

INTERNSHIP DOCUMENTATION

A Final Requirement

Presented

to

Asst. Prof. ABEL L. PELANDIANA
Instructor

In Partial Fulfillment of the Requirements
In ICTE 10066 – Internship

Presented by:

John Manuel M. Antioquia
DICT III

Acknowledgement

I am profoundly grateful for the incredible experience and learning opportunities that I have had during my internship as an IT intern at the Office of the Barangay Captain of Poblacion, San Francisco, Quezon.

First and foremost, I would like to express my sincerest appreciation to the Honorable HTE Head, the esteemed Barangay Captain of Poblacion. Their visionary leadership and dedication to community development have been a constant source of inspiration for me. Working under their guidance has provided me with a unique insight into the intricacies of local governance and the vital role it plays in shaping the lives of the residents.

I am also indebted to the diligent and hardworking barangay workers who tirelessly support the day-to-day operations of the barangay office. Their dedication and commitment to serving the community have shown me the essence of teamwork and the impact of collective efforts in fostering a harmonious society.

I would like to extend my heartfelt gratitude to my internship adviser, Mr. Abel L. Pelandiana. Their expertise and encouragement have been instrumental in shaping my technical skills and professional growth during this internship. Their mentorship and guidance, and I am truly grateful for the knowledge shared.

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A. Name and Address of Company

Name: Office of the Barangay Captain of Barangay Poblacion, San Francisco Quezon.

Address: Purok 3, Barangay Poblacion, San Francisco, Quezon

B. Brief History of the Company

- Type of business the company is engaged in:
 - The Office of the Barangay Captain of Barangay of Poblacion is a government-run organization that provides basic services to its constituents. These services include law enforcement, public safety, garbage collection, street cleaning, peacekeeping, social welfare, and disaster relief. The barangay is also responsible for maintaining peace and order in the community, improving the quality of life of its residents, and promoting economic development. In other words, the Barangay of Poblacion is a non-profit organization that provides essential services to its community. It is not a business in the traditional sense, but it does provide a valuable service to the people of San Francisco, Quezon.

- Name of Officials
 - The current Barangay Captain of Poblacion is Hon. Theo Salvador G. Edaño .
 - Secretary: Fidelia A. Gilapay
 - Treasurer: Marifi P. Garcia
 - Bookkeeper: Jesusa Villarosa
 - Sangguniang Barangay Members:
 - Hon. Efren V. Mancia
 - Hon. Manolito Evangelista
 - Hon. Sherwin Napay
 - Hon. Gimo Lachica
 - Hon. Juana Santos
 - Hon. Jay Allarey
 - Hon. Rosauro Lachica

➤ Organizational Chart



➤ Company's contribution to national development

The Office of the Barangay Captain plays a crucial role in contributing to the national development of a barangay like Poblacion San Francisco, Quezon. While barangays are local government units in the Philippines, their efforts and initiatives can have a significant impact on the broader national development. Here are some ways in which the Office of the Barangay Captain can contribute to national development:

- Governance and Administration: The Barangay Captain, as the local chief executive, is responsible for ensuring good governance and efficient administration within the barangay. By implementing policies and programs effectively, they can contribute to the overall stability and development of the community.
- Local Infrastructure Development: The Office of the Barangay Captain can initiate and oversee the development of essential local infrastructure projects, such as roads, bridges, schools, health centers, and sanitation facilities. These developments contribute to the overall improvement of living conditions and can positively impact the productivity and well-being of the residents.
- Poverty Alleviation and Social Welfare: By identifying and addressing the needs of vulnerable populations, such as the poor, elderly, and marginalized, the Barangay Captain's office can contribute to poverty alleviation and improve social welfare. This, in turn, can lead to increased human capital development and greater productivity at the national level.
- Economic Development: The Barangay Captain's office can support economic development by fostering an environment conducive to local businesses and entrepreneurship. Initiatives to attract investments, promote tourism, and provide support to micro, small, and medium enterprises (MSMEs) can contribute to job creation and economic growth, both at the barangay and national levels.
- Environmental Conservation: The Office of the Barangay Captain can play a significant role in environmental conservation and sustainability. Implementing waste management programs, tree-planting initiatives, and

promoting eco-friendly practices can contribute to the broader national efforts to combat climate change and protect natural resources.

- Peace and Order: Ensuring peace and order within the barangay is crucial for a safe and stable environment. The Barangay Captain's office, in collaboration with local law enforcement agencies, can work towards maintaining peace and security, which has a direct impact on the overall development of the community.
- Disaster Preparedness and Response: The barangay level is the frontline in responding to natural disasters and emergencies. The Barangay Captain's office can develop disaster preparedness plans, conduct drills, and coordinate relief efforts in times of calamities. An effective disaster response can minimize the negative impacts on the community and contribute to a more resilient nation.
- Community Empowerment and Participation: The Barangay Captain's office can promote community empowerment and participation by encouraging citizen involvement in decision-making processes, development planning, and governance. Engaged and empowered communities are more likely to be proactive in seeking solutions to local issues, which can have a ripple effect on national development.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 02, 2023

Time In: 8:00 am Time Out: 5:00 pm Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

It is my first day as an Intern at the Office of the Barangay Captain of Poblacion, San Francisco, Quezon. Upon arriving at the office, I received a warm welcome from the team. The barangay captain assigned me to the desk of the collecting clerk as the previous clerk recently resigned. Having undergone On-the-Job Training (OJT) at the barangay during my summer class in my second year, I have some familiarity with the tasks of a clerk, so the staff didn't need to provide extensive guidance. In the morning, I handled printing and certificate issuance. Later, Ma'am Lenie, the coordinator of Cong Arrogancia, asked me to create a layout in Microsoft Word for the list of barangay officials from each barangay. In the afternoon, I corrected the format of some certificates that had been altered by the immersion students.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 03, 2023

Time In: 8:00 am Time Out: 5:00 pm Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my second day as an intern Collecting Clerk at the Barangay Hall of Poblacion, I eagerly embraced the responsibility of issuing various certificates to the community members. This experience provided me with invaluable insights into the daily administrative functions of the barangay and enhanced my understanding of the residents' diverse needs. As I diligently processed and issued certificates such as barangay clearances and residency certificates, I realized the importance of accuracy and attention to detail in maintaining the trust and credibility of the barangay's services. Throughout the day, I remained committed to delivering exceptional customer service, ensuring that each applicant felt valued and respected. I carefully verified the required documentation, offering assistance to those unfamiliar with the procedures. The high volume of certificate requests challenged me to sharpen my time management skills and prioritize tasks effectively.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 05, 2023

Time In: 8:00 am Time Out: 5:00 pm Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my third day as an intern Collecting Clerk at the Office of the Barangay Captain of Poblacion, San Francisco, Quezon, I was excited to dive into some hands-on tasks that felt more relatable to me as a college student. Cleaning and organizing the desktop files, and I must say, it felt great to create a tidy and efficient workspace for everyone. Of course, I also tackled the usual stuff, like issuing certificates and keeping records in order, but there was something oddly satisfying about decluttering the digital chaos.

Throughout the day, I collaborated with my colleagues, and I got to admit, they've been incredibly helpful in showing me the ropes. Navigating through some time management challenges was a bit tricky, but I learned that being resourceful and seeking advice from experienced folks can make a world of difference. As I continue this internship, I'm eager to enhance my skills and make a positive impact on the barangay's mission. It's been a rewarding experience so far, and I'm looking forward to growing further and contributing my best efforts to support our community.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 08, 2023

Time In: 8:00 am Time Out: 5:00 pm Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my fourth day as a Collecting Clerk, Encoder, and Editor at the barangay, I truly felt like a multitasking college student juggling various roles. The day began with issuing certificates and processing payments, just like the previous days, but I was also responsible for encoding. I must admit, being the intern, I found encoding quite exciting, and I made sure every piece of information was entered with precision.

In the afternoon, I put on my editor hat as I reviewed some official documents for grammar and formatting. It felt empowering to have a hand in polishing these essential materials. While it was a busy day, I enjoyed every moment of it, especially when I could put my organizational and computer skills to good use. Working closely with the team, I soaked up valuable advice and tips, and it's amazing how supportive and encouraging they've been. With each passing day, I'm becoming more confident in my abilities, and I'm grateful for this opportunity to grow as an intern and contribute meaningfully to the barangay's daily operations.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 09, 2023

Time In: 8:00 am Time Out: 5:00 pm Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my fifth day as an intern at the barangay, I continued to excel in my roles as a Collecting Clerk, Encoder, and Editor. The morning kicked off with issuing certificates and processing payments, ensuring that residents received efficient and accurate service. As the day progressed, I delved into data entry as an encoder, meticulously inputting information into the system to maintain well-organized records. In the afternoon, my editing skills came to the forefront as I reviewed and refined official documents, ensuring clear and professional communication. I feel a growing sense of fulfillment in contributing to the smooth functioning of the barangay's operations.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 10, 2023

Time In: 8:00 am Time Out: 5:00 pm Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

I woke up on my sixth day as an intern at the barangay feeling excited and eager to continue learning and contributing. I started the day by reviewing the tasks that I had been assigned the day before. I then met with my supervisor to discuss my progress and to get some new assignments. For the morning, I was tasked with issuing certificates and processing payments. I was able to help several residents with their applications, and I made sure that they received efficient and accurate service. I also helped to maintain the barangay's records by updating them with the new information. In the afternoon, I was tasked with data entry. I carefully input information into the system, ensuring that the records were well-organized and accurate. I also had the opportunity to review and refine some official documents. I was able to use my editing skills to ensure that the documents were clear and professional.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 11, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my seventh as an intern at the Office of the barangay captain, as usual I did the same task as I did yesterday. I have issued certificates and then format some papers that ask me to do by ma'am lenie one of the office staff. I did some format of application form for tupad program. And in the afternoon, I corrected the grammar and format of some of the certificates that had been changed by the previous immersion students at the desk of a collecting clerk.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 12, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my eighth day as an intern at the Office of the Barangay Captain, I continued to make significant contributions as an Encoder and Certificate Issuer. Throughout the day, I assisted numerous residents who approached the office, seeking various certificates. It was fulfilling to provide a warm and welcoming environment, guiding them through the application process, and ensuring all necessary information was accurately recorded. My attention to detail and empathetic approach allowed me to address their queries and concerns, leaving them with a positive impression of the barangay's services.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 15, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

This is my ninth day at the office of the Barangay Captain of Poblacion as an intern IT student. I have bee applied my skills as an IT in creating and lay out forms to make an application form document for educational assistance from Cong Arrogancia. I make a comprehensive form so that the applicants will easily understand what information to put in. And as usual I did the same task as my previous day as an intern. I issued Barangay certificates and permits.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 16, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my tenth day as an intern at the barangay, I embraced a diverse range of responsibilities, fulfilling the roles of both an Editor and an Encoder. The day began with me delving into my editorial skills, reviewing, and refining official documents to ensure clear and professional communication. It was a rewarding experience to contribute to the accuracy and quality of the materials used within the office, knowing that my efforts would enhance the overall efficiency of the barangay's operations. In addition to my editing tasks, I took on various IT-related responsibilities, further expanding my skillset. I assisted the office staff by formatting essential documents, ensuring that they met the necessary standards and requirements. This experience provided me with valuable insights into the technological aspects of the office's day-to-day operations and allowed me to demonstrate my adaptability and willingness to take on new challenges.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 17, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

Today is my eleventh day as an intern at the office of the barangay captain of Poblacion, as my previous day at the office I did the same task as a collecting clerk/ encoder and editor of the office. I have been issued different certificates and barangay permit throughout the day.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 18, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my 12th day as an intern at the office of the barangay captain, I continued to immerse myself in various responsibilities. As an Encoder, I meticulously input essential data into the system, ensuring accurate and well-organized records. Assisting residents with certificate applications was equally fulfilling, and I took pride in guiding them through the process efficiently. In the afternoon, I was entrusted with preparing a comprehensive report on the recent community outreach event. Compiling data, photographs, and feedback, I highlighted the event's impact on the community. Crafting the report allowed me to showcase my communication and organizational skills. Reflecting on my thirteenth day, I felt grateful for the valuable experiences that have shaped my growth both personally and professionally. Each day at the office brings new challenges and learning opportunities, and I eagerly anticipate the remaining days of my internship to continue contributing meaningfully to the community and developing my skills further.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 19, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my 13th day at the office of the barangay captain, I continued to take on the roles of an Editor and an IT assistant, engaging in tasks that showcased my diverse skill set. As an Editor, I reviewed and refined official documents, ensuring that they were error-free and conveyed information clearly and professionally. This responsibility allowed me to contribute to the overall efficiency and accuracy of the office's communication. In addition to my editing duties, I took charge of several IT-related jobs. One of these tasks involved refilling the ink of the printer, ensuring that the office remained well-equipped for its day-to-day operations. I also took the initiative to create a user-friendly fill-out form for certificate issuance, simplifying the process for residents and reducing paperwork for the staff.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 22, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my fourteenth day as an intern at the office of the barangay captain, I had the chance to work on two essential tasks. First, I was entrusted with creating a user-friendly form for medical assistance applications. It was crucial to design a form that would make the process easier for applicants seeking assistance from Cong. Arrogancia. Paying attention to every detail, I ensured that the form captured all the necessary information while being clear and straightforward for the residents to fill out. The second task involved assisting residents with the issuance of barangay clearances and business permits. Guiding them through the application process, I made sure to provide efficient and accurate service. The residents' satisfaction and gratitude for the assistance I provided made me feel a sense of pride and fulfillment in my role as an intern. These experiences reinforced my commitment to making a positive impact on the lives of the community members and strengthened my passion for serving in the barangay.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 23, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my fifteenth day as an intern at the barangay office, I had a busy and fulfilling day. In the morning, I helped residents get barangay clearances and business permits. It felt good to assist them and see them leave with what they needed. After that, I worked on making a form for medical assistance applications, making sure it was easy to understand and fill out. In the afternoon, I used my writing skills to review and improve official documents. It was important to make sure they were clear and professional. The day's variety of tasks made me even more committed to helping the barangay and its people. I was excited for more opportunities to learn and contribute in the coming days.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 24, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my sixteenth day as an intern at the barangay office, I took on a new and exciting task. I created a Microsoft Access database to record the data for the number and information of issued certificates. This project allowed me to apply my computer skills and organize the certificate records more efficiently. I felt a sense of accomplishment as I saw the database take shape and knew it would make the office's record-keeping process smoother and more organized. Throughout the day, I diligently entered the relevant data into the database, ensuring accuracy and completeness. Being entrusted with this responsibility was a significant milestone for me as an intern, and it motivated me to continue seeking opportunities to contribute to the office's operations. The experience also reinforced my passion for using technology to enhance administrative tasks and improve services for the residents. I was grateful for the chance to make a meaningful impact during my internship and looked forward to more opportunities to further support the barangay's mission.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 25, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my seventeenth day as an intern at the barangay office, I found myself engaging in tasks like the ones I had previously undertaken. In the morning, I once again assisted residents in obtaining essential barangay clearances and business permits. It was a rewarding experience to see their appreciation as they left the office with their documents in hand, knowing that I had played a part in facilitating their needs.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 26, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my eighteenth day as an intern, I delved deeper into IT-related tasks at the barangay office, focusing on enhancing their technological capabilities. I started the day by troubleshooting and resolving technical issues with the office's computer systems and peripherals. Whether it was fixing software glitches or addressing hardware malfunctions, I enjoyed the problem-solving aspect of the task and the opportunity to apply my IT skills to support the office's day-to-day operations.

MULANAY

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 29, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my nineteenth day as an intern, I had a busy day assisting with various printing tasks at the barangay office. In the morning, I printed barangay permits and clearances for residents, ensuring that the documents were accurate and of high quality. It felt rewarding to contribute to the smooth process of providing essential certificates to the community members. Later in the day, I put my editing skills to use as I edited and refined the graduation pictures of the children of Ma'am Lenie, one of the office staff. It was important to ensure that the photos looked their best and captured the special moments of the children's achievements. Seeing the satisfaction on Ma'am Lenie's face when she received the printed photos brought a sense of joy, knowing that my efforts made a positive impact on her and her family.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 30, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my twentieth day at the office, Ma'am Lenie entrusted me with an important task. She asked me to print the educational assistance and medical assistance forms of Cong. Arrogancia. It was a significant responsibility, as these forms were crucial for residents seeking assistance for education and medical purposes. I made sure to print them with precision and accuracy, knowing that they would play a vital role in supporting the welfare of the community. Later in the day, I took on a new challenge by troubleshooting the PC of the barangay secretary. It required me to apply my IT skills to identify and resolve any technical issues affecting the computer's performance. Diagnosing and fixing the problem allowed the secretary to resume her tasks smoothly, and I felt a sense of fulfillment in being able to assist with the office's technology needs.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: May 31, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my twenty-first day as an intern at the barangay office, I continued to handle the issuance of barangay permits and clearances, providing efficient and accurate service to the residents. It was fulfilling to witness the appreciation on their faces as they received the necessary documents, knowing that I played a part in facilitating their needs. Throughout the day, I also took the opportunity to update and organize the permit records, ensuring that all information was well-maintained and easily accessible for future reference.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 01, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my twenty-second day, I experienced a more challenging scenario while issuing barangay permits and clearances. The office had an increased number of residents seeking permits due to a local event, leading to a higher demand for my assistance. Despite the busy atmosphere, I remained composed and focused, striving to meet the residents' needs promptly and efficiently. The experience taught me valuable lessons in time management and adaptability, as I worked diligently to provide a seamless permit issuance process during the busy day.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 5, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my twenty-third day as an intern at the barangay office, in addition to handling the issuance of barangay permits and clearances, I took on the responsibility of recording all the issued certificates to the Microsoft Access database that I had previously created. This new task allowed me to further streamline the office's record-keeping process and ensure the accurate and systematic storage of certificate data. Throughout the day, I diligently entered the details of each issued certificate into the database, paying careful attention to accuracy and completeness. It was satisfying to see the database grow and become a comprehensive repository of certificate records. The access to organized and easily retrievable information not only enhanced the office's efficiency but also empowered the staff to serve the community more effectively.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 6, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my twenty-fourth day as an intern at the barangay office, I continued to handle the same tasks of issuing barangay permits and clearances, as well as recording all the issued certificates to the Microsoft Access database. It was a familiar routine, but each day presented new challenges and opportunities to improve. Throughout the day, I assisted numerous residents in obtaining their needed permits and clearances, ensuring that their applications were processed efficiently and accurately. Witnessing their gratitude and knowing that I played a part in easing their administrative burdens brought a sense of fulfillment to my internship experience.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 7, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my twenty-fifth day as an intern at the barangay office, I continued to handle the tasks of issuing barangay permits and clearances, as well as recording all the issued certificates to the Microsoft Access database. The routine had become second nature to me, allowing me to assist residents with ease and efficiency. During the day, the bookkeeper approached me with a new task. She asked me to make a copy of the permits and certificates to her computer. Recognizing the importance of data backup and accessibility, I gladly obliged. I ensured that the copies were securely transferred, maintaining the confidentiality and integrity of the information. As I wrapped up my responsibilities on the twenty-fifth day, I felt a growing sense of responsibility and pride in my role as an intern. The tasks I undertook not only contributed to the smooth functioning of the barangay office but also supported the needs of the community and its residents. Each day brought new challenges and learning opportunities, reaffirming my commitment to making a positive impact during my time at the barangay.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 8, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my twenty-sixth day as an intern at the barangay office, I encountered a technical challenge with the printer. It was facing a malfunction and was unable to print documents properly. As the printer was an essential tool for the office's day-to-day operations, I recognized the urgency to resolve the issue promptly. I took on the task of troubleshooting the printer, applying my IT skills and knowledge to identify and address the problem. After conducting a thorough investigation, I successfully identified the root cause of the malfunction and took the necessary steps to fix it. It was a satisfying moment when I saw the printer working smoothly again, ready to support the office with its printing needs. The experience of troubleshooting the printer reinforced the value of my IT expertise in supporting the office's operations. It also highlighted the importance of being proactive and resourceful in finding solutions to technical issues. As my internship journey continued, I embraced each opportunity to utilize my skills in making a positive impact on the office's functionality and serving the community to the best of my abilities.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 9, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my twenty-seventh day as an intern at the barangay office, I continued with familiar tasks that had become part of my daily routine. I started the day by assisting with the printing of various documents, ensuring that they were of high quality and met the office's standards. Later on, I devoted time to encoding the records of issued permits and certificates into the Microsoft Access database. Accuracy and attention to detail were essential in this task to maintain well-organized and up-to-date records. During the day, I also played a role in supporting the secretaries by guiding them with their queries about using MS Office. It was a rewarding experience to share my knowledge and help them become more confident and efficient in utilizing the software for their tasks. As the twenty-seventh day came to an end, I reflected on the significance of my contributions as an intern. Each day presented new opportunities to make a positive impact on the office's operations and support the needs of the community. My time at the barangay had been a valuable learning experience, allowing me to grow both personally and professionally while making meaningful contributions in my role.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 13, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my twenty-eighth day as an intern at the barangay office, I continued to excel in my role as a Collecting Clerk, assisting with the issuance of barangay permits and clearances. I made sure that residents received efficient and accurate service, ensuring that all necessary documents were processed promptly. In addition to my responsibilities as a Collecting Clerk, I also took on a new task - conducting tutorials for other staff members on using word processing software. I shared my knowledge and expertise in using MS Word and other word processing tools, providing step-by-step guidance to help them become more proficient in creating and editing documents.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 14, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my twenty-ninth day as an intern at the office, I was given a creative task by Ma'am Lenie. She asked me to lay out the invitation card for the upcoming fiesta of Purok 3. This was an exciting opportunity for me to showcase my design skills and contribute to the festive celebration in the community. I diligently worked on the invitation card, paying attention to every detail to make it visually appealing and reflective of the joyous occasion. I carefully selected colors, fonts, and images that captured the essence of the fiesta and reflected the spirit of unity within Purok 3. When I presented the finished invitation card to Ma'am Lenie and the office staff, they were delighted with the design. Seeing their positive reactions filled me with a sense of pride and accomplishment. It was heartwarming to know that my work would play a part in bringing the community together for a memorable celebration.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 15, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my thirtieth day as an intern at the office, I had the task of designing the front page for the folder that contained documents to be signed by the barangay captain. This front page served as a cover sheet for the documents inside, providing essential information and creating a professional and organized appearance. I carefully crafted the design, ensuring that it included the necessary details such as the title of the document, the date it was submitted, and the designated signatory, which was the barangay captain. By incorporating these elements into the front page, it became easier for the information desk officer and the captain to quickly identify and process the documents for approval.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 16, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my thirty-first day as an intern at the office, I was assigned the task of printing the invitation cards for an upcoming event. The invitation cards were crucial in inviting residents and stakeholders to participate in a community gathering organized by the barangay. I approached the printing task with attention to detail, making sure to use high-quality paper and print settings to produce professional-looking invitation cards. As I operated the printer, I ensured that each card was printed accurately and without any issues. Once the printing was completed, I checked the invitation cards for any imperfections and made sure they were in perfect condition for distribution. It was satisfying to see the final product and know that my efforts would play a part in promoting community engagement and unity.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 21, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my thirty-second day as an intern at the barangay office, the barangay secretary approached me with a task to organize the files on her computer. She requested that I go through the documents and delete any unnecessary files to free up storage space and ensure that the computer remained organized and efficient. I approached the task with thoroughness and attention to detail, carefully reviewing each file to determine its relevance. I created folders and categorized the documents based on their type, making it easier for the secretary to locate them when needed. As I proceeded with the organization, I identified and removed redundant and outdated files, optimizing the computer's storage capacity. Additionally, I ensured that sensitive information was appropriately protected and confidential documents were securely stored.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 22, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my thirty-third day as an intern at the barangay office, I continued to perform my usual tasks as a Collecting Clerk and Encoder. In the morning, I assisted residents with the issuance of barangay permits and clearances, ensuring a smooth and efficient process. Guiding them through the application procedures and providing accurate information brought a sense of fulfillment, knowing that I was contributing to the community's needs. As the day progressed, I remained dedicated to my roles, ensuring that each task was completed with diligence and professionalism. While the tasks were familiar, I recognized the significance of consistency and reliability in maintaining the office's operations.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 26, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On my thirty-fourth day as an intern at the barangay office, I took on a new and exciting task. I created an Excel form to generate disbursement letters for the barangay. The form was designed with an automatic computing formula, streamlining the process for the bookkeeper to make financial reports. With careful attention to detail, I crafted the Excel form to include all the necessary fields and information required for the disbursement letters. The automatic computing formula allowed the bookkeeper to input relevant data, such as expenses and amounts, and instantly generate accurate computations. This efficient feature not only saved time but also minimized the chances of manual errors in the financial reports. When I presented the Excel form to the bookkeeper and other office staff, they were impressed with its user-friendly design and the convenience it offered in generating disbursement letters and financial reports. It was fulfilling to know that my contribution would make the bookkeeper's tasks more efficient and contribute to the office's overall productivity.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: June 27, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On June 27th, I had the opportunity to showcase my skills as an intern at the barangay office. I spent the day encoding and creating an Excel form specifically designed for the disbursement letter process. With attention to detail, I meticulously input all the necessary data and formulas to automate the calculations for the financial report. Once the form was ready, I eagerly presented it to the bookkeeper for a demonstration. I explained the features and functionalities of the Excel form, emphasizing how it could simplify the disbursement letter process and make financial reporting more efficient. The bookkeeper was impressed with the form's user-friendly interface and the time it would save in generating accurate reports.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: July 03, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On July 3rd, I was assigned the task of creating an Excel form for the collection report as an intern at the barangay office. Excited about the opportunity, I meticulously designed the form to efficiently record and track the various collections received by the barangay. Incorporating fields for date, collection type, amount received, and automatic calculations for total collections, the form would streamline the reporting process and provide an organized summary for the reporting period. Presenting the completed form to the office staff, their positive feedback and appreciation for its efficiency motivated me to continue contributing my skills to enhance the office's financial management.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: July 5, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On July 5th, I had the chance to showcase the Excel form that I created for the collection report to the bookkeeper at the barangay office. With enthusiasm, I demonstrated the form's features and functionality, explaining how it could efficiently record and track the various collections received by the barangay. During the demonstration, the bookkeeper observed how the form automatically calculated the total collections for each day and provided a comprehensive summary for the reporting period. The bookkeeper appreciated the user-friendly design and the time-saving capabilities the form offered.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: July 06, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On July 6th, I resumed my role as an Issuing Officer at the barangay office, assisting residents with the issuance of barangay clearances and permits. As a familiar task, I approached it with a sense of responsibility and commitment to providing efficient and accurate service to the community. Throughout the day, I guided residents through the application process, ensuring that they provided all necessary documents and information. I carefully reviewed each application to verify its completeness, and I took the time to explain any requirements or procedures to the applicants.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: July 7, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On July 7th, the bookkeeper approached me with a new task related to the Excel form that I had created for the collection report. I was asked to encode the remaining data into the form, ensuring that all relevant information was accurately recorded. With precision and attention to detail, I meticulously entered the data into the designated fields of the Excel form. This task required thoroughness to maintain the accuracy and integrity of the collection report.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: July 10, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On July 10th, I continued with the task of encoding data into the Excel form for the collection report, as assigned by the bookkeeper. It was a familiar responsibility, and I approached it with the same level of diligence and attention to detail as before. Throughout the day, I carefully entered the remaining financial data into the Excel form, ensuring that all transactions were accurately recorded. As I worked on this task, I reflected on the significance of maintaining precise and up-to-date records to support the office's financial reporting and decision-making processes.

MULANAY

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: July 12, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On July 12th, I returned to my role as a Collecting Clerk at the barangay office. It felt familiar and comforting to be back at the desk, assisting residents with the issuance of barangay permits and clearances. Throughout the day, I greeted residents with a warm smile and guided them through the application process. I made sure to provide clear instructions and address any inquiries they had, ensuring a smooth and efficient experience for each applicant. Being a Collecting Clerk allowed me to interact directly with the community, and I cherished the opportunity to assist the residents in obtaining the necessary documents. It was fulfilling to know that my efforts contributed to the well-being and convenience of the people in the barangay.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: July 14, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On July 14th, I took on an important task at the barangay office due to the secretary's absence. With the secretary not available, I was assigned to draft a patawag letter. This letter served as an invitation or notice to summon individuals for a meeting or event organized by the barangay. Recognizing the significance of the patawag letter, I approached the task with careful consideration. I ensured that the letter included all the necessary details, such as the date, time, and purpose of the meeting, as well as any specific instructions for the recipients.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: July 17, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On July 17th, I resumed my role as a Collecting Clerk at the barangay office, assisting residents with the issuance of permits. As I sat at the desk, I greeted each applicant with a friendly demeanor, ready to guide them through the application process. Throughout the day, I diligently processed various permits, ensuring that all necessary documents were provided and that the applications were completed accurately. I made sure to answer any questions or concerns that the applicants had, striving to provide them with a seamless and efficient experience.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: July 18, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On July 18th, I had the privilege of assisting the bookkeeper at the barangay office with encoding the data for the financial report to be submitted to the Local Government Unit (LGU). This was a critical task that required precision and accuracy to ensure the financial report was comprehensive and complied with all necessary requirements. As I worked alongside the bookkeeper, I carefully inputted the financial data into the system. This involved recording various income and expenses, verifying the correctness of the information, and organizing the data for easy retrieval. Collaborating with the bookkeeper provided me with valuable insights into the financial management practices of the barangay. It also reinforced the importance of accountability and transparency in handling public funds.

MULANAY

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: July 24, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

On July 24th, due to a lower volume of tasks related to the barangay, I found myself sitting at the information desk at the barangay office. During this time, another employee was designated to handle the duties of the collecting clerk. At the information desk, I warmly greeted visitors and residents, addressing their inquiries and providing guidance on various matters. Although the office was less busy on this particular day, I remained proactive in offering assistance and information to those who approached the desk.

Daily Accomplishment Report

Title: ICTE 10066 Internship

Date: July 27, 2023

Time In: 8:00 am

Time Out: 5:00 pm

Total No of Hours: Eight Hours

Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Software Engineering, Web Design, Multimedia, Database Administration, Application Development and Emerging Technologies, Systems Administration and Maintenance, IT Social and Professional Issues and other IT-related Activities.

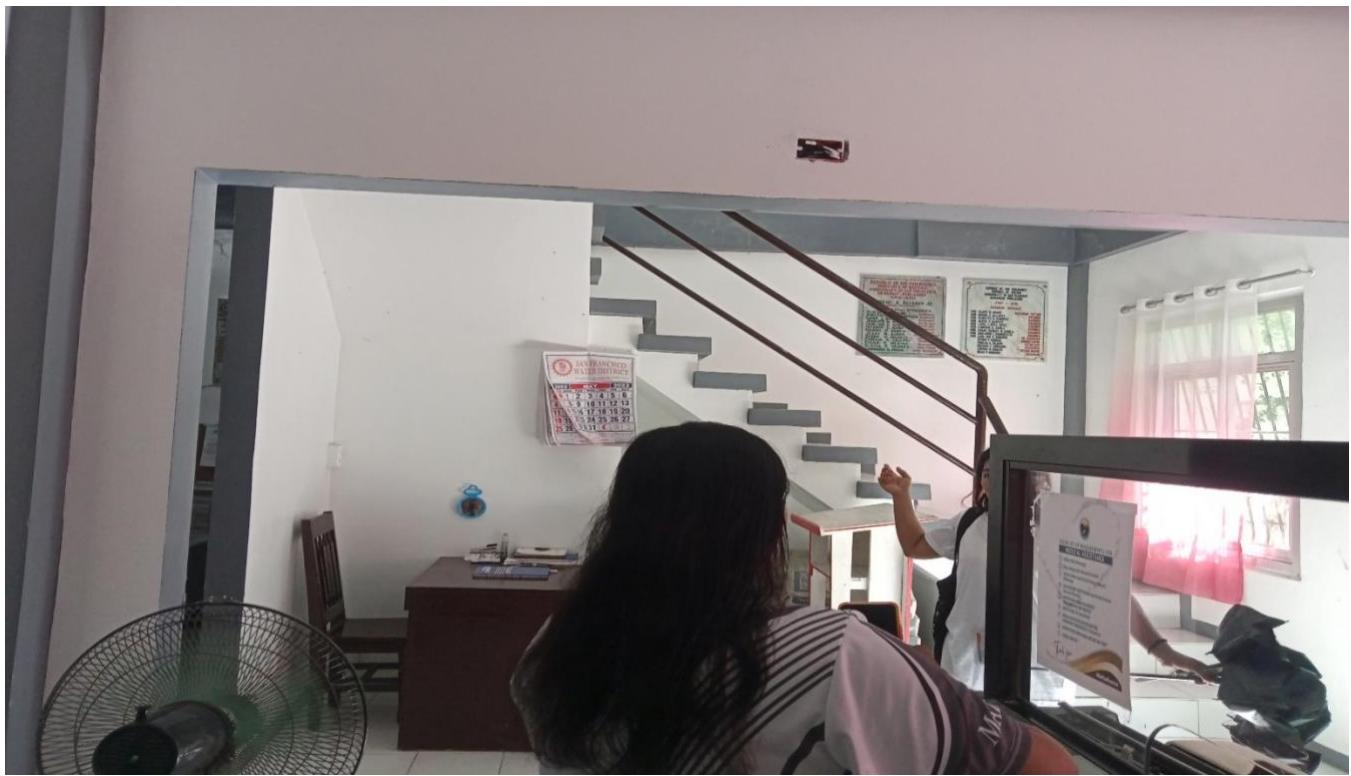
On July 27th, the situation remained the same, with the collecting clerk duties already assigned to another employee. Once again, I sat at the information desk, welcoming visitors and residents and attending to their needs. Despite the decreased workload, I remained dedicated to providing a helpful and friendly presence at the desk. As an intern, I recognized the importance of adaptability and flexibility in taking on various tasks within the barangay office. Whether at the collecting clerk desk or the information desk, I embraced each opportunity to contribute positively to the office's operations and serve the community with enthusiasm and commitment.

Date: 2023-05-02

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



First Day of my internship at the Office of the Barangay Captain



Ma'am Lenie ask me to re-lay out the list of Officials in every Barangay

Date: 2023-05-03

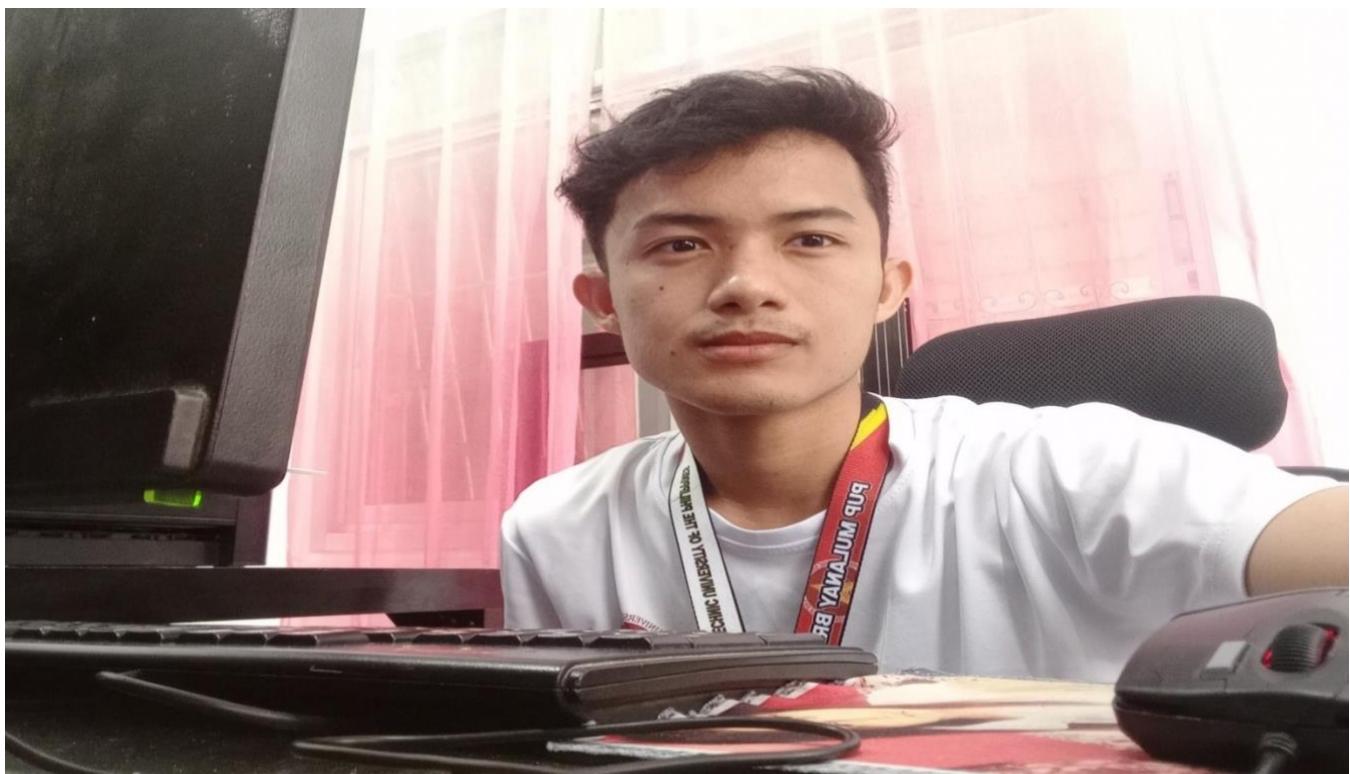
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Second Day of my internship at the Office of the Barangay Captain



I am assigned as a collecting clerk of the office of the Barangay Captain

Date: 2023-05-05

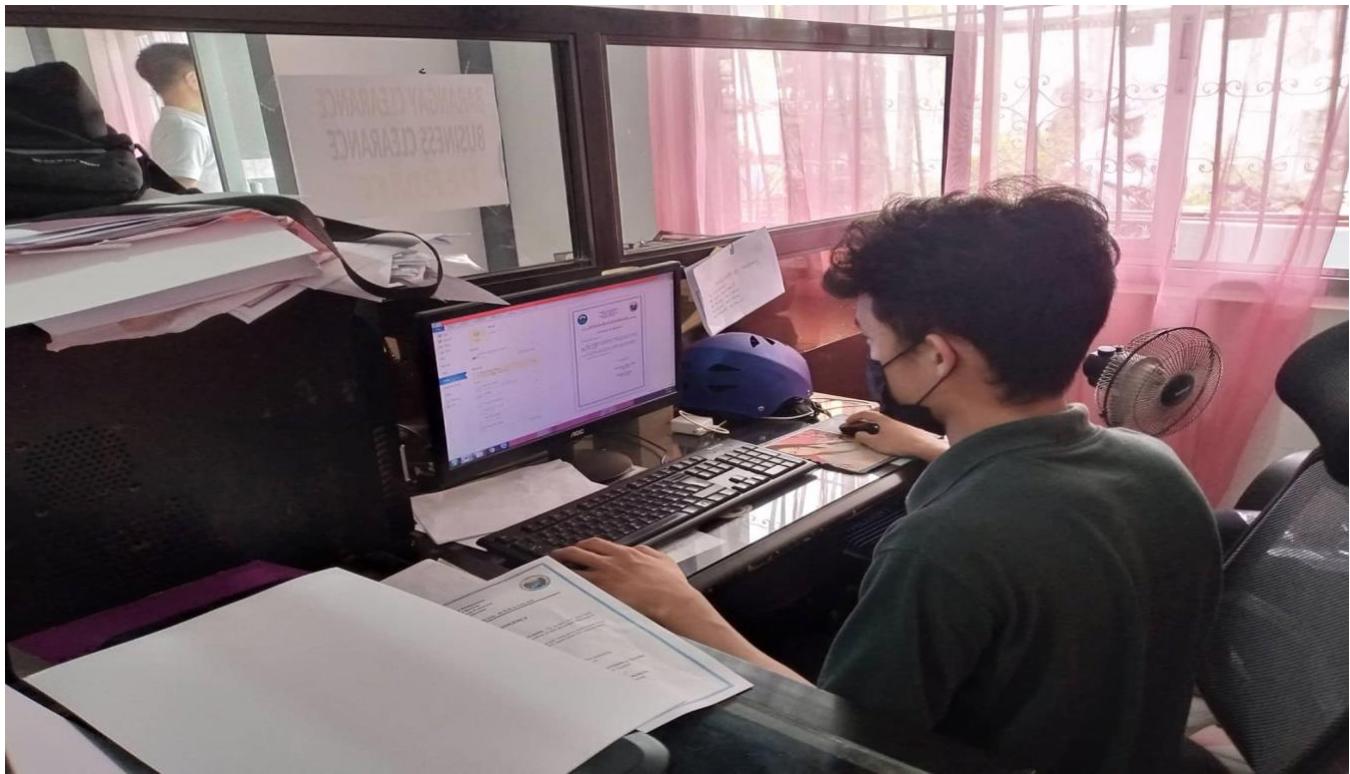
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



My third day of my internship as collecting clerk



Printing Certificate of Indigency

Date: 2023-05-08

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Fourth day of my internship at the Office of the Barangay Captain



Fourth day as a collecting clerk and editor/encoder at the Office of the Barangay

Date: 2023-05-09

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Organizing the files on the computer of the collecting clerk



Making more barangay clearances and barangay certifications

Date: 2023-05-10

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Making Barangay Clearance and Certificate of Indigency



Captured while making different certificates need by the Poblacion Residences

Date: 2023-05-11

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Making some encoding of records



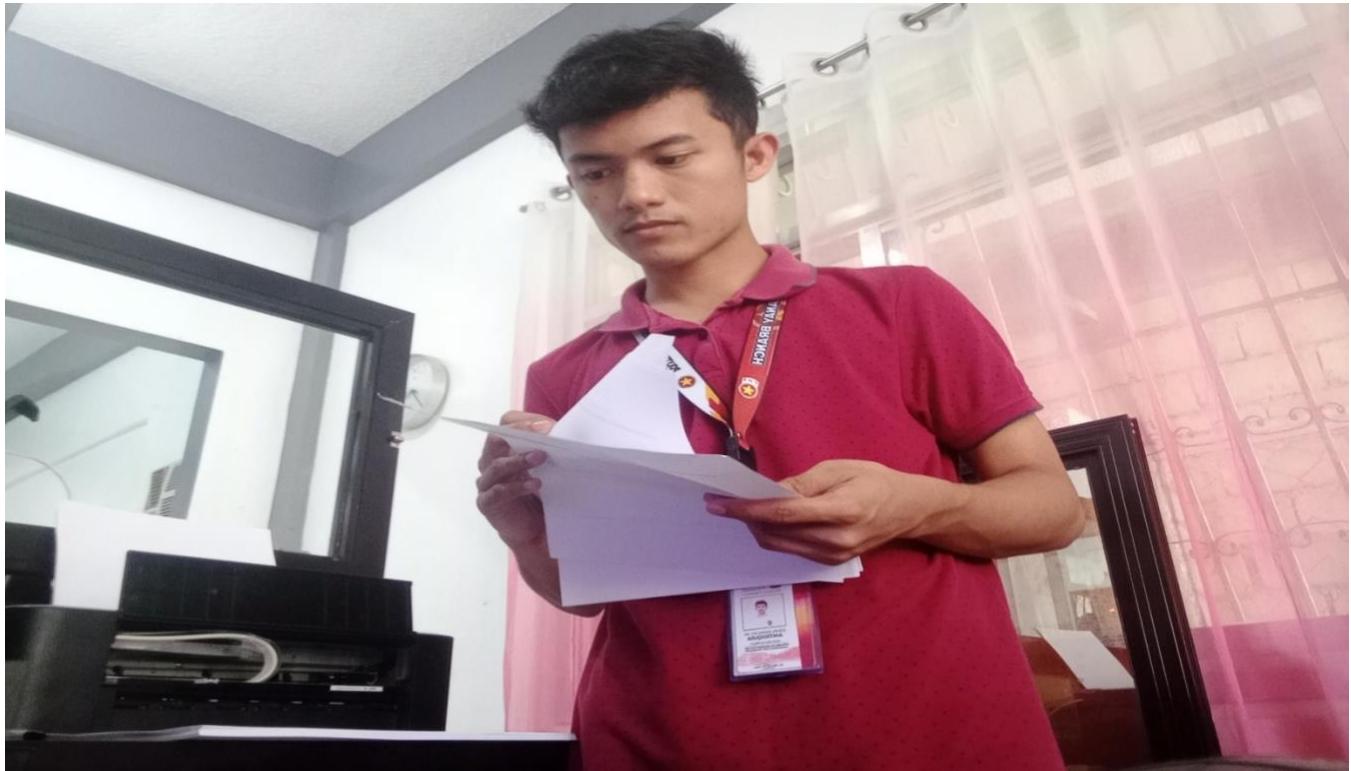
Making some encoding of records

Date: 2023-05-12

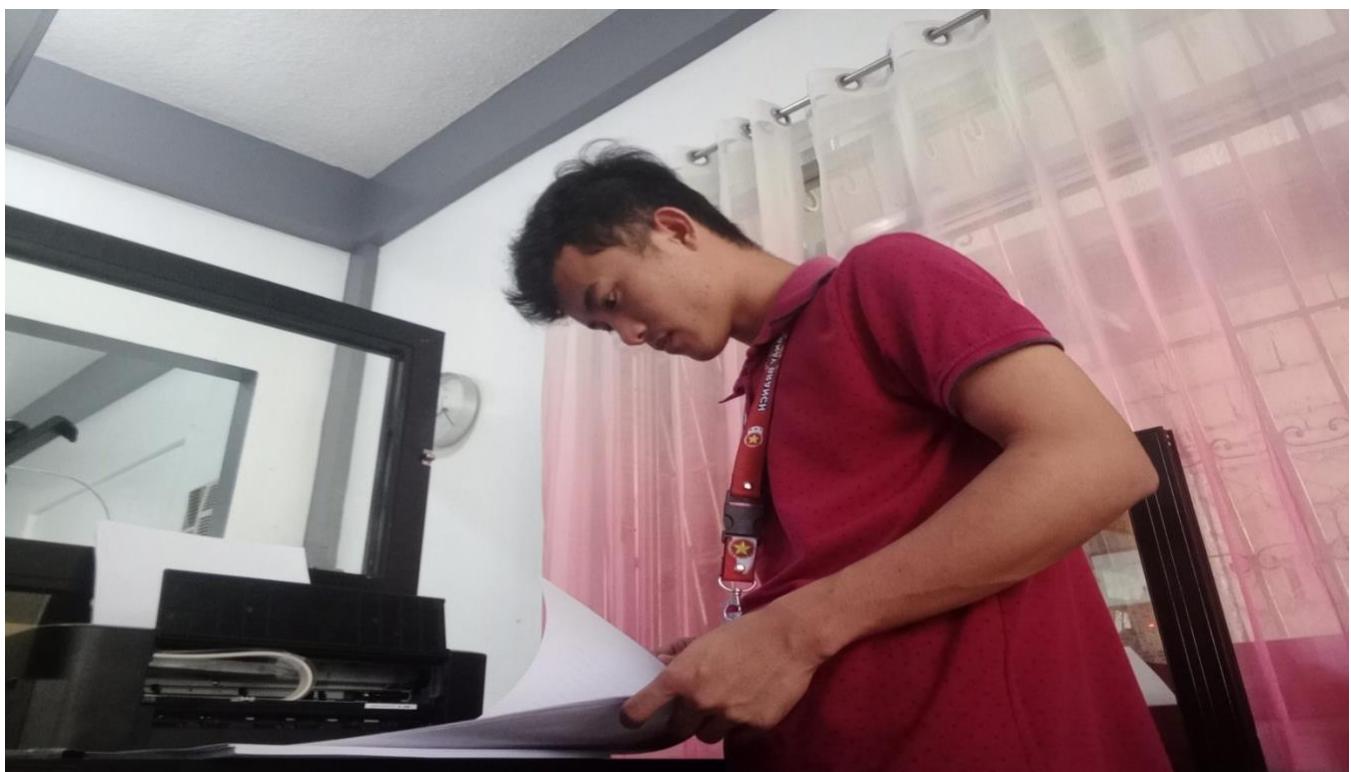
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Reviewing the certificates if there's an typographical error



Making sure if the encoded data to certificates are correct

Date: 2023-05-15

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Lay outing the format of forms for Scholarship Application



Lay outing the format of forms for Scholarship Application

Date: 2023-05-16

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Working as a collecting clerk and editor/encoder



Encoding some data from scholarship

Date: 2023-05-17

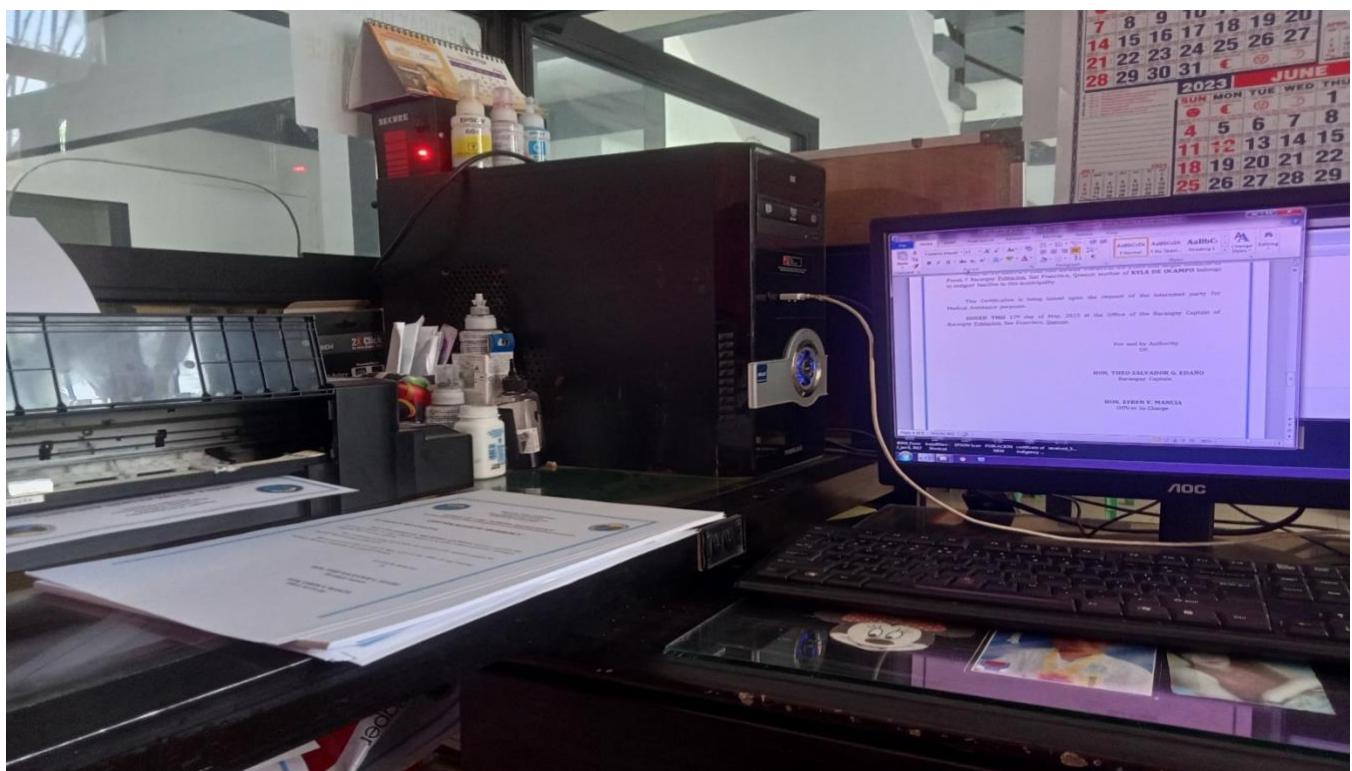
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Capture while making barangay certificates



Creating barangay certificates

Date: 2023-05-18

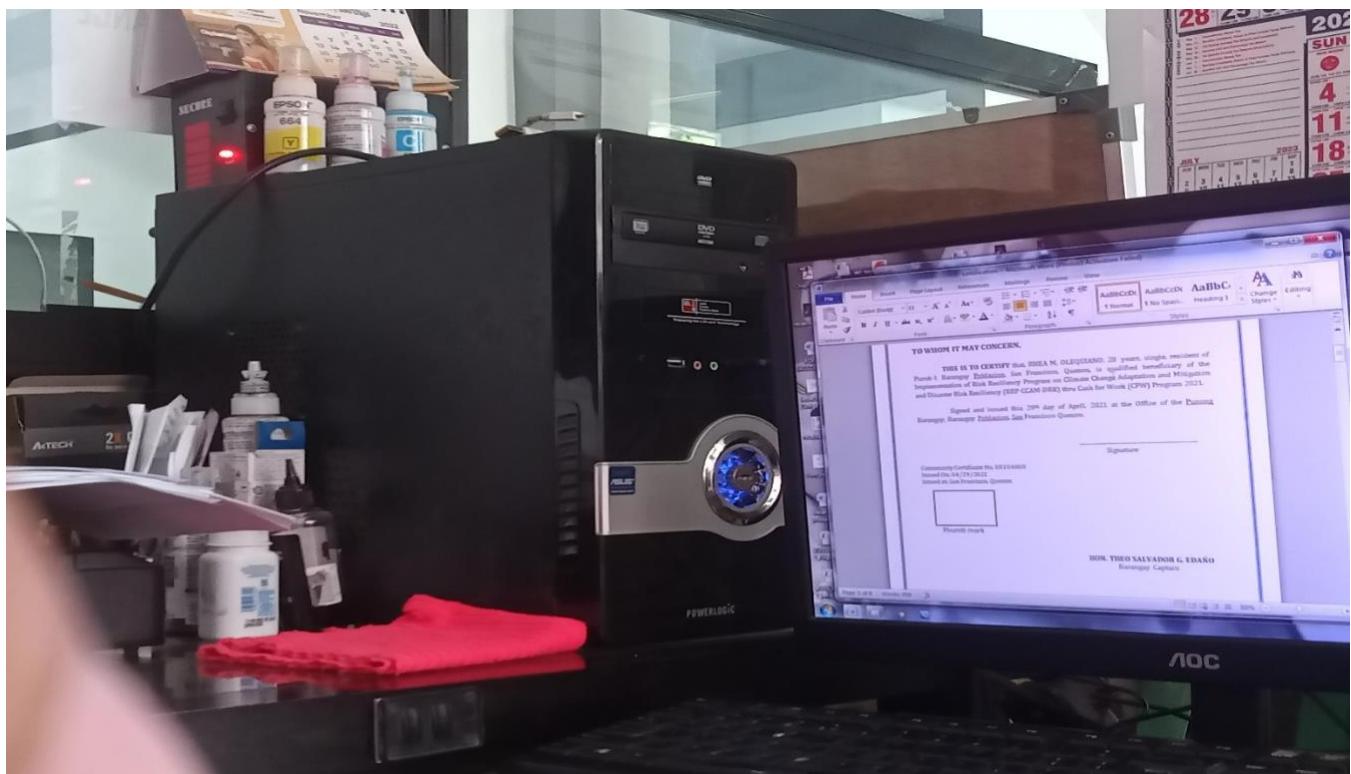
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Capture while lay outing the format of Permit



Done making Permit.

Date: 2023-05-19

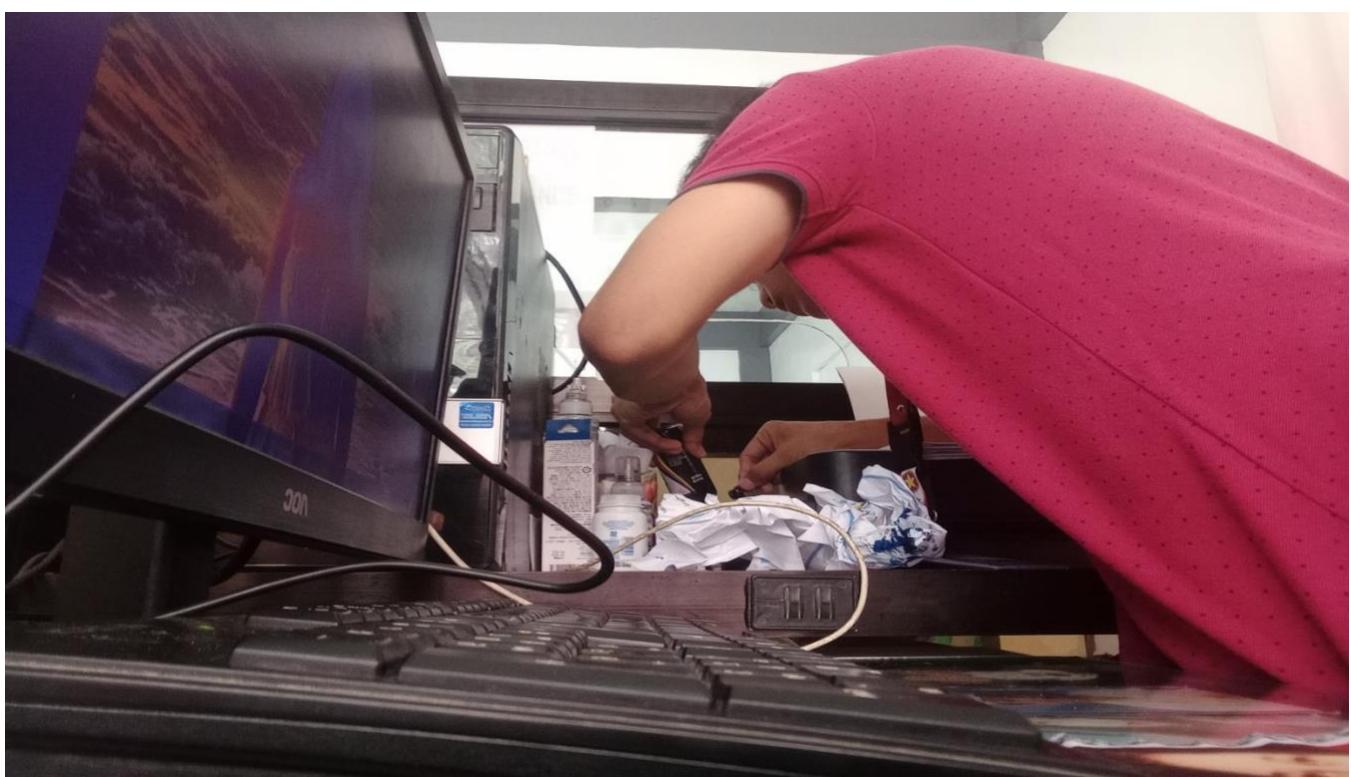
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Cutting the forms for issuance of certificates



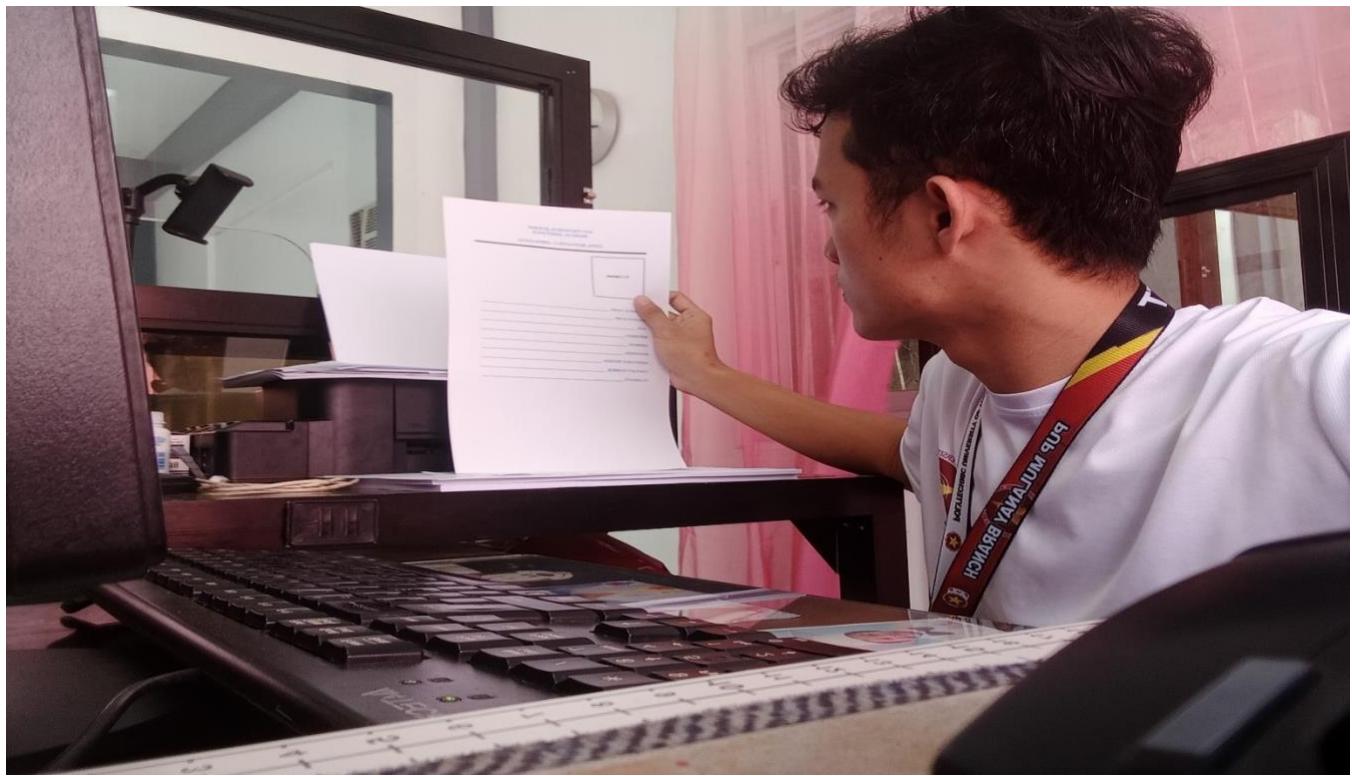
Capture while refilling the ink of printer

Date: 2023-05-22

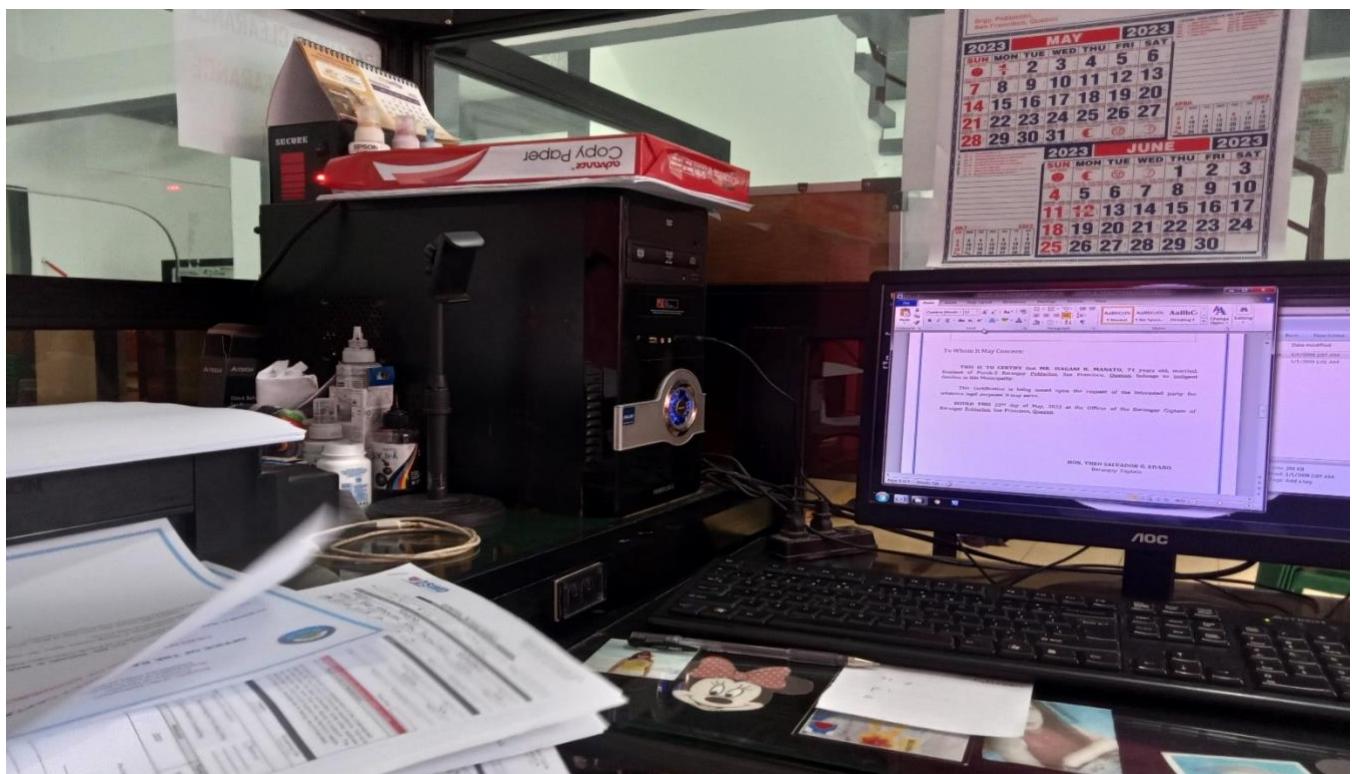
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Printing medical assistance form indigent families



Printing different certificates

Date: 2023-05-23

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Printing Barangay Business Permit



Capture while making barangay business clearance permit

Date: 2023-05-24

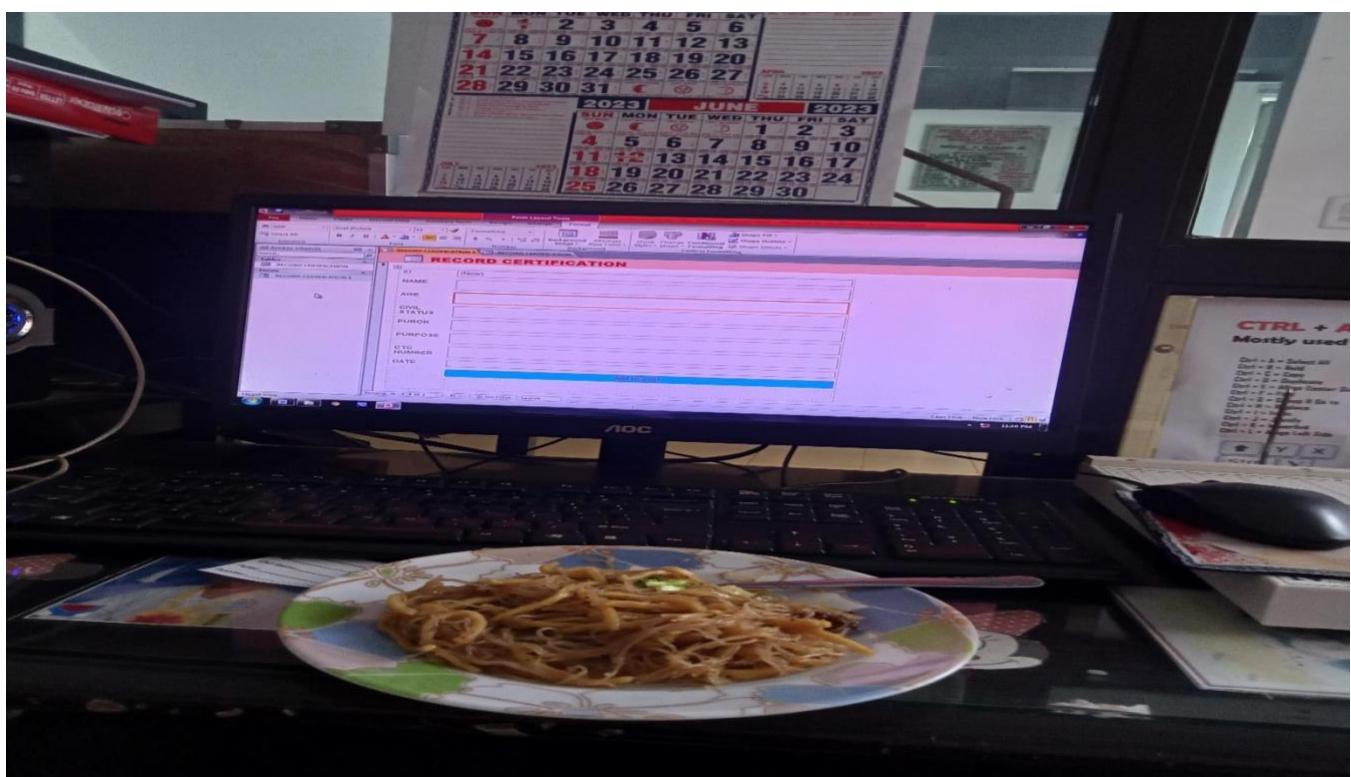
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Captured while making the lay out of Microsoft access saving form.



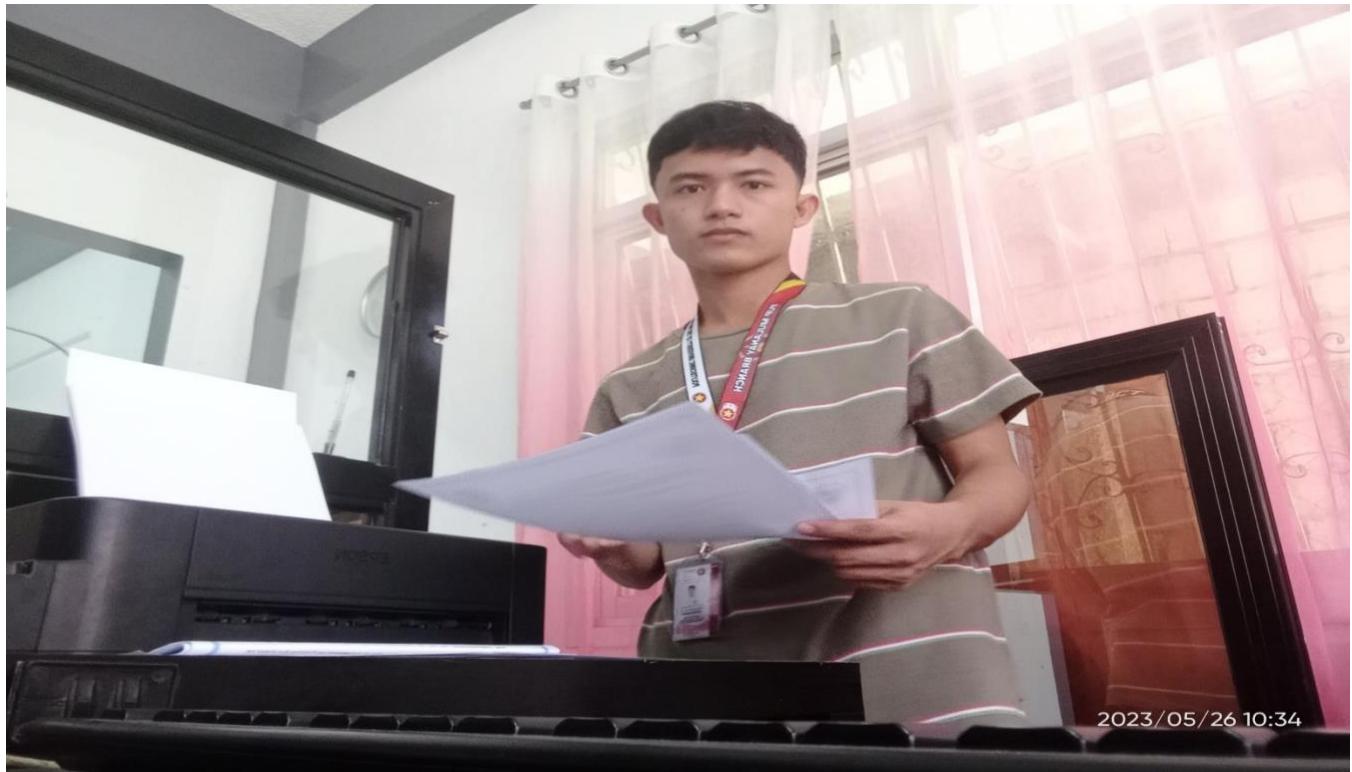
Record form for issued barangay certificates using MS Access

Date: 2023-05-26

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Doing the work as an intern and collecting clerk



Doing the work as an intern and collecting clerk

Date: 2023-05-29

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Printing barangay permits



Printing and making some edits on graduation pic of children of one of the barangay worker

Date: 2023-05-30

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Capture while doing some troubleshooting on the barangay secretaries PC



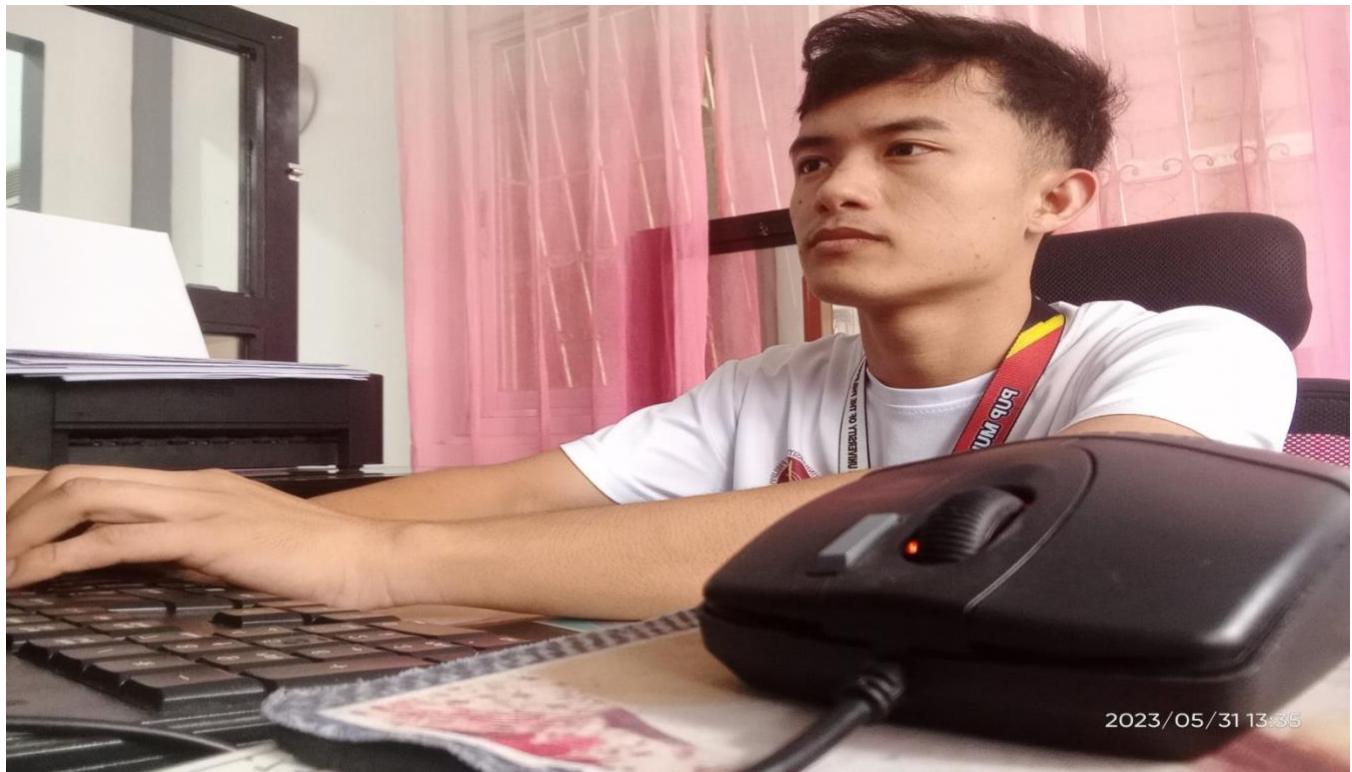
Printing Cong. Arrogancia's Assistance application forms.

Date: 2023-05-31

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Capture while making barangay certificates.



Capture while making barangay certificates.

Date: 2023-06-01

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Captured while making different barangay certificates



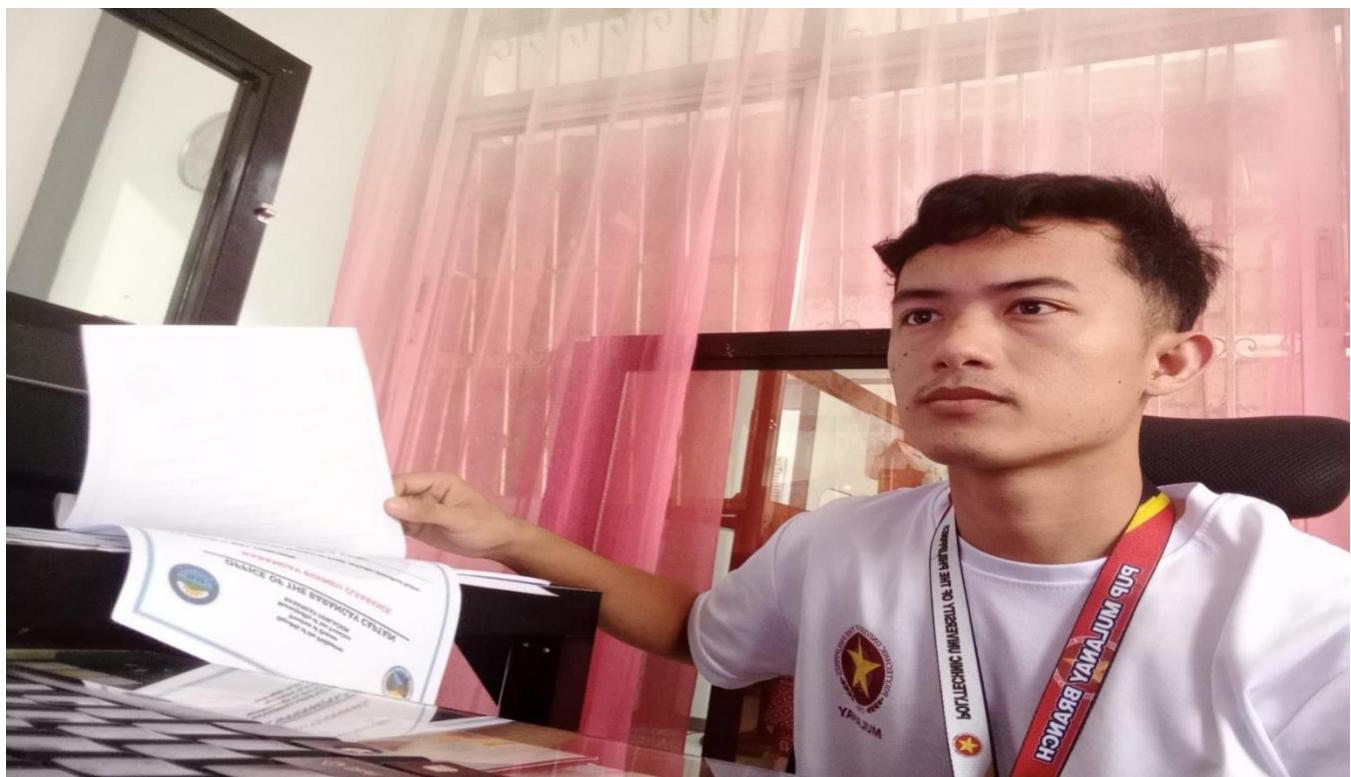
One month as an Intern at the office of the Barangay Captain

Date: 2023-06-05

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Printing Barangay Business Permit

A screenshot of a Microsoft Access database table titled "RECORD CERTIFICATION". The table contains 17 rows of data with columns: ID, NAME, AGE, CIVIL STATUS, PUPOK, RESIDENCY, PURPOSE, CTC NUMBER, and DATE. The data includes various names, ages, and clearance types like INDIGENCY and BUSINESS CLEARANCE.

ID	NAME	AGE	CIVIL STATUS	PUPOK	RESIDENCY	PURPOSE	CTC NUMBER	DATE
1	BARBARA VITENZA	52	SINGLE	1	INDIGENCY			5/24/2023
2	EDEN P RIEGO	51	MARRIED	6	BARANGAY			5/26/2023
6	TEAYI AGUILA	28	SINGLE	2	BARANGAY CLEARANCE	05215160		5/26/2023
7	MARY JOY O MANIPOL	36	MARRIED	7	BARANGAY CLEARANCE	092096731		5/26/2023
8	BLESSIE ROM	46	MARRIED	2	BARANGAY CLEARANCE	0521-2521		5/26/2023
9	MARY JOY MANIPOL	36	MARRIED	7	BUSINESS CLEARANCE	05216731		5/26/2023
10	MARK JOSEPH P SULT	30	SINGLE	7	BUSINESS CLEARANCE	05216831		5/26/2023
11	MARK JOSEPH P SULT	30	SINGLE	7	BARANGAY CLEARANCE	05216831		5/26/2023
12	JOHN OLIVER BELARMIN	37	MARRIED	2	BARANGAY CLEARANCE	05214438		5/26/2023
13	JOWENA	57	MARRIED	2	BAANGAY CLEARANCE	0521		
14	NAZAHIA RITCO	72	MARRIED	7	INDIGENCY			5/29/2023
15	JENBER DE GUZMAN	45	SINGLE	1	INDIGENCY			5/23/2023
16	NIMPA CORTEZ RESTOLES	57	MARRIED	6	BUSINESS CLEARANCE			5/29/2023
17	JARMILYN D. CASINILLO	26	SINGLE	1	BARANGAY CLEARANCE	05218409		5/29/2023

Recorded Information from issued certificates.

Date: 2023-06-06

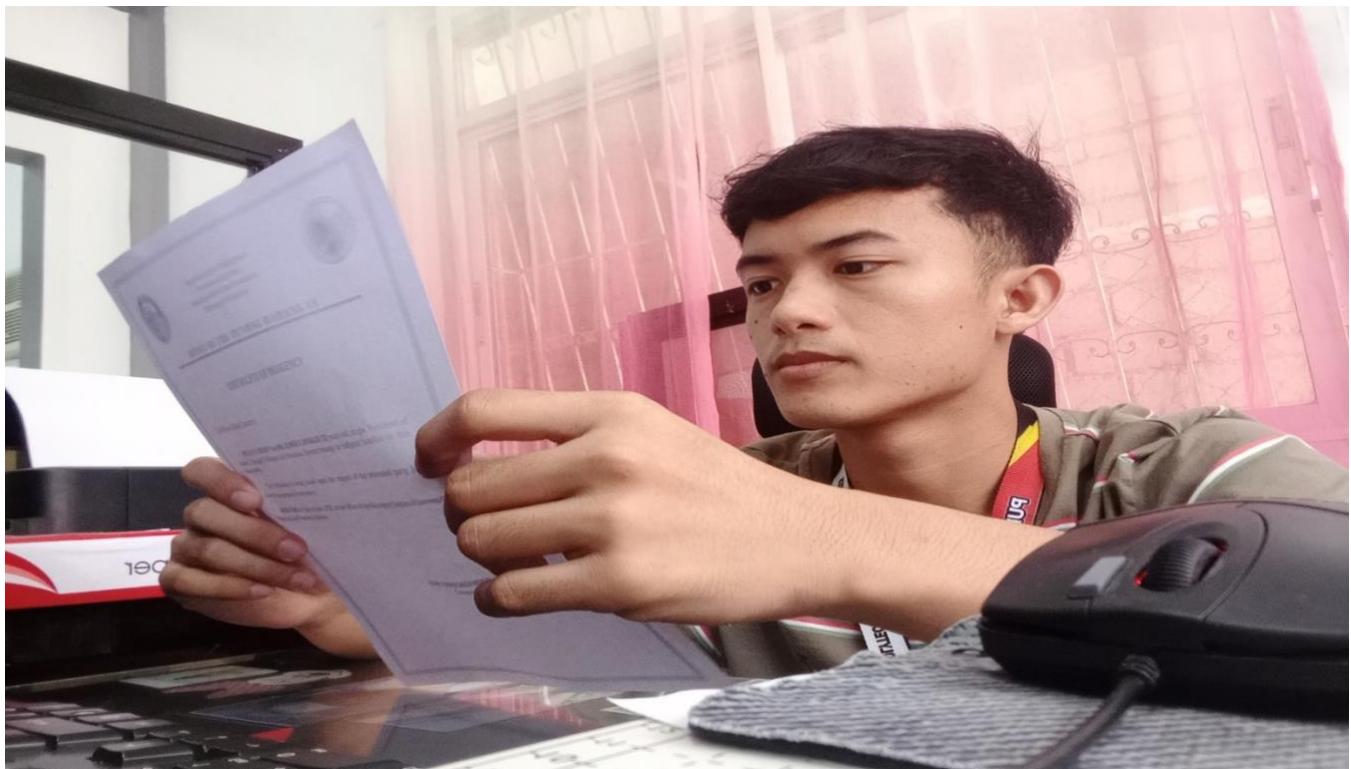
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Doing work as a Barangay Collecting Clerk



Reviewing the certificates before issuing it.

Date: 2023-06-07

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Captured while encoding the record of issued certificates.



Formatting the certificates copy at the barangay bookkeeper computer.

Date: 2023-06-08

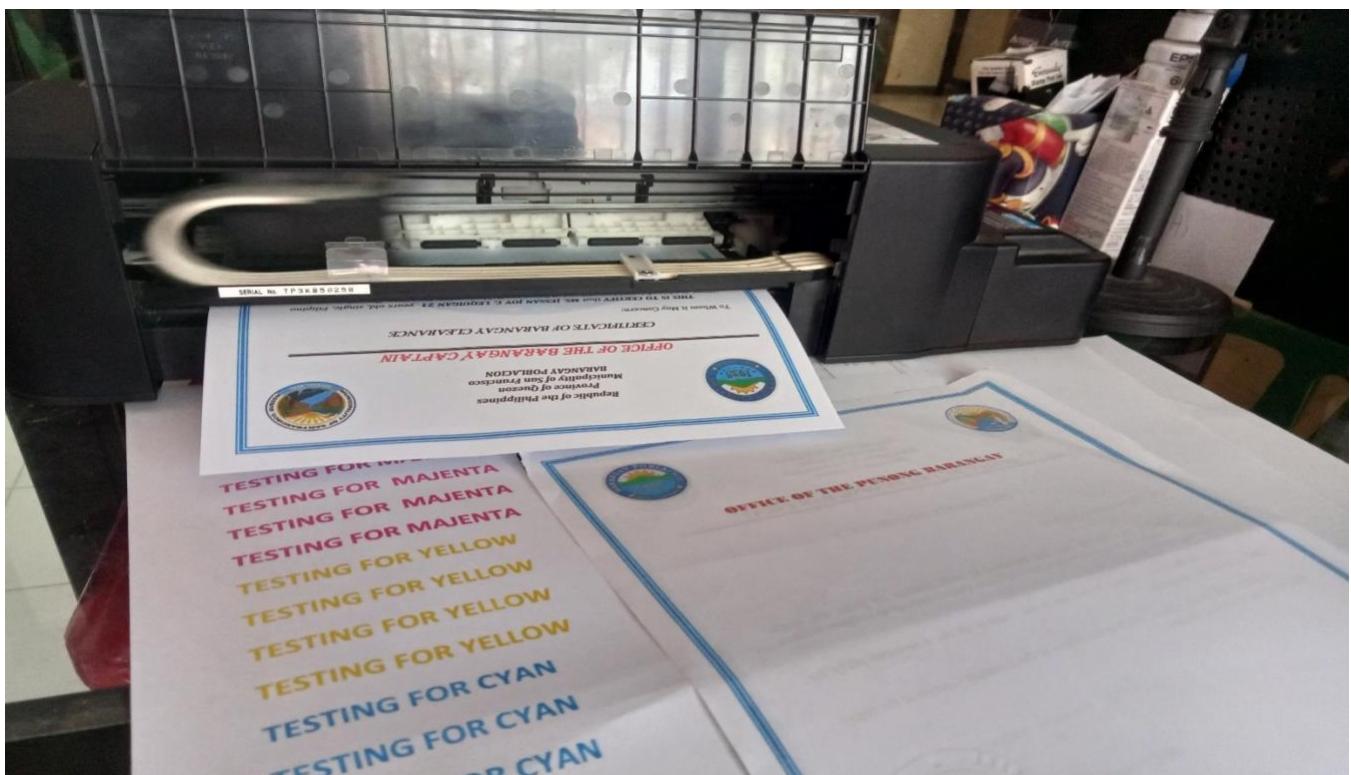
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Troubleshooting the Epson L120 printer of barangay



Color testing if the printer is printing correctly

Date: 2023-06-13

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Doing work as an Barangay Collecting clerk



Adding copy papers to the printer

Date: 2023-06-14

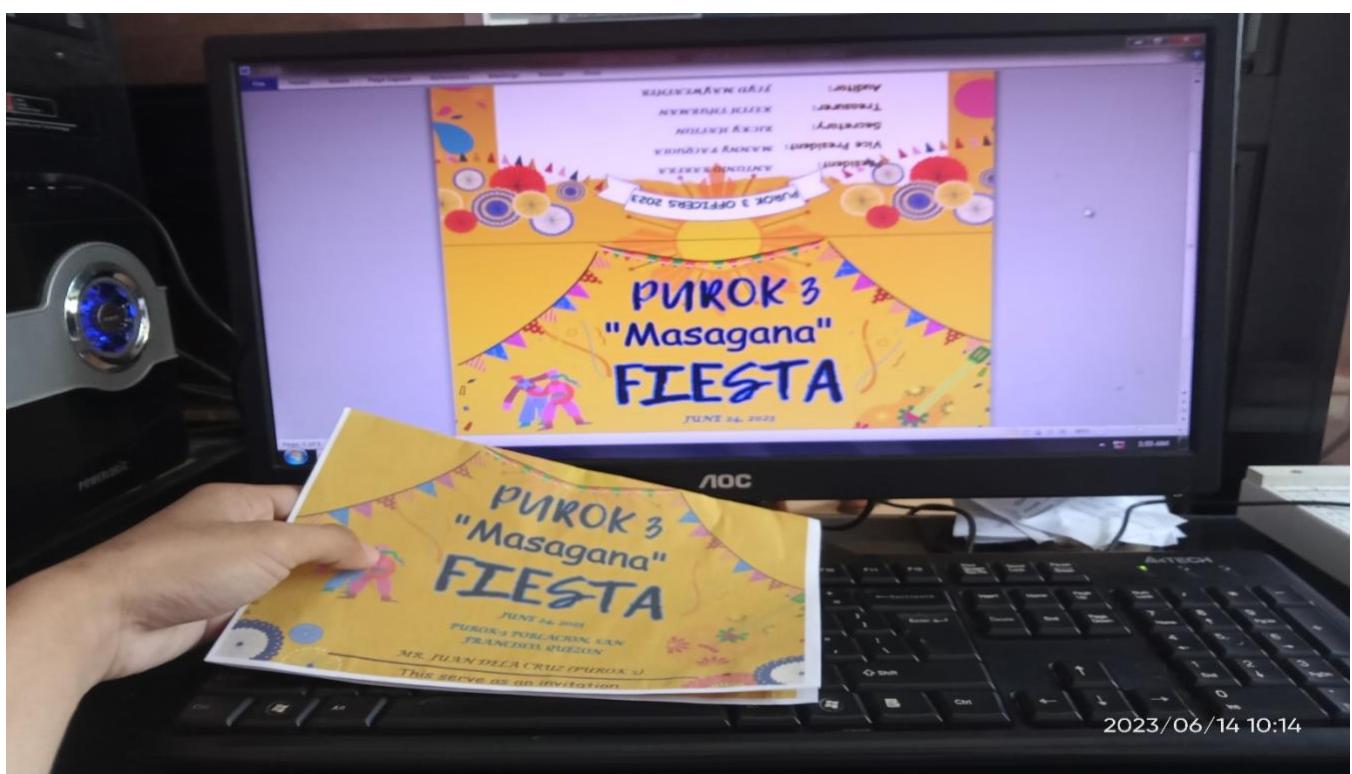
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Capture while doing layout for invitation for fiesta of Purok 3



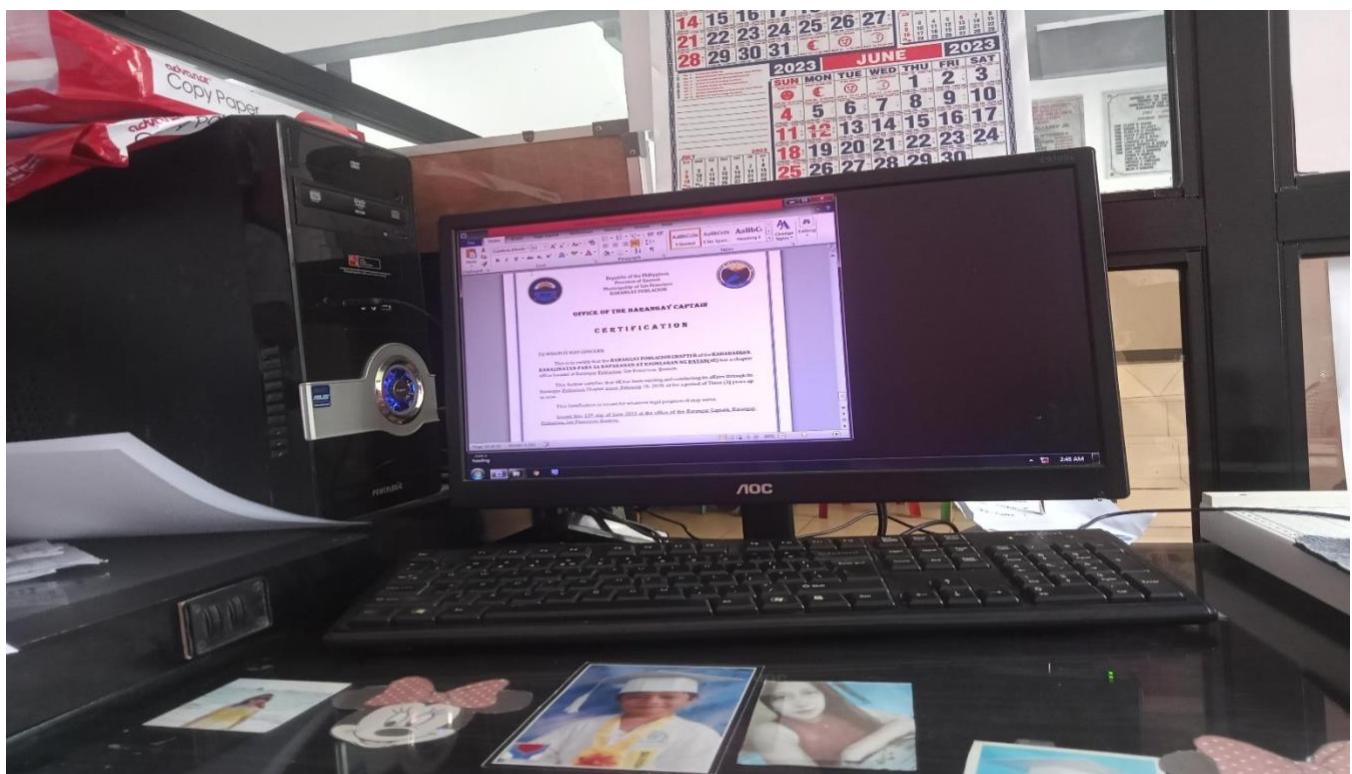
The finished invitation edited by me for the fiesta of purok 3

Date: 2023-06-15

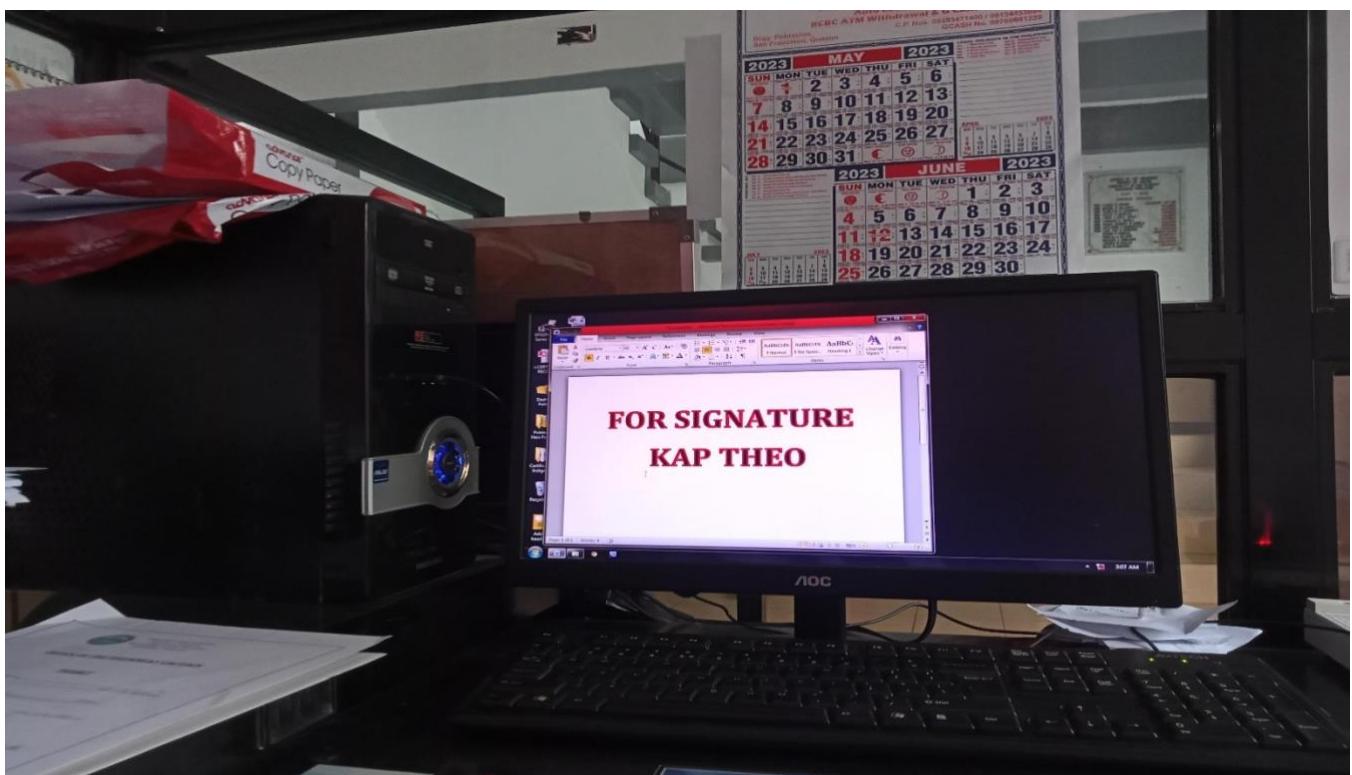
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Making certificates



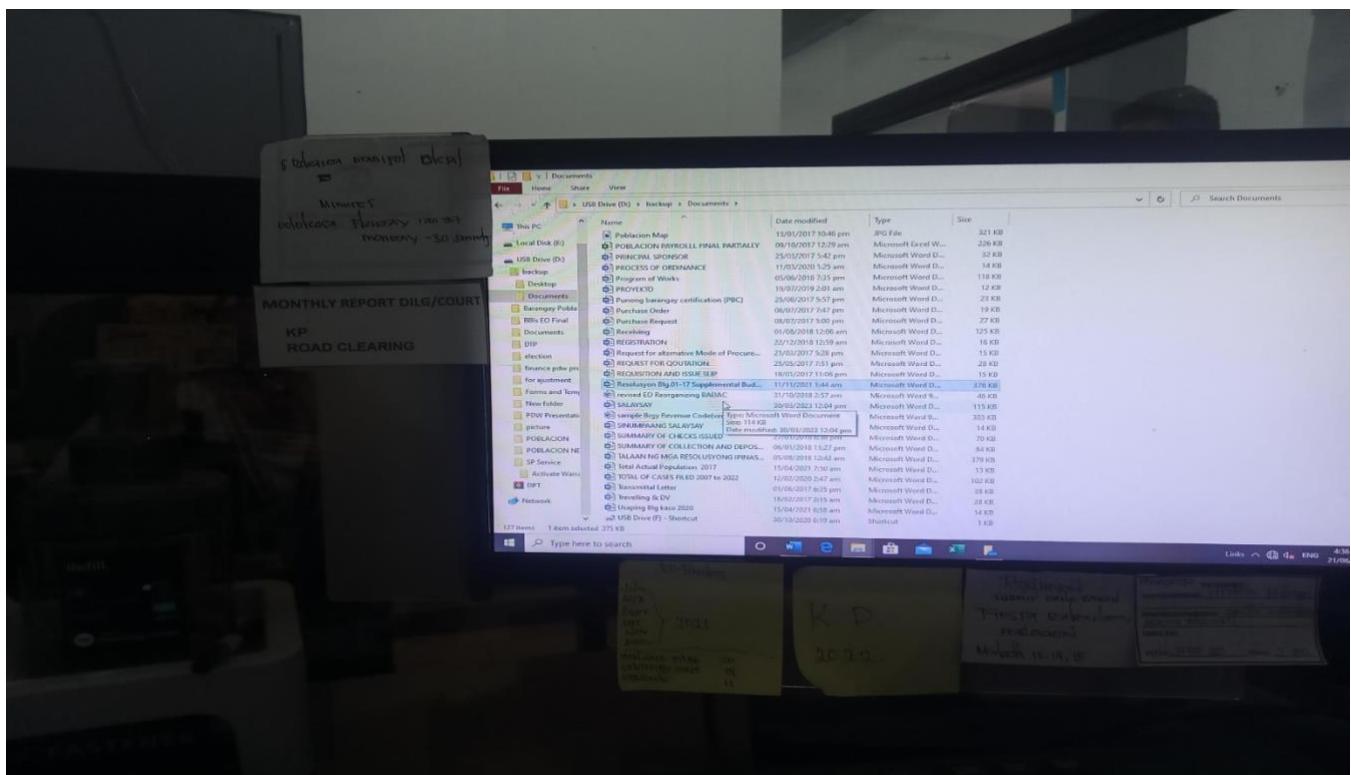
Making some lettering format for the folder of certificates to be sign by the Captain.

Date: 2023-06-21

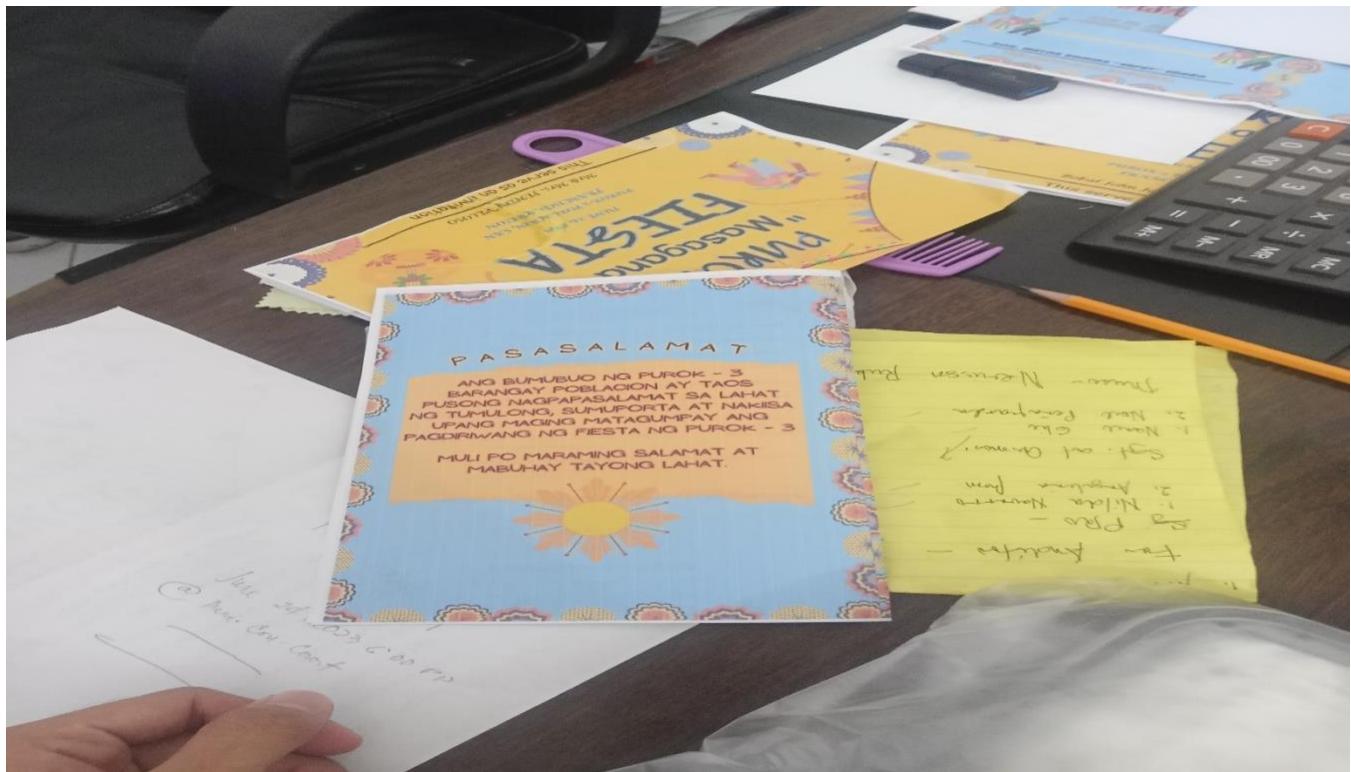
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Organizing the files of the computer of Barangay Secretaries



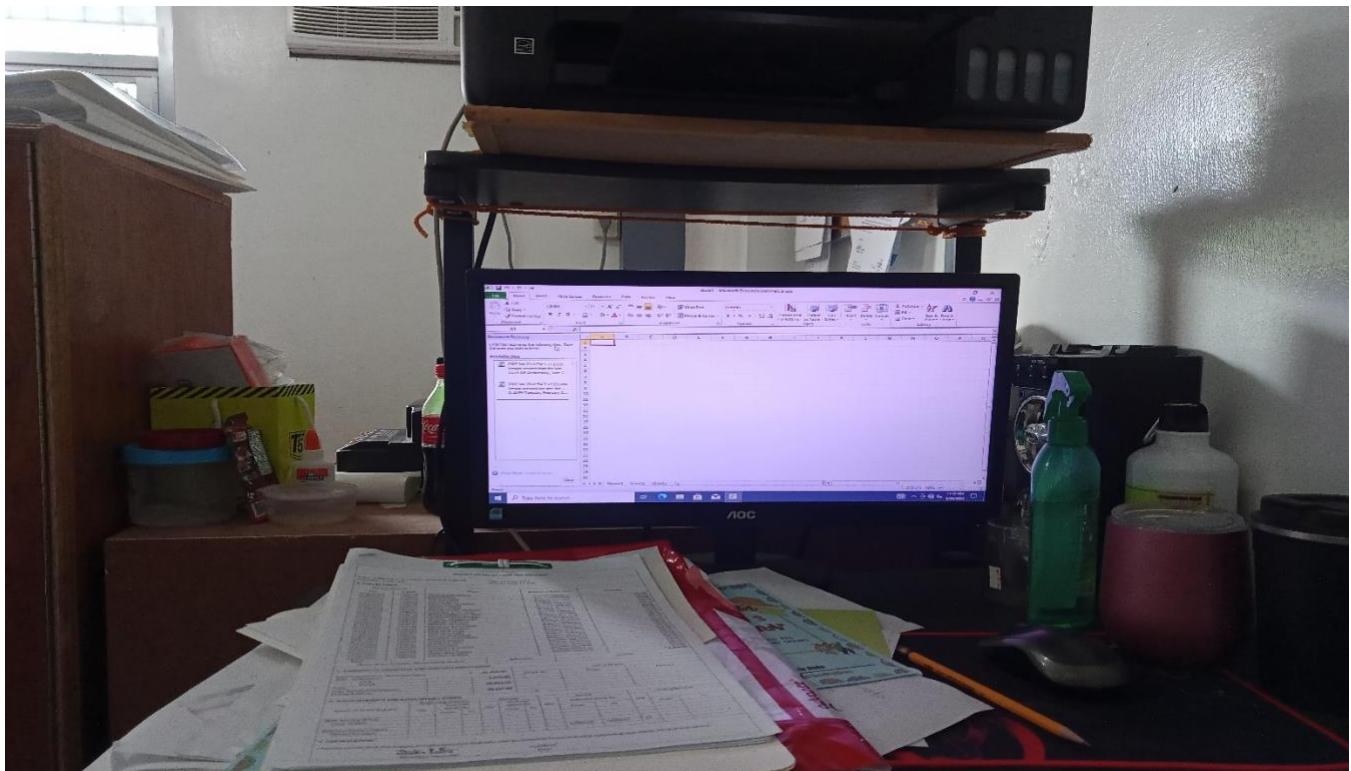
Printing the invitation for the fiesta of Purok 3

Date: 2023-06-26

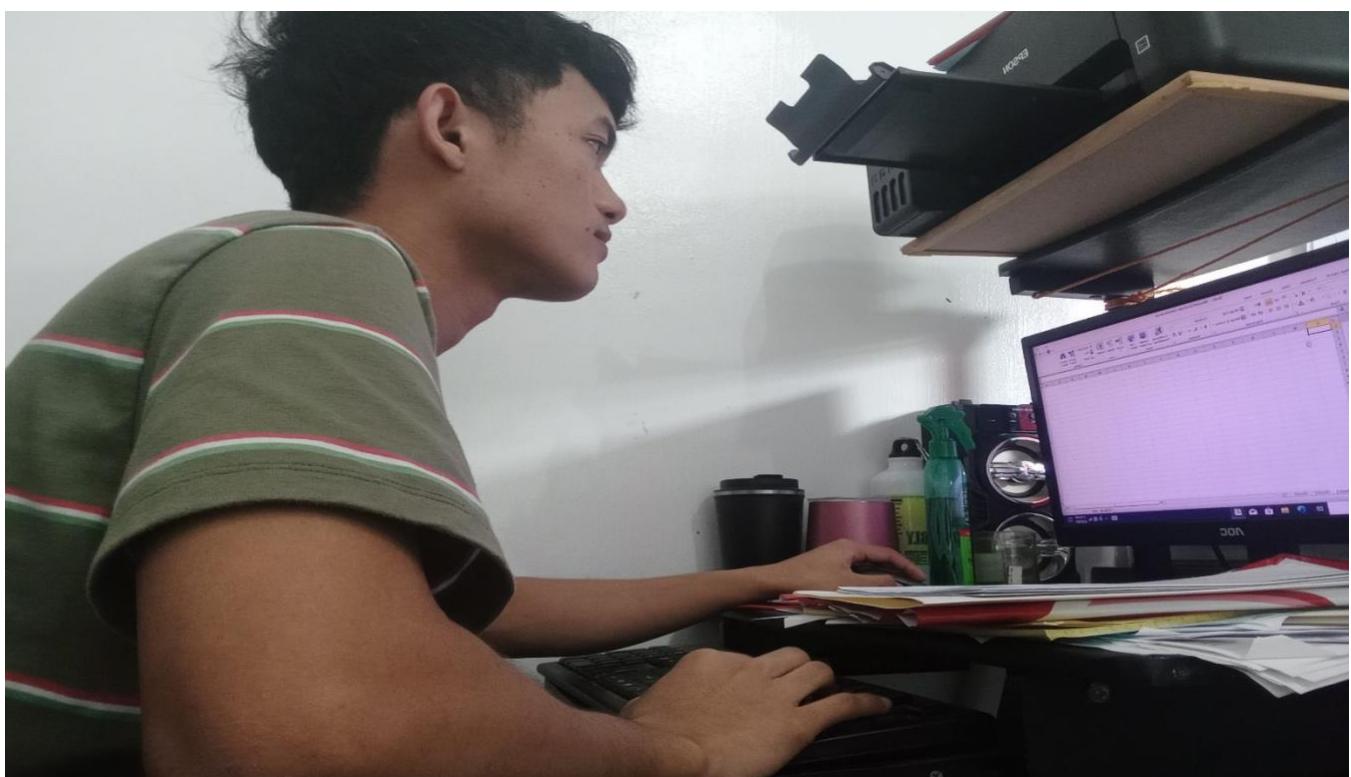
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Making Excel forms for the Disbursements letter



Lay outing the excel forms for disbursement letter.

Date: 2023-07-03

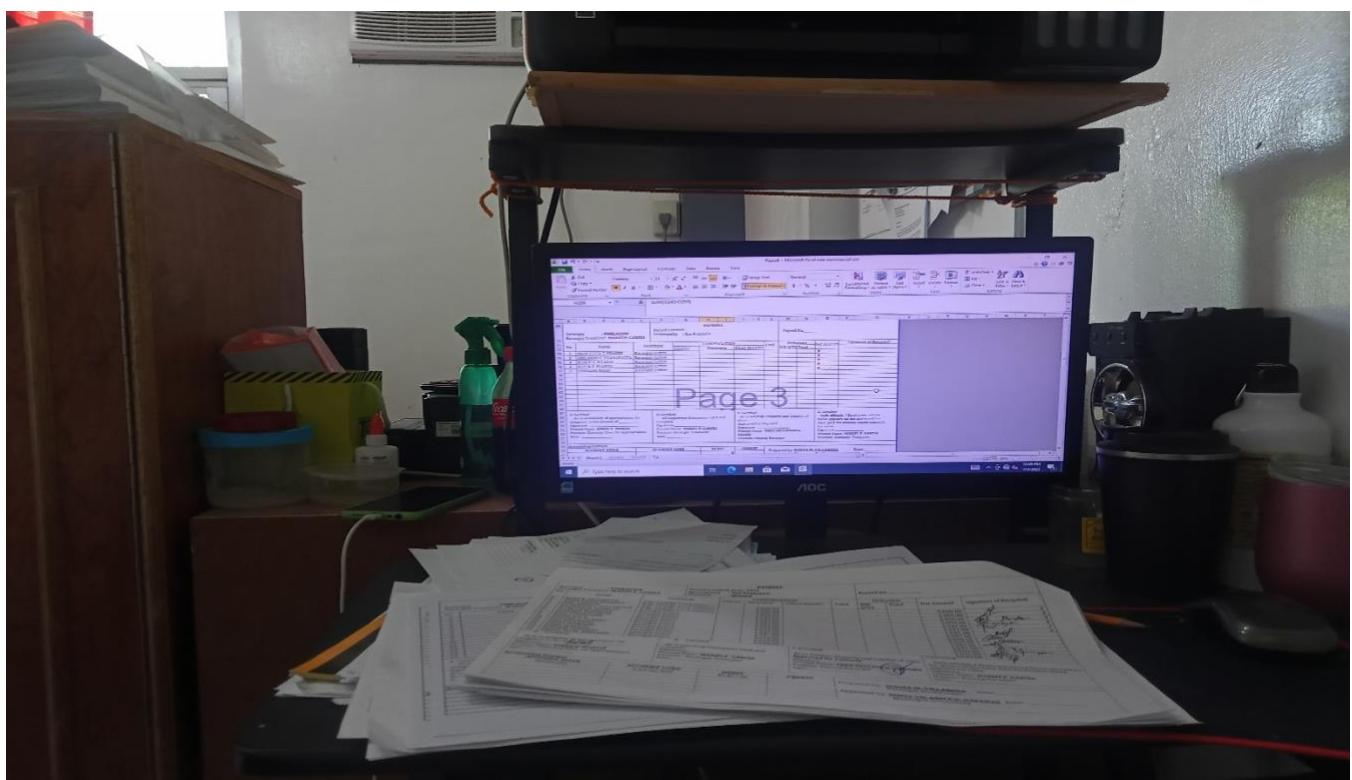
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Captured while encoding data to the excel forms



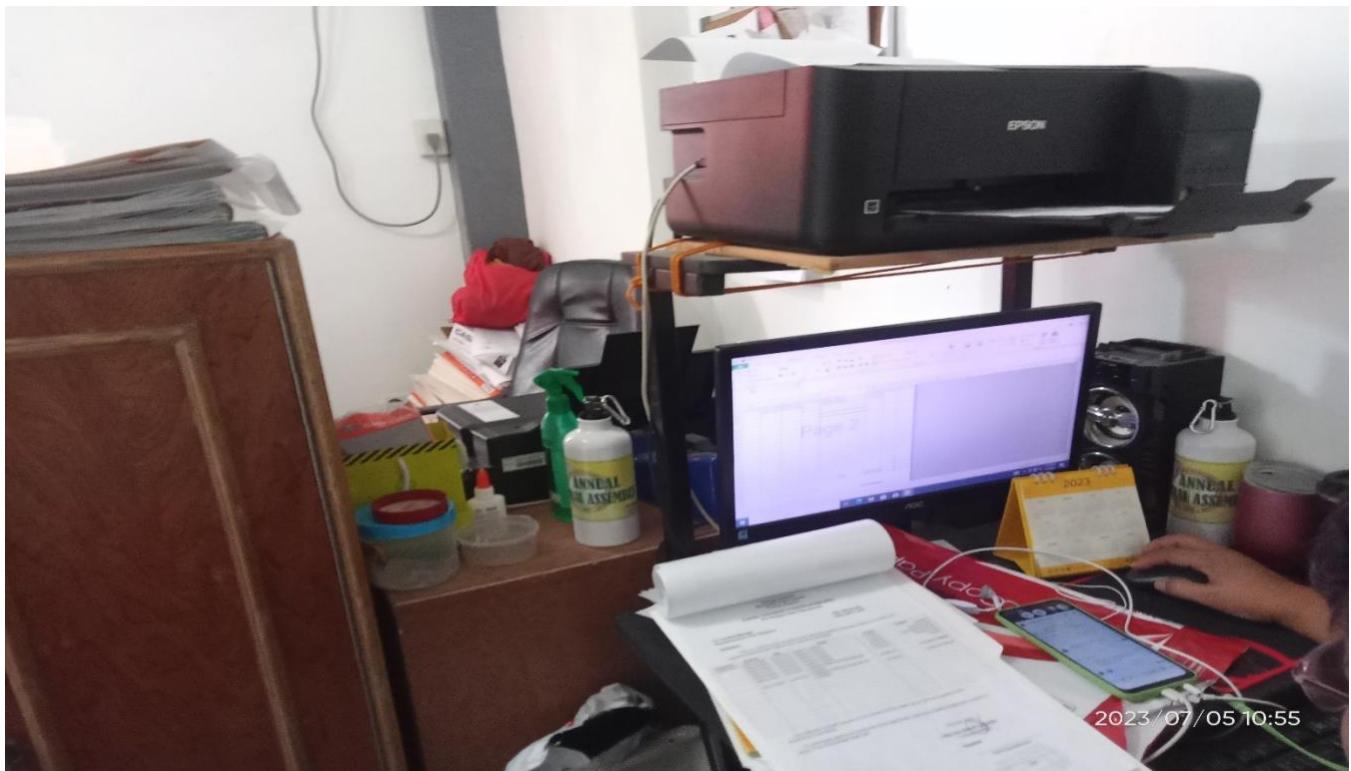
Encoding to the excel forms that I've created

Date: 2023-07-05

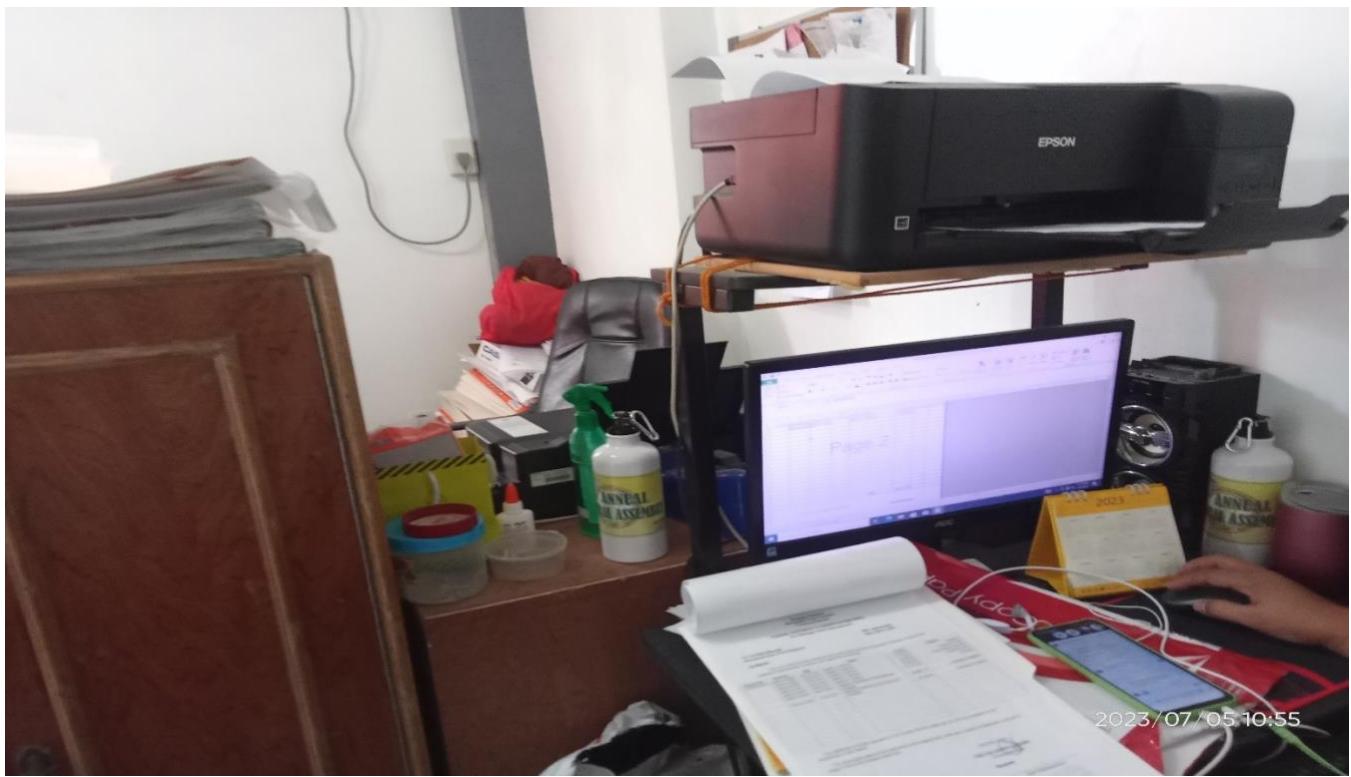
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Capture while I'm demonstrating how to use the finished excel forms that I created.



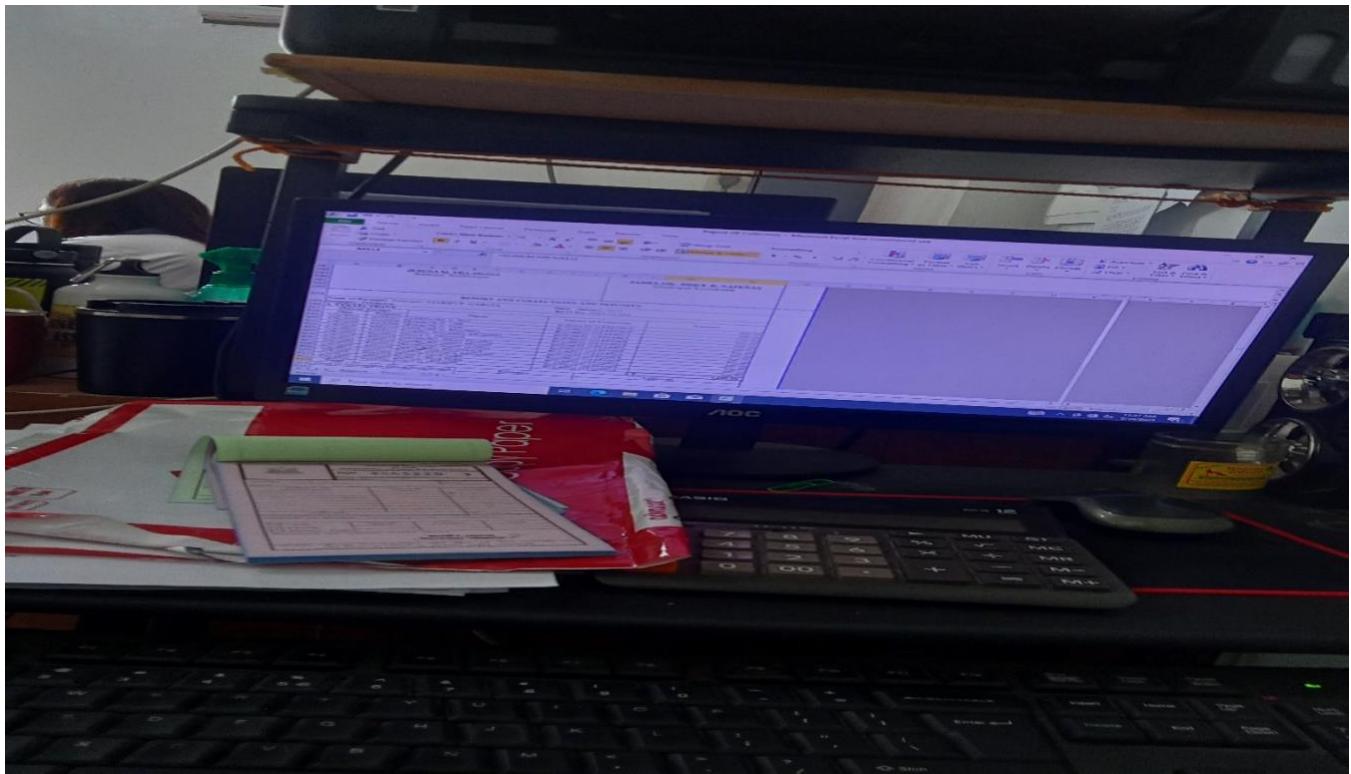
Demonstrating to bookkeeper on how to use the finished excel forms that I created.

Date: 2023-07-10

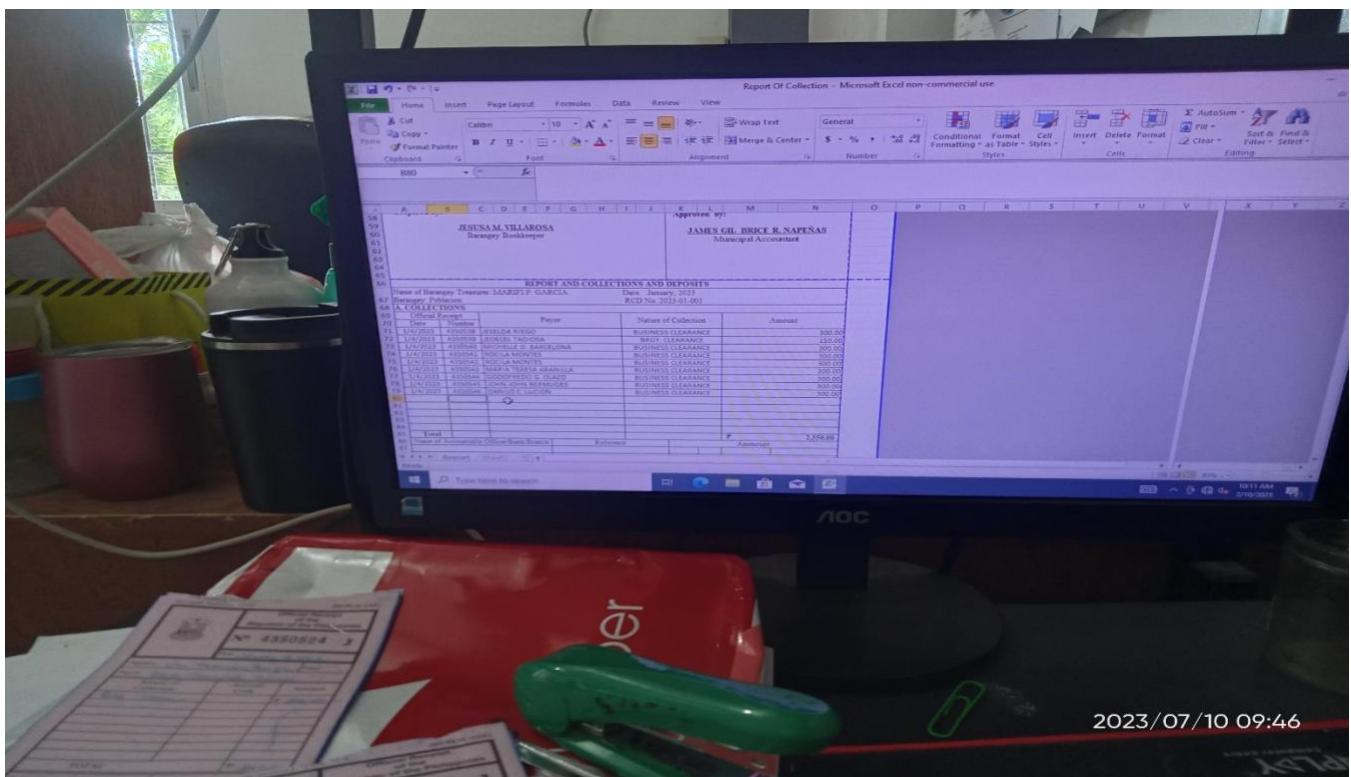
Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Encoding some data to the barangay financial report collection.



Encoding some data to the barangay financial report collection.

Date: 2023-07-12

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Captured while making copy of Punong Barangay Certifications



Captured while making copy of Punong Barangay Certifications

Date: 2023-07-14

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



At the desk of barangay secretaries making Patawag Papers



At the desk of barangay secretaries making Patawag Papers

Date: 2023-07-27

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



At the information Desk



At the Information Desk

Date: 2023-07-17

Time Start: 8:00 am

End: 5:00 pm

Daily Action Photos



Doing Task As a Collecting clerk



Double checking the certificates to be issue.

Date: **2023-07-**

Time Start: **8:00 am**

End: **5:00 pm**

Daily Action Photos