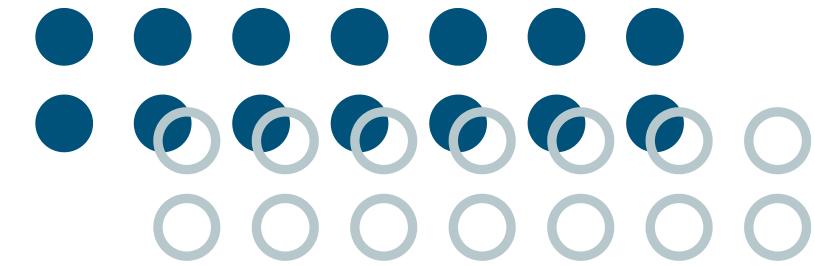




DIGITAL PORTFOLIO



HELLO, I'M JOHN MARC BALBADA

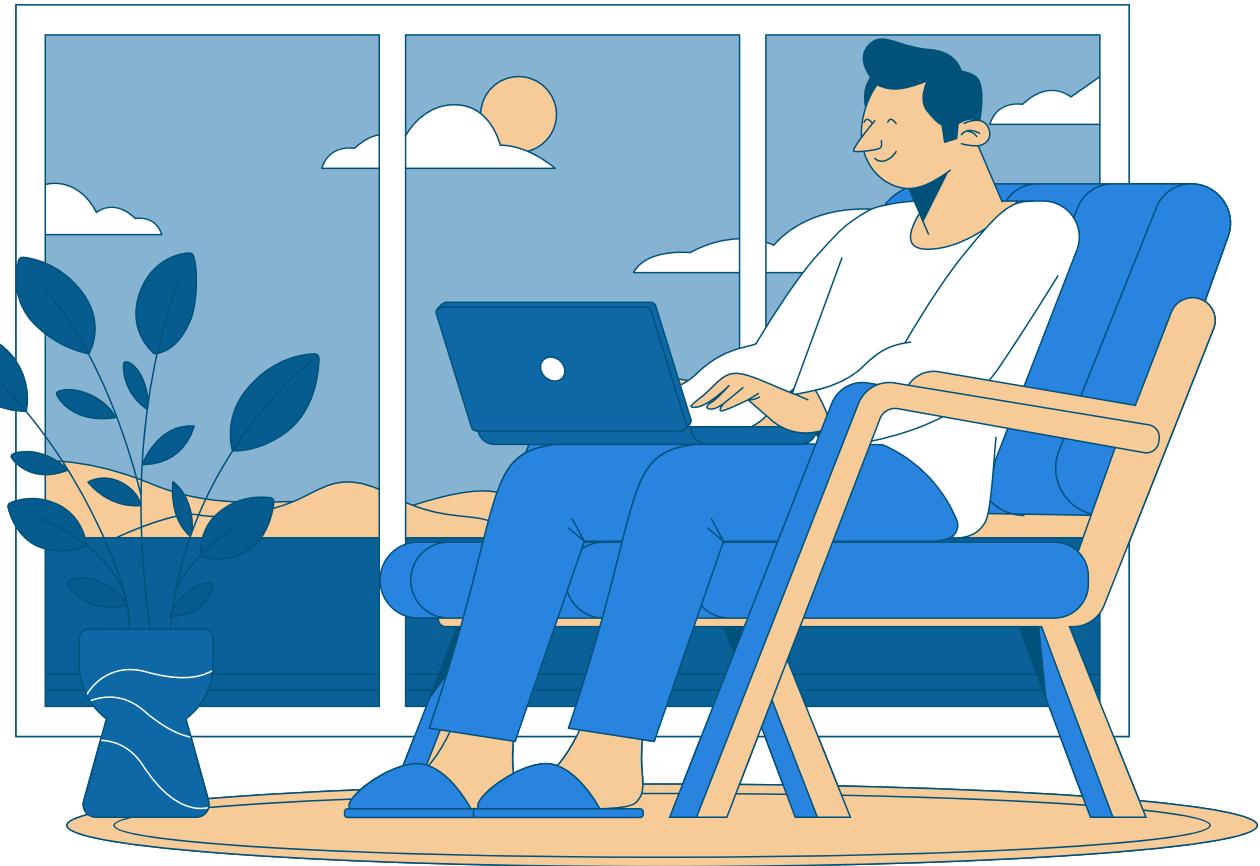


- ▶ Software Developer Intern at Talleco Jobtarget PH
- ▶ Team Import Setup / Configuration
- ▶ BS in Computer Science — Cebu Institute of Technology University
- ▶ 22 years old



CONTENTS

1. NAME OF COMPANY
2. COMPANY PROFILE
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6. OVER-ALL COMMENTS, SUGGESTIONS, AND RECOMMENDATIONS
7. ESTIMATED NUMBER OF HOURS
8. MY BSCS INTERNSHIP JOURNEY REFLECTION
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- ▶ Talleco JobTarget Philippines also known as *Talleco.com, Inc.*
- ▶ Located at 7th Floor, Cebu IT Tower Building, Bohol Avenue
corner, Mindanao Avenue, Cebu City, 6000 Cebu Province

II. COMPANY PROFILE

XX

WHAT IS TALLECO?

Talleco JobTarget Philippines, based in Cebu City, is a shared services center for JobTarget LLC. They streamline the job search and recruitment process for around 1,500 organizations using advanced technology. Talleco focuses on *job advertisement, candidate sourcing, and recruitment efficiency*, supporting various professional and trade organizations globally.

XXX

III. DEPARTMENT / DIVISION ASSIGNMENT

XX

IMPORT TEAM CORE | SETUP

The Import Team empowers businesses with advanced solutions to streamline job management processes. They focus on job importing and auto-routing, ensuring smooth data transfer, precise integration, and automated job posting allocation. Their goal is to enhance efficiency and productivity in recruitment strategies through meticulous processes and technology.

PROGRAMMATIC TEAM

The Programmatic Team automates job postings across various job boards, ensuring compliance with client standards. As a key profit driver, they play a critical role in the company's success by optimizing job distribution.

INTERNAL TOOLS / ADMIN TOOLS TEAM

The Internal Tools/Admin Tools Team maintains essential tools for developers, customer representatives, and employees. They also work to reduce server latency, ensuring seamless tool usage and improving overall operational efficiency.

IV. SUMMARY OF WEEKLY ACTIVITIES

WEEKLY

Orientation and initial training, including onboarding, shadowing, and setting up tools.

Attended trainings on Jira Overview and Web Scraping.

WEEK 1 (JULY 1 - 5)

Focused on handling tickets related to Import updates and implementing changes. Continued investigating and making updates in production.

WEEK 5 (JULY 29 - AUG 2)

Currently Working On

Focused on specialized training, including importing jobs and Web Scraping. Resolved first ticket related to Importing issues and reviewed documentation.

WEEK 2 (JULY 8 - 12)

NOT YET

Continued working on tickets, including AutoPoster/AutoRouter issues and ATS Switch. Resolved multiple tickets and investigated bugs.

WEEK 3 (JULY 15 - 19)

NOT YET

Addressed Importer bugs, resolved several tickets, and attended best practices training. Handled complex ticket issues and prepared for production changes.

WEEK 4 (JULY 22 - 26)

NOT YET

WEEK 6 (AUG 5 - 9)

WEEK 7 (AUG 12 - 16)

WEEK 8 (AUG 19 - 23)

V. OJT-TRAINEE CONCERNS

As an OJT-Trainee at Talleco JobTarget PH, I initially struggled with the high-pressure environment of the Import / Configuration Team due to the *ad hoc* ticketing system, which involved tight deadlines and a heavy workload. However, by adapting to the fast-paced setting, I learned to manage my time effectively and handle the pressure. This experience improved my productivity and helped me develop essential skills in time management and problem-solving.

VI . OVER-ALL COMMENTS, SUGGESTIONS, AND RECOMMENDATIONS

XX

I'm incredibly grateful for my time at Talleco JobTarget PH. This was my first job in the software industry, and the warm welcome and smooth onboarding process made everything so much easier. The work environment was positive and non-toxic, which really boosted my morale. My supervisor and colleagues were always there to support and guide me, making my learning curve less steep. I also formed a great bond with my co-interns from CIT, sharing new experiences and opportunities. Talleco JobTarget PH truly fostered my personal and professional growth, making it an amazing place to kickstart my career.

XX

VII. ESTIMATED NUMBER OF HOURS

XX

I am close to completing the required 240 hours set by the company and the 210 hours required by CIT. However, I plan to extend my internship to continue exploring more opportunities and growth, as I am still actively involved in a current project with the company.

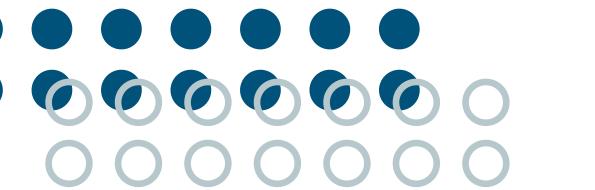
XX

VIII. MY BSCS INTERNSHIP JOURNEY REFLECTION

My internship at Talleco JobTarget PH has been an incredible first step into the software industry. The warm welcome and smooth onboarding process set a positive tone, and the non-toxic work environment, along with the support from my supervisor and colleagues, made a significant impact on my growth. Working in the Import/Configuration Team with its ad hoc ticketing system was initially challenging, but it taught me effective time management and productivity.

I learned invaluable new skills, especially in Extract, Transform, Load (ETL) processes, which are crucial for data handling and governance. This experience broadened my understanding of app development and introduced me to promising business aspects in the software industry. The trust the company placed in us, particularly with their assets, was overwhelming, and in return, we worked diligently to complete our tasks.

The bond I formed with my co-interns from CIT added to the richness of this journey, as we shared and grew together. The constant support from my supervisor and colleagues fostered an environment of growth and learning. This experience at Talleco JobTarget PH has been a significant stepping stone in my career, laying a solid foundation for my future success.



IX. SCHOOL REQUIREMENTS

**CEBU INSTITUTE OF TECHNOLOGY
UNIVERSITY**

COLLEGE OF COMPUTER STUDIES

June 11, 2024

Ms. Shiela Mojeno
Manager, Engagement and Integrated System
Talleco Jobtarget PH.
7F Cebu IT Tower, Bohol Cor. Mindanao Ave.
Cebu Business Park, Cebu City, Cebu 6000, PH.

Dear Ms. Mojeno,

In connection with the prescribed curriculum for the **BS in Computer Science** program in **Cebu Institute of Technology-University**, we would like to request your office to accommodate our student **Mr. John Marc G. Balbada**, to undergo the required **210 hours** (minimum) of On-the-Job Training for the subject/course CSIT310, which will be taken this Summer 2024 on a face to face/ virtual training from home environment.

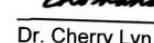
Attached is information about the OJT Program, which includes among others, our requested areas of training and the training requirements we impose on our students.

If our request is favorably granted, **Mr. John Marc G. Balbada**, can start anytime this month. Furthermore, we would like to request you to accomplish and return the attached confirmation letter to us in pdf, through email: nlo@cit.edu; cc:cstaromana@cit.edu and patrick.bacalso@cit.edu for proper documentation.

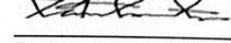
Thank you very much.

Very truly yours,


Dr. Patrick L. Bacalso
CCS, OJT Coordinator



Dr. Cherry Lyn C. Sta. Romana
Dean, College of Computer Studies

Noted by:


Dr. Larmie S. Feliscuzo
Director, External Affairs

N. Bacalso Avenue, Cebu City 6000, Philippines
Tel. No. 261-7741; Faxtel No. 261-7743
www.cit.edu

Endorsement Letter

CONFIRMATION LETTER

Cherry Lyn C. Sta. Romana
Dean
College of Computer Studies
Cebu Institute of Technology - University
N. Bacalso Avenue, Cebu City

Dear Prof. Sta. Romana,

This is to confirm that John Marc Balbada has been accepted by our company as On-the-Job Trainee.

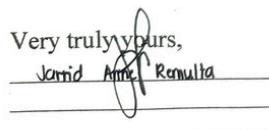
He shall report to our office starting July 1, 2024. He shall be reporting to the Department of Software Development, under the supervision of Maria Eviben Macapanas. He shall have the following schedule:

Time : 8AM - 5PM
Days : MON - FRI

Furthermore, our company requires the following from On-the-Job Trainees:

* MOA
* Endorsement Letter

Thank you very much.

Very truly yours,


Name of Company : TALLECO.COM INC.
Address : Cebu IT Tower, Bohol Ave. cor., Mindanao Ave., Cebu City
Tel. No. : N/A (Phone: 0917 309 0599)
Fax No. : N/A
e-mail address : j.romulta@jobtarget.com

Confirmation Letter

IX. SCHOOL REQUIREMENTS

DEED OF UNDERTAKING & LIABILITY RELEASE WAIVER

KNOW ALL MEN BY THESE PRESENTS:

I, JOHN MARC G. BALBADA, Filipino, of legal age, single/married, and a resident of 3rd Smo. NIVEL HILLS LUTUG CEBU CITY, do hereby undertake and declare that:

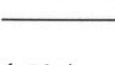
1. I am a BSCS-3 student of the Cebu Institute of Technology- University (CIT-University);
2. The course CSIT 310 with descriptive title, OST / Practicum 1, is a required course in the BSCS curriculum;
3. I will officially enroll this course in the Mid-year Semester, SY 2023-2024 within the prescribed enrollment period of the semester/period that I am undergoing On-the-Job Training/ practicum /internship;
4. I am aware of the existence of health and safety risks in my visit to the campus and to the Host Training Establishment (HTE) for the On-the-Job Training;
5. I have fully read and understood the COVID-19 safety and health protocols of the University and am fully and personally responsible for my safety and actions while and during my visit thereto and I recognize that I may be in any case be at risk of contracting COVID-19;
6. With full acknowledgment of the risks involved and with the express consent of my parent/guardian, I agree to knowingly and willingly assume all the risks and responsibilities associated with my visit to the CIT-University campus and to the HTE and the use of its on-site facilities and hereby release, waive, discharge the CIT University and the HTE and their respective management, officers and employees from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me, including but not limited to COVID-19 while taking part in any on-site activity, while traveling to and from the school and HTE facilities, while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID19.

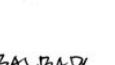
By signing below I acknowledge that I have read the foregoing Deed of Undertaking and Liability Release Waiver and understand its contents; that I am at least twenty (20) years old and fully competent to give my consent; That I have been sufficiently informed of the risks involved and give my voluntary consent in signing it as my own free act and deed; that I give my voluntary consent in signing this Deed of Undertaking and Liability Release Waiver as my

own free act and deed with full intention to be bound by the same, and free from any inducement or representation.

JUN 13 2024

IN WITNESS WHEREOF, I have hereunto signed these presents on _____
at Cebu City, Philippines.


JOHN MARC G. BALBADA
Student's Signature over Printed Name Contact No.: 09600038044
E-Mail Address: jmarcbalbada@gmail.com


JOSEPHINE G. BALBADA
Parent/Guardian's Signature over Printed Name Contact No.: 09325380419

With my conformity:

Approved by:

Cebu Institute of Technology- University

By:


Dr. Cherry Lyn C. Sta. Romana
Dean, College of Computer Studies

ACKNOWLEDGMENT

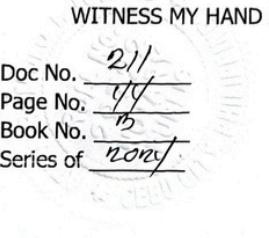
REPUBLIC OF THE PHILIPPINES
CITY OF CEBU) s.s.

JUN 13 2024

In the City of Cebu, this ____ day of ____ 20____, before me, a Notary Public for and in the said city, personally appeared _____ with ID executed the foregoing DEED OF UNDERTAKING & LIABILITY RELEASE WAIVER, duly signed by the party executing and by his/her instrumental witnesses, and the party acknowledged to me that the same is his/her free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and at the place first above mentioned.

Doc No. 211
Page No. 11
Book No. 15
Series of 2024


ATTY. ROMULO T. TORRES
Notary Public of Cebu City
Commission No. 104-23
PTR No. 4732203 Until December 2024
Roll No. 29722
IBP No. 308366 Cebu City
Office Address: D. Jakosalem St
Sto. Niño Cebu City 6000
Contact No. 09458209258 / 09604373601

Deed of Undertaking

Deed of Undertaking

IX. SCHOOL REQUIREMENTS



CEBU INSTITUTE OF TECHNOLOGY
UNIVERSITY

UNDERTAKING

TO WHOM IT MAY CONCERN:

I, JOHN MARC G. BALBADA, a bonafide BSCS year 3 student of Cebu Institute of Technology – University, hereby witnesseth that:

1. The course CSIT 310 with descriptive title, OJT / PRACTICUM 1, is a required course in the BSCS curriculum;
2. I will officially enroll this course in the MIDYEAR Semester, SY 2023-2024 within the prescribed enrollment period of the semester/period that I am undergoing on – the – job training/ practicum/internship;
3. It is with my knowledge that being accepted by the Host or Participating Company does not necessarily mean that I am entitled to credits to the aforementioned course during the period / semester that I am undergoing on – the - job training / practicum/internship;
4. I submit myself to this undertaking as a pre – requisite to the issuance of the Endorsement Letter of the department to the prospective host company;
5. Failure to officially enroll in this course will nullify my credits to the aforementioned course; and that CIT – University is free from any obligation appertaining to the failure on my part in enrolling in the aforementioned course.

JOHN MARC G. BALBADA

(Signature over Printed Name)
Cebu City, Philippines

Date: JUNE 18, 2024

DR. PATRICK L. BACALSO
CIT Instructor
(Signature over Printed Name)

Witnesses:

Dr. Cherry Lyn C. Sta. Romana
Dean, College of Computer Studies
Dept. Chair
(Signature over Printed Name)

ON-THE-JOB TRAINING PROGRAM STUDENT WAIVER

KNOW ALL MEN BY THESE PRESENTS:

That I, JOHN MARC G. BALBADA a bonafide BSCS-3 student of the Cebu Institute of Technology - University and presently undertaking the On-the-Job Training (OJT) Program during (check only one box):

- Summer /
 First Semester of SY _____
 Second Semester of SY _____

at TALUCO TOWER P4 hereby waive any claims or damages (financial, moral, or exemplary) against Cebu Institute of Technology - University with offices at N. Bacalso Avenue, Cebu City and TALUCO TOWER P4 with offices at 7TH FLOOR, CEBU IT TOWER BLDG., BACOLO AVENUE should I meet any untoward incidents and / or accidents during the period at which I underwent the OJT Program at the above mentioned company.

JOHN MARC G. BALBADA
Signature over Printed Name

JOSEPHINE G. BALBADA
Signature over Printed Name

Witnesses:

FRANZ T. GENEGOBIS
Signature over Printed Name

SUBSCRIBED AND SWORN to before me this JUN 13 2024 of
20____ at Cebu City, Philippines, _____ exhibited to me his/her
Competent Evidence of Identity ID No. _____ issued on
_____ at Cebu City.

ATTY. ROMULO T. TORRES
Notary Public of Cebu City
Commission No. 104-23
PTR No. 4732203 Until December 2024
Roll No. 29722
IBP No. 308366 Cebu City
Office Address: D. Jakasalem St.
Sto. Niño Cebu City 6000
Contact No. 09458209258 / 09604373608

NOT VALID WITHOUT SEAL

Doc. No. 213
Page No. 44
Book No. 3
Series of None

Deed of Undertaking

Student Waiver

IX. SCHOOL REQUIREMENTS

**ON-THE-JOB TRAINING PROGRAM
PARENTS' WAIVER**

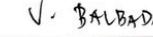
KNOW ALL MEN BY THESE PRESENTS:

That we, JOSEPHINE G. BALBADA and (DECEASED) JOHNNY V. BALBADA, parents of JOHN MARC G. BALBADA, a bonafide Computer Science Student student of the Cebu Institute of Technology - University and presently undertaking the On-the-Job Training (OJT) Program during (check only one box):

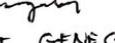
Summer /
 First Semester of SY _____
 Second Semester of SY _____

at TALIECO JOBTARGET PH hereby waive any claims or damages (financial, moral or exemplary) against Cebu Institute of Technology - University with offices at N. Bacalso Avenue, Cebu City and TALIECO JOBTARGET PH with offices at 7TH FLOOR CEBU IT PARK BLDG. Should our son / daughter meet any untoward incidents and/or accidents during the period at which he/she underwent the OJT Program at the above mentioned company.


JOSEPHINE G. BALBADA
Mother's Name & Signature


JOHNNY V. BALBADA (DECEASED)
Father's Name & Signature

Witnesses:

1. 
FRANK T. GENE GIBBS
Signature over Printed Name

2. 
ERWIN LAMBUJON
Signature over Printed Name

JUN 13 2024

SUBSCRIBED AND SWORN to before me this 13 of June, 2024 at Cebu City, Philippines, exhibited to me his/her Competent Evidence of Identity ID No. 1234567890 issued on 13 June 2024 at Cebu City.


ATTY. ROMULO T. TORRES
Notary Public of Cebu City
Commission No. 104-23
PTR No. 4732293 Until December 2024
Roll No. 25722
IBP No. 303366 Cebu City
Office Address: D. Jakosalem St.
Sto. Niño Cebu City 6000
Contact No. 09458209258 / 09604373508

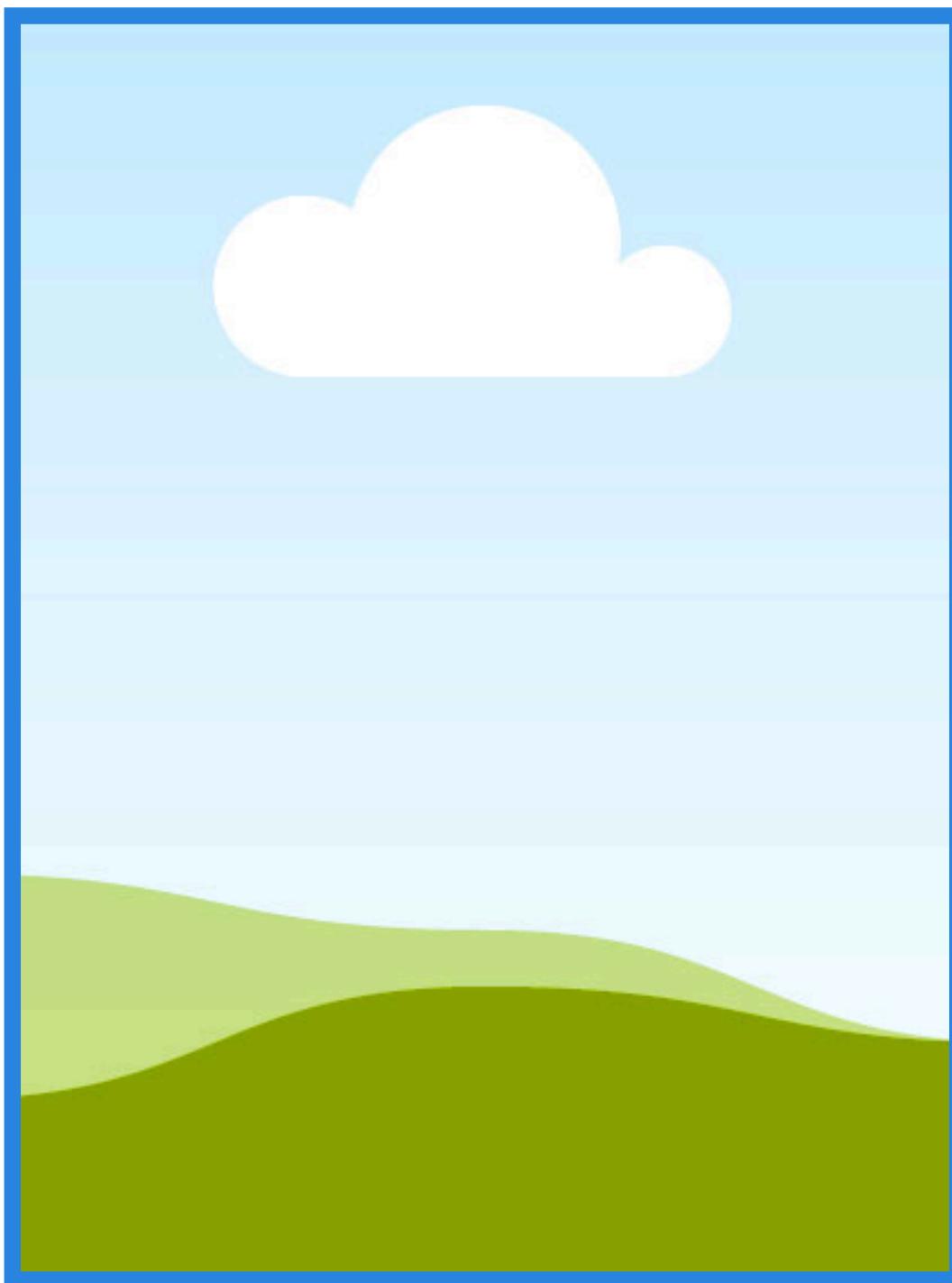
NOT VALID WITHOUT SEAL

Doc. No. 212
Page No. 1
Book No. 1
Series of 1000

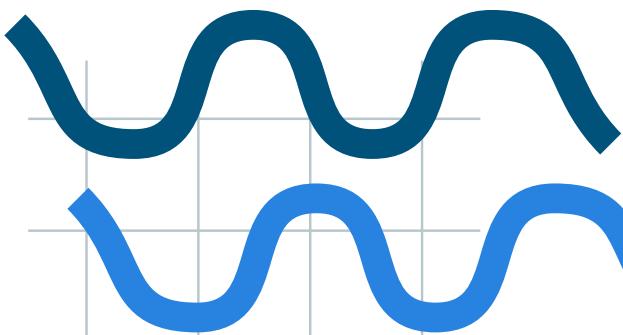
Parents' Waiver



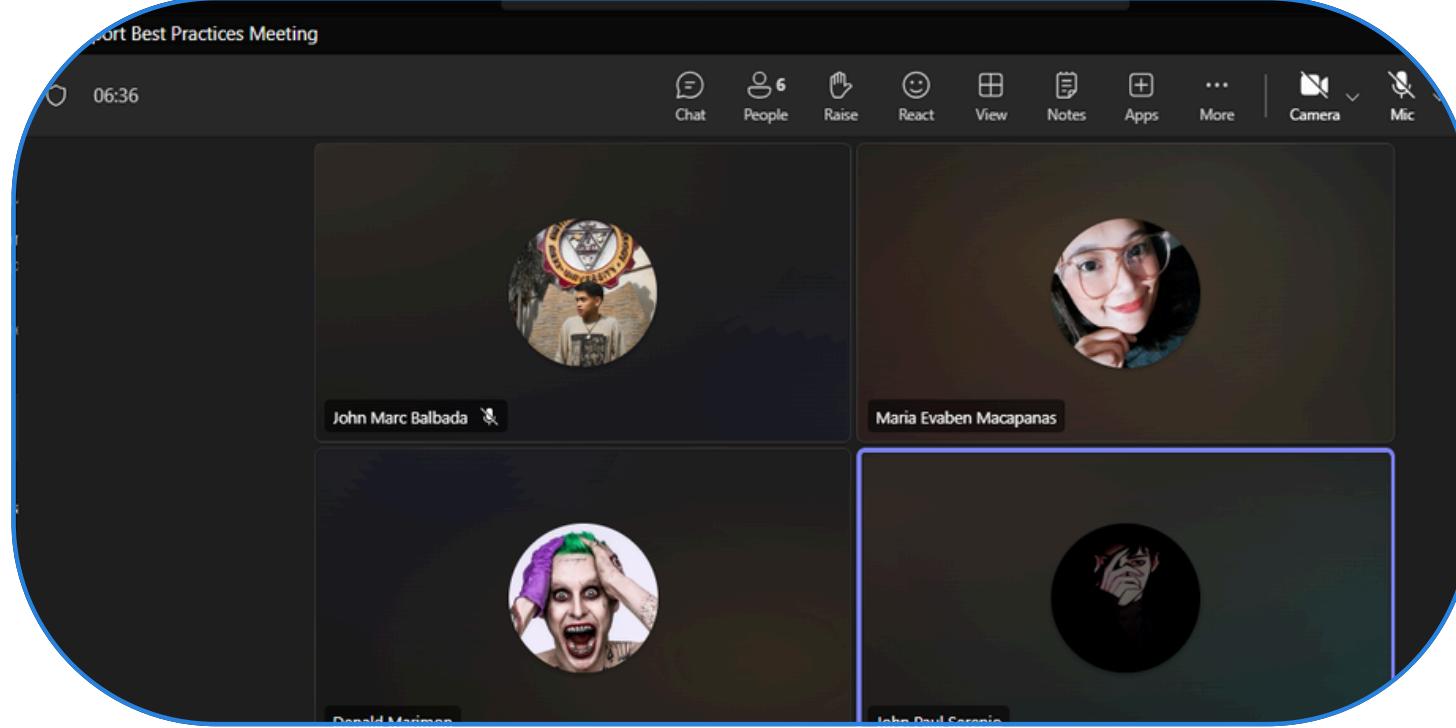
IX. SCHOOL REQUIREMENTS



Certificate of Completion / Internship



X. APPENDIX



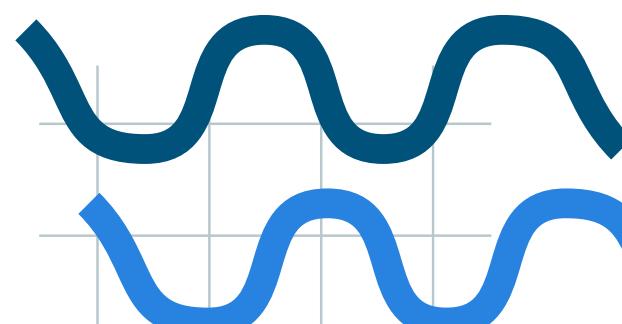
Conducting best practices and stand-up meetings
with my team.



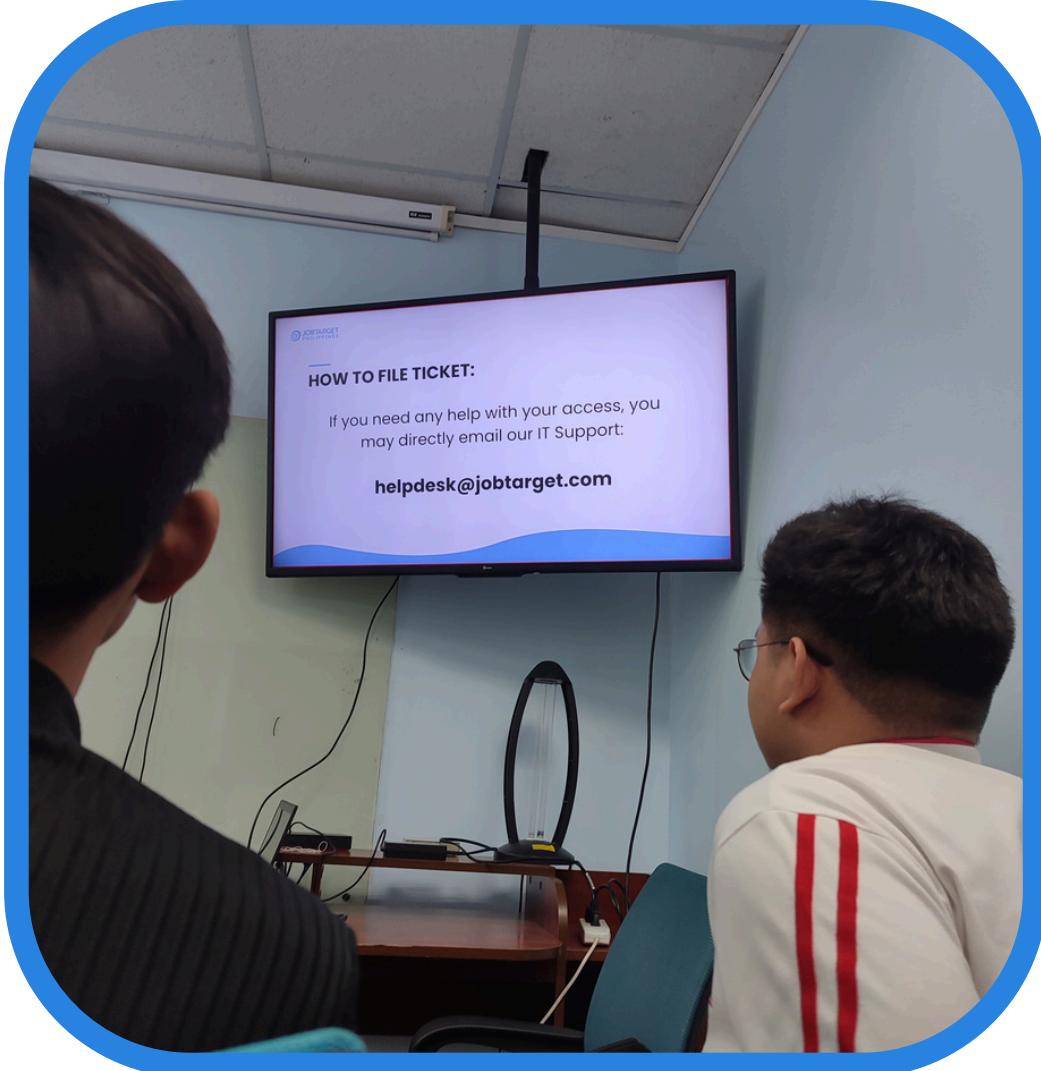
STAND-UP / COMPANY MEETINGS



Q2 Company Meetings



X. APPENDIX



ONBOARDING



Onboarding with my co-interns from CIT, UP, and UC Main.

X. APPENDIX

IMPORT CORE



Eating lunch with Import Core team.



Joining the Import Core team's eat-out with their manager Miss Shiela Mojeno along with their mid-level developers, QA, and Customer Rep.

X. APPENDIX

CO-INTERNS



Having fun and bond with other co-intern on Export, and Programmatic team.



SALAMAT!