail if necessary. This task required careful attention to detail to ensure accuracy and efficiency. By successfully encoding and organizing the mail, we contributed to the smooth handling of RTS mail. Working with my friend brought a sense of camaraderie and teamwork, making the task enjoyable and productive. As we collaborated, we supported each

other and shared insights to ensure the quality of our work. I am excited for future opportunities to contribute to important tasks and the success of our team. Each day presents a chance for growth and learning, and I am committed to performing my duties with dedication and excellence. Reflecting on today's accomplishments fills me with a sense of fulfillment and gratitude. The experience of encoding RTS mail and collaborating with my friend has helped me develop valuable skills and improve my attention to detail. I eagerly anticipate facing future challenges with enthusiasm and a commitment to continuous improvement.

Day 59: 15 June 2023 (Thursday)

Today, I spent my time organizing slips, some of which had been updated. However, there were also slips that couldn't be found, were torn, or were unreadable. To handle this, I separated the slips that couldn't be found and placed them in a separate spreadsheet. The slips that had been updated were encoded in the Proof of Delivery (POD) system. As for the slips that couldn't be found, they were stored in a different Excel file and will later be uploaded to the website. This process allowed for efficient management of the slips, ensuring that the updated ones were properly recorded and the missing ones were appropriately handled. By organizing and categorizing the slips, I contributed to maintaining accurate and accessible information. The tasks carried out today highlight the importance of attention to detail and organization in managing data. Looking ahead, I am eager to continue contributing to the smooth flow of information and the success of our operations. Each day presents new challenges and opportunities for growth, and I am committed to performing my responsibilities with dedication and precision.

Day 60: 16 June 2023 (Friday)

Today marks the end of my journey at the post office as I have completed the required 486 hours of on-the-job training (OJT). It is a bittersweet feeling to say goodbye to this

experience. On this final day, the workload was lighter than usual, allowing us to focus on the remaining task at hand. We dedicated our time to encoding the slips that had not yet been processed. This final task served as a reminder of the progress we have made throughout our OJT. It is gratifying to see the completion of the remaining work, knowing that our efforts have contributed to the smooth functioning of the post office. As I reflect on my time here, I am filled with gratitude for the opportunity to learn and grow in this professional environment. The experience has equipped me with valuable skills, expanded my knowledge, and fostered personal and professional development. I am proud of the dedication and commitment I have demonstrated during my tenure at the post office. This milestone marks the end of one chapter and the beginning of another. I am excited to take the lessons and experiences gained here and apply them to future endeavors. As I bid farewell to my colleagues and the post office, I carry with me a sense of accomplishment and a renewed determination to pursue excellence in all my future endeavors.

Appendix 12. Photo documentation



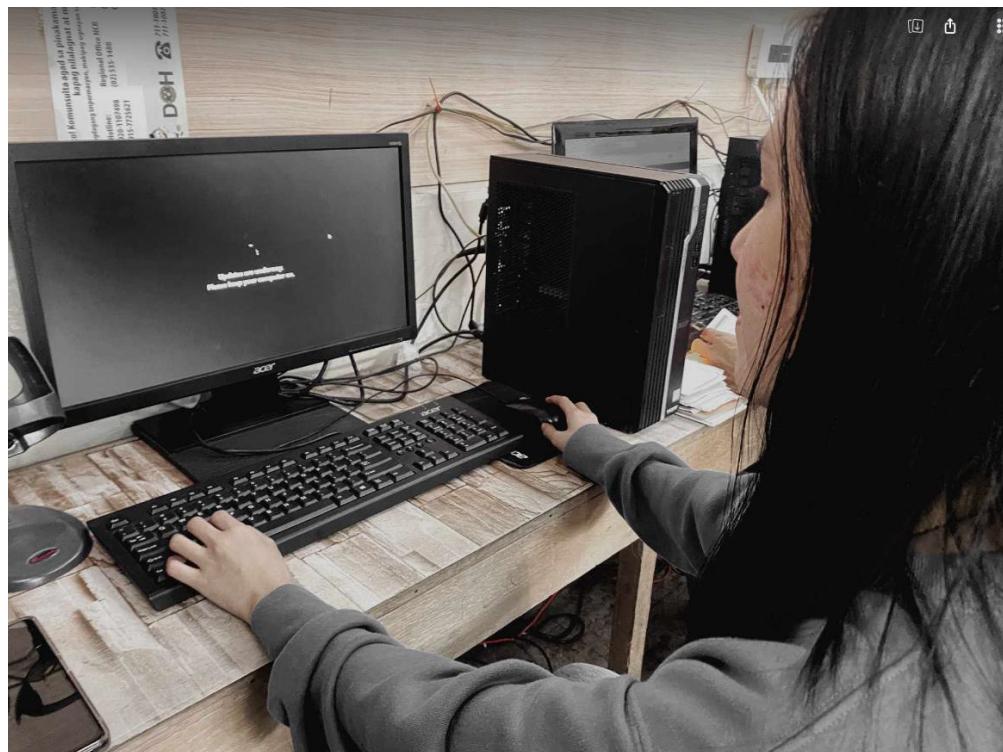
First day of internship



Encoding Employee Reports



Trainee's work area



Keeping the company desktops up-to-date



Appendix Figure 21. Fixing and cleaning keyboard



Graduation photo handling the certificate



Graduation photo with colleagues