ON-THE-JOB TRAINING
at
Gensan Medical Center

In Partial Fulfillment of
the Requirements for
Bachelor of Science in Information Technology

Submitted by:
Esabel R. Sombong

Submitted to:
Chola Marie B. Iglesias
BSIT-OJT Adviser/Coordinator

May 2024

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Gensan Medical Center

In 2013, three individuals came together with the shared vision of establishing a diagnostic center in the heart of General Santos City. As they embarked on their journey, two of the three individuals remained committed to realizing this vision and expanding it into a mission of providing comprehensive healthcare services, including in-patient hospital services. Initially, their focus was on finding a suitable property to build the diagnostic center. However, as they delved deeper into their research and explored the healthcare needs of the community, they realized the potential for something greater. They recognized the demand for a tertiary, level 2 hospital in Barangay Calumpang, General Santos City. This realization shifted their search from a simple diagnostic center to a larger vision of establishing a fully equipped hospital to cater to the healthcare needs of the community.

The search for a suitable land began, with the aim of creating a healthcare facility that would offer a wide range of medical services and advanced treatments. Their journey from a concept of a diagnostic center to the vision of a tertiary hospital exemplifies their dedication and commitment to providing comprehensive healthcare services to the people of General Santos City. It is a testament to their passion for improving the quality of healthcare and ensuring that the community has access to the best medical care available. The journey of Gensan Medical Center, from land acquisition to the first strategic planning, can only be described as a divine intervention. After acquiring the property, the GSC Medical Specialist Center Corporation was officially registered as a stock corporation with the Securities and Exchange Commission on April 22, 2014. This marked a significant milestone in the realization of their vision. The Corporation adopted the name "Gensan

Medical Center" as its business-style name, signifying its commitment to providing comprehensive healthcare services.

The registration of the Corporation provided a solid foundation for the future development of Gensan Medical Center. It allowed the founding incorporators to move forward with their strategic planning and take concrete steps towards making their vision a reality. The name "Gensan Medical Center" reflects their aspiration to create a healthcare facility that not only offers specialized medical services but also serves as a hub for comprehensive healthcare in the region. With the legal framework in place, Gensan Medical Center is now poised to fulfill its mission of providing exceptional healthcare services to the community.

The Corporation's Board of Directors consisted of a five-man team, comprising medical practitioners, businessmen, financial experts, and a law enforcement officer. With their diverse backgrounds and expertise, the Board of Directors aimed to establish a healthcare institution that would deliver exceptional patient care and become a symbol of excellence in the region.

Vision

"*God-Centered, World-Class, Quality Patient Care*"

Mission

"*Providing God-Centered, world-class, quality patient care through a dynamic organization of compassionate, competent, and ethical healthcare professionals offering diversified healthcare services.*"

I. Summary of the OJT Experience

My time as an IT OJT at Gensan Medical Center was one of the most memorable and formative experiences of my life. I gained valuable technical skills, such as configuring networks, upgrading computers, and managing printers. Working on these tasks taught me the importance of compatibility, performance testing, and troubleshooting. Configuring routers, switches, and ensuring network security protocols were in place, I learned the intricacies of network systems. Upgrading computer hardware and software enhanced my understanding of IT infrastructure, emphasizing the need for regular updates and maintenance. Managing printers involved installing drivers, setting up network printers, and troubleshooting common issues, which improved my problem-solving skills.

Beyond the technical knowledge, the OJT program helped me develop essential soft skills and personal attributes. Following hospital protocols and adhering to rules taught me patience and responsibility. I learned to be meticulous in my work, ensuring that every task was completed to the highest standard. Working with a diverse group of people, from medical professionals to administrative staff, enhanced my communication and teamwork skills. It was enlightening to have meaningful conversations, share laughter, and build relationships within the workplace. The fast-paced and often high-pressure environment of the hospital taught me how to manage stress effectively. Balancing multiple tasks and meeting deadlines improved my time management and organizational skills. Successfully completing tasks and contributing to the smooth operation of the hospital's IT systems gave me a

sense of achievement and pride. It reinforced my confidence and motivated me to strive for excellence in my future career.

This experience has opened my eyes to the realities of the professional world and prepared me for the challenges and opportunities that lie ahead. I now understand the importance of technical proficiency, adherence to standards, and effective communication in a professional setting. The hands-on tasks during my OJT included setting up and maintaining network systems, ensuring seamless connectivity, and upgrading computer hardware and software. These tasks taught me the significance of compatibility and performance testing. I also learned to troubleshoot and maintain printers and hospital information systems, ensuring uninterrupted service.

In conclusion, my OJT at Gensan Medical Center was more than just a training period; it was a journey of learning, growth, and self-discovery. The memories, skills, and friendships I've gained will undoubtedly influence my future endeavors and remain a cherished part of my professional development. As I approach graduation, I feel equipped and excited to embark on my career, ready to apply the skills and knowledge I've gained at Gensan Medical Center. This experience has made me excited and ready to embark on my career journey, applying the skills and knowledge gained at Gensan Medical Center.

II. Assessment of the OJT/Practicum Program

The OJT program at Gensan Medical Center is exceptional, offering a deeply immersive and supportive learning environment for trainees. One of the program's standout features is the high level of trust placed in OJTs, allowing them to handle significant responsibilities that are crucial to the hospital's operations. This trust empowers trainees, boosting their confidence and encouraging them to take ownership of their work.

Supervisors at Gensan Medical Center are dedicated to teaching trainees thoroughly, guiding them through each process step-by-step. This methodical approach ensures that trainees not only understand the technical aspects of their tasks but also grasp the underlying principles and best practices. For instance, when configuring networks, upgrading computer systems, or managing IT infrastructure, trainees receive detailed instructions and continuous support, fostering a deep and practical understanding of these critical functions.

The program also emphasizes the development of soft skills, which are essential in any professional setting. Trainees learn effective communication, problem-solving, and stress management techniques. These skills are honed through interactions with a diverse team of medical professionals and administrative staff, providing a well-rounded experience that prepares trainees for future challenges.

Furthermore, the supportive culture at Gensan Medical Center creates an environment where trainees feel valued and motivated. Supervisors and staff

are approachable and willing to share their knowledge, creating a collaborative atmosphere conducive to learning and growth. This mentorship aspect of the program is crucial, as it allows trainees to ask questions, seek guidance, and receive feedback, which is instrumental in their professional development.

Overall, the OJT program at Gensan Medical Center is highly effective, offering a comprehensive training experience that prepares students for their professional careers. The combination of hands-on technical training, soft skills development, and a supportive learning environment makes it an exemplary program for any aspiring IT professional. The experience not only equips trainees with the necessary skills and knowledge but also instills a sense of pride and accomplishment in their work, setting a solid foundation for their future endeavors.

III. New knowledge, attitudes, and skills acquired

A. Theories seen in practice

At Gensan Medical Center, the application of theoretical knowledge in a practical setting is evident. The center ensures that on-the-job trainees (OJTs) are thoroughly trained to become professionals and experts in their respective roles. Trainees are given comprehensive exposure to various medical practices and administrative duties, allowing them to apply classroom knowledge in real-world situations effectively. This hands-on experience is invaluable in solidifying their understanding and enhancing their skill set, preparing them for successful careers in the healthcare industry.

B. Feedback that can be given to the company or institution

Everything about Gensan Medical Center is commendable, from their training programs to their staff support. The institution runs so smoothly and effectively that it leaves no room for complaints. The dedication to excellence and the supportive environment they provide contribute greatly to the overall positive experience of the trainees.

C. Benefits gained

During my time at Gensan Medical Center, I gained a wealth of knowledge and developed a strong sense of responsibility. The experience broadened my understanding of various medical practices and administrative functions. Additionally, it helped shape my attitude towards work and life, instilling important values and setting clear goals for my future. The training enhanced not just my professional skills but also my personal growth, preparing me for the challenges ahead.

D. Problems encountered

Throughout my training at Gensan Medical Center, I encountered no significant problems. The institution's well-structured programs and supportive staff ensured a smooth and enriching learning experience. The absence of any notable issues reflects the center's commitment to providing high-quality training and a positive working environment for all trainees.

IV. Appendices

A. Company brochure and/or pamphlet

Rooms:

Our Ward Rooms:

fully air-conditioned,
very comfortable
spacious and
the lowest rate in town!

SPECIAL DISCOUNT

Avail of our discounts!

- Senior Citizen Discount (SC)
- Persons With Disability Discount (PWD)
- Brgy. Calumpang Discount

(*Brgy. Calumapang discount does not apply to SC and PWD patients)

We provide care that is respectful of and responsive to individual patient preferences, needs, and values. The patient's values & needs guide all clinical decisions.

PhilHealth Info

Have in possession your Philhealth Number Card or ID at all times.

Update your Member Data Record (MDR) for any changes in personal information such as change in civil status or addition of a new dependent.

Gensan Medical Center
Natl. Highway, Prk. Veterans,
Brgy. Calumpang, General Santos City
Tel. No. 887-9898
(ADMITTING SECTION)
Gensanmedicalcenter@yahoo.com

Partner HMO

Maxicare
Healthcare at its finest
AVEGA
LEADING EDGE HEALTHCARE SOLUTIONS
GENERALI
Life & Health
HMP, INCORPORATED
PACIFIC CROSS
PHILIPPINES
Intellicare

QACO-134-Rev-03

GENSAN MEDICAL CENTER
"God-Centered, World Class, Quality Patient Care"

CARING BEYOND HEALING

DOH-PhilHealth
Accredited Facility

B. Application Requirements

a. Copy of Memorandum of Agreement and/or Waiver of Claim

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into this ____day of _____, 2024, at General Santos City, Philippines, by and between:

STI COLLEGE – GENERAL SANTOS, INC., a private educational institution owned and operated by **STI Education Services Group, Inc.,** duly organized and existing under the laws of the Republic of the Philippines, with principal office at **J. CATOLICO SENIOR AVENUE, BARANGAY LAGAO, GENERAL SANTOS CITY,** duly represented by its School Administrator, **RODA B. CABUGA.,** herein after referred to as the **"AFFILIATE"**;

- and –

GSC MEDICAL SPECIALIST CENTER CORPORATION, a company duly organized and registered under the laws of the Philippines and doing business under the name and style of **GENSAN MEDICAL CENTER,** with principal office address at National Highway, Purok Veterans, Barangay Calumpang, General Santos City, herein represented by its Chief Executive Officer (CEO), **REMO-TITO A. AGUILAR, M.D., F.P.O.A.,** and herein referred to as **"HOSPITAL",**

WITNESSETH:

WHEREAS, the AFFILIATE, as an academic institution, offers BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY course and seeks to upgrade the quality of its educational system through initiating training agreements with other medical centers;

WHEREAS, the HOSPITAL, as a premier medical establishment committed to the pursuit of providing competent, reliable, and professional medical and health care, has agreed to accommodate the students of the AFFILIATE as Interns, provided that the quality of service and care for its patients are not affected thereby;

NOW THEREFORE, for and in consideration of the representation and warranties of the parties, and their faithful compliance with all covenants, terms and conditions hereafter contained, the HOSPITAL hereby agrees to allow the students of the AFFILIATE to render their Internship in the premises of the HOSPITAL for academic purposes, under the following terms and conditions:

1. The HOSPITAL shall supervise the AFFILIATE's students through the Internship Program using the facilities of the HOSPITAL. As part of the HOPSITAL's Corporate Social Responsibility, the Hospital shall waive the affiliation fee amounting thirty pesos (PHP 30.00) / per student, per eight (8) hours of administrative and/or office-based exposure duties and that the Internship Program shall be under GensanMed - Dr. Benjamin Suedad, Jr. Foundation. The rotation would include orientation of the policies and procedures of the Department or unit assigned, however, the orientation of the Hospital policies shall not be included in the counting of the required number of hour of duties. The HOSPITAL

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Internship-Coordinator may change or remove the rotation schedule as may be deemed necessary.

2. The HOSPITAL shall only accommodate maximum **four (4) students.** The student-interns who will be rotated in the HOSPITAL shall be upon the recommendation of the AFFILIATE.

3. As part of this Agreement, the Internship Program, the assigned Department policy and functions of the HOSPITAL and all the amendments thereto shall govern the program of the students of the AFFILIATE.

4. The HOSPITAL, through the Internship Coordinator, shall supervise, provide guidance and training to the students of the AFFILIATE assigned to it and shall determine the areas of assignment, as well as schedules of the students during the internship program. It shall likewise include time and schedule of lectures, orientation on the proper decorum and conduct inside the HOSPITAL's premises.

5. The AFFILIATE shall appoint a Teacher-Coordinator who shall coordinate with the HOSPITAL with regards to the activities during the Program, as well as that of the performance of the students;

6. The AFFILIATE shall ensure that all students have complied with the related theoretical instruction, as prescribed by the CHED. Further, the AFFILIATE shall ensure that all students are physically and mentally fit to undergo the Internship Program, as certified by the Health Officer of the AFFILIATE, or any other medical officer, as may be designated by the HOSPITAL. The students shall be required to submit a medical clearance or certificate.

7. The AFFILIATE shall ensure that its students shall comply with the HOSPITAL's rules, regulations, and policies at all times. In case of damage(s) incurred by the HOSPITAL arising out of any nature imputable to the students of the AFFILIATE, the latter shall identify the HOSPITAL corresponding to the total amount incurred by the HOSPITAL.

8. For proper decorum and behavior, all students must conduct and observe the rules and regulations of the HOSPITAL. Moreover, disciplinary measures for infractions committed by the students shall likewise be governed by the above stated training program.

9. For academic purposes, the students of the AFFILIATE may be required by the HOSPITAL to make case presentation of certain selected cases to be designated by the HOSPITAL.

10. The number of hours for each student to undertake the Program shall not exceed EIGHT hours per student per day. In cases where longer hours are required, the AFFILIATE shall secure the prior written approval of the HOSPITAL thru the Human Resource Officer.

11. The HOSPITAL has the right to determine the maximum number of students who may be assigned within a certain time; for this purpose, the HOSPITAL shall, from time to time, inform the AFFILIATE of the maximum number allowed for the latter to comply.

12. At the end of the rotation period, the students will be subject to evaluation by the HOSPITAL based on criteria made known to the students at the start of the program

13. The HOSPITAL will not be held responsible for any claims, actions, costs, incidents, losses, liabilities, damages, or injuries of any sort that may arise from or be connected to this agreement, including legal fees, incurred by student-interns. The AFFILIATE agrees to take on all liabilities and claims for such injuries or losses, relieving the hospital, its officers, directors, and employees of any responsibility. Each party will indemnify and protect the other party, its officers, and employees from any liabilities, damages, claims, suits, costs, and expenses resulting from a breach of this agreement, except in cases of gross negligence or intentional breach. However, neither party will be liable to the other for loss of profits or any related damages, and neither will be liable for injuries sustained by students during their internship. As a result, student-interns waive any claims against the affiliate and the hospital for any injuries or losses incurred during their training.

14. The AFFILIATE shall maintain the absolute confidentiality of information involving the patients at all times. The students shall not disclose any such information, or reproduce records, without the written approval of the HOSPITAL. For this purpose, all student-interns shall execute a Non-Disclosure Agreement at the start of their assignment. Any unauthorized disclosure by any students shall be a ground for the termination of this Agreement, without prejudice to the right of the HOSPITAL to avail of any other remedy available to it hereunder or under government regulations, law or equity.

15. All research outputs, publications, and reports produced by virtue of and pursuant to this Agreement approved by the HOSPITAL and shall be jointly owned by the parties. Furthermore, rights to innovations, discoveries, royalties and other intellectual property rights that may arise from the activities undertaken in the pursuit of the training shall be governed by the provisions of EO 247 on Intellectual Property Rights.

16. Any publication or report arising from the activities undertaken by virtue of and pursuant to the Internship Program shall clearly establish and identify the HOSPITAL and the AFFILIATE as the source of the output.

17. The failure of the HOSPITAL to insist upon the strict performance of any of the terms, covenants, and conditions shall not be deemed a relinquishment of waiver of any subsequent breach or default of the terms and conditions hereof, which terms, covenants and conditions shall continue to be in full force and effect. No waiver by the HOSPITAL of any rights under this Agreement shall be deemed to

have been made unless expressed in writing, signed by the HOSPITAL and duly notarized.

18. This agreement and annexes hereto constitute and embody the entire and complete agreement between the parties and no other terms and conditions, verbal or otherwise, not herein expressly contained, other than those embodied in the policies and guidelines which the HOSPITAL may institute, add to, modify or change from time to time, shall affect, change, modify, be added to on in any manner alter the provisions herein agreed upon unless such change, modification, addition, or alteration is expressly stipulated in writing and duly executed, signed by both parties and notarized.

19. If any term or provision of this Agreement and its annexes shall be held to be illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision shall, to that extent, be deemed not to form part of this Agreement but the validity and enforceability of the remainder of this Agreement shall not be affected.

20. Any action or claim arising out of the provisions of this Agreement is hereby agreed by both parties to be filed in the courts of General Santos City, to the exclusion of any other venue.

21. This Agreement shall take effect upon approval and signing by the parties and shall remain binding from February 1, 2024 to June 1, 2024. This agreement may be renewed under terms and conditions mutually agreed upon by the parties, unless otherwise sooner revoked, cancelled, or terminated by either party for violation of the conditions above set forth.

IN WITNESS WHEREOF, the parties affixed their signatures on the date, place above written.

STI COLLEGE - GENERAL SANTOS, INC.	GSC SPECIALIST CENTER CORPORATION (GENSAN MEDICAL CENTER)
By:	By:
RHODA B. CABUGA School Administrator	REMO-TITO A. AGUILAR, MD, FPOA Chief Executive Officer

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Signed in the presence of:

KRISTEL JOY C. TULAGAN, MIT BSIT Program Head	**MARY KNOLL F. LEGARDE, RPm** OIC-Human Resource Officer
CHOLA MARIE B. IGLESIAS BSIT-OJT Adviser	**KEVIN PAUL PALACA, RSW** OIC-Hospital Information Management System

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF GENERAL SANTOS)SS.
x----------x

BEFORE ME, a Notary Public for and in the City of General Santos, personally appeared **REMO-TITO A. AGUILAR, M.D., F.P.O.A.** with **PRC Lic. No. 0094392** issued in Manila on September 5, 2000 and **RHODA B. CABUGA** with Community Tax Certificate No. _____ issued at_____ on _____ known to me to be the person who executed the foregoing instrument and acknowledges to me that the same is his free act and voluntary deed.

This Instrument consists of only five (5) pages, including this page in which this acknowledgment is written.

WITNESS MY HAND AND SEAL this MAR 0 2 2024 at General Santos City, Philippines.

ATTY. REMIGIO M. DELOS SANTOS, JR.
NOTARY PUBLIC FOR GENERAL SANTOS CITY
UNTIL DECEMBER 31, 2025, PER PNC CASE NO. 23-237
ROLL NO. 42842
IBP OR NO. 362105, 10-3-23, IBP NATIONAL OFFIC
PTR NO. D914862A, 9-29-23, GSC
TIN NO. 142-402-553

Doc. No. 320;
Page No. 64;
Book No. 6;
Series of 2024

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b. **Copy of Health Insurance Certificate/PhilHealth MDR**

c. **Copy of Parent's/Guardians Certificate of waiver**

STI College
General Santos

PARENT/GUARDIAN CERTIFICATION OF WAIVER

A.Y. 2023 – 2024, 2ND Term
AY, Term

I, ELMER SOMBONG, the parent/legal guardian of ESABEL R. SOMBONG, hereby expressly state that I agree to the following:

1. To allow my son/daughter to take his/her On-the-Job Training (OJT) at **GENSAN MEDICAL CENTER** for **600** hours in partial fulfillment of the requirements for the degree in **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY;**
2. I have read the rules and regulations set by the STI OJT Course Policy and the Host Training Establishment and commit my son/daughter to abide by the said rules and regulations.
3. I fully and voluntarily waive my right to hold **STI COLLEGE – GENERAL SANTOS, INC.** and the **(NAME OF HOST TRAINING ESTABLISHMENT)** and/or any of its officers, employees, or representatives responsible for any case of an untoward incident that may happen to my son/daughter during the duration of his/her training.

ELMER SOMBONG
Signature over Printed Name of Parent or Guardian

Date Signed

Received by:

CHOLA MARIE B. IGLESIAS
Signature over Printed Name of OJT Adviser

9/5/24
Date Signed

(083) 554-3038 J. Catolico Avenue, General Santos City www.sti.edu

d. Copy of Endorsement Letter

STI College
General Santos

December 19, 2023

Mary Knoll F. Legarde, RPm
Human Resource Officer
Gensan Medical Center
National Highwway, Prk. Veterans, Brgy. Calumpang
General Santos City, 9500, Philippines

Dear Ms.Legarde,

In its dedication to enhancing the development of our students, STI requires them to undergo the On-the-Job Training (OJT) Program. This program aims to help our students develop competency in their chosen field by arming them with the primary experience, knowledge, and attitude essential to aid their transition from being a student to being part of the workforce.

With this, may we request your good office to be our partner in achieving this goal by agreeing to be the Host Training Establishment company for the following BS in Information Technology students:

1. **Fernandez, Julie Ann**
2. **Gicale, Beverly Jan**
3. **Sombong, Esabel**

They are required to complete satisfactorily **600 hours** staring on February 2024. We believe that the experiences and learning **they will** receive from your office will greatly complement the knowledge, skills and attitude that they have acquired from our school.

Should you have any question, kindly contact me at 09082515877 and/or cholamarie.iglesias@gensan.sti.edu.ph.

Thank you.

Respectfully yours,

CHOLA MARIE B. IGLESIAS
BSIT – OJT Adviser

Noted by:

JULIE B. OCERNAR, LPT, MIT
ICT Program Head

Mary Knoll F. Legarde

GMC HR # 0998 560 4526

(083) 554-3038 J. Catolico Avenue, General Santos City www.sti.edu

e. Copy of Application Letter

February 13, 2024

Dr. Remo Aguilar
CEO
Gensan Medical Center
National Highway, Prk. Veterans, Brgy. Calumpang
General Santos City, 9500 South Cotabato

Dear Dr. Aguilar,

I am writing to express my interest in the On-the-Job Training (OJT) opportunity at General Medical Center as an IT Personnel. I am currently pursuing a degree in Bachelor of Science in Information Technology at STI General Santos Inc., and I am eager to apply my theoretical knowledge in a practical setting to enhance my skills and contribute to the success of General Medical Center.

My academic background has equipped me with a solid foundation in information technology, including proficiency in various programming languages, database management, network administration, and system analysis.

I am excited about the prospect of contributing to General Medical Center's IT department and am fully committed to fulfilling the 600 hours of practical experience required for the OJT position. I am eager to learn from the experienced professionals at your organization and am confident that this training opportunity will greatly enhance my skills and knowledge in the field.

Thank you for considering my application. I look forward to the opportunity to contribute to the success of your organization through this On-the-Job Training experience.

Respectfully yours,

Esabel R. Sombong

f. Copy of Resume/CV

Curriculum Vitae of

Esabel R. Sombong

Blk 6, Lot 24 Habitat A. General Santos City
zndrsmbng@gmail.com
0998-941-8369

EDUCATIONAL BACKGROUND

Level	Inclusive Dates	Name of school/ Institution
Tertiary	September 2019	STI General Santos Inc.
Sr. High School	June 2016	Notre Dame of Dadiangas University
High School	June 2013	Ramon Magsaysay Memorial Colleges
Elementary	June 2008	Dadiangas West Elementary School

PROFESSIONAL OR VOLUNTEER EXPERIENCE

Inclusive Dates	Nature of Experience/ Job Title	Name and Address of Company or Organization
July 2016 - 2023	Virtual Assistant/Freelancer	Real-estate Canada Based
September 2017	Online ESL Teacher	6 11 Global Services

SKILLS	Level of Competency	Date Acquired
NC2 Computer Hardware	Experienced	June 2015

C. During the Training Requirements

a. Copy of the Training Plan

On-the-Job Training Plan

Name of Company: GENSAN MEDICAL CENTER
Name of OJT Supervisor: PRINCESS BIGBIG
Job Designation: HIMS STAFF (OJT)

Name of Student Trainee: ESABEL R. SOMBONG
Program: Bachelor of Science in Information Technology
STI Campus: General Santos
Training Period:
Required no. of hours: 600

Period	Area/Topic	Specific Tasks	Expected Output	No. of hours spent
	WEB DEVELOPMENT AND DATABASE MANAGEMENT	Design and develop a user-friendly and informative website for Gensan Medical Center.	Website of Gensan Medical Center	
		Create engaging content, including text, images, and multimedia elements.		
		Implement responsive design to ensure compatibility across various devices.		
		Test the website for functionality, performance, and security.		
	SOCIAL MEDIA MANAGER	Develop a comprehensive social media calendar outlining content themes, topics, and posting schedules.	Social Media Calendar	
		Identify key platforms (e.g., Facebook, Twitter, Instagram) based on the organization's target audience		
		Create engaging and relevant content, including posts, graphics, videos, and articles.		
	TECHNICAL SUPPORT	Serve as the primary point of contact for staff inquiries related to hardware concerns.	Technical Support	
		Answer telephone calls promptly, addressing staff questions and concerns regarding hardware issues.		
		Troubleshoot hardware problems		
		Network tracing (LAN)		

Noted by:

CHOLA MARIE B. IGLESIAS
BSIT-OJT Adviser
STI COLLEGE - GENERAL SANTOS, INC

PRINCESS BIGBIG
OJT Supervisor

ESABEL R. SOMBONG
Student Trainee

Date of Agreement

OJT COURSE POLICY FT-APL-003-00 I OJT Training Plan Template I Page 1 of 1

b. Daily Time Record

STI

DAILY TIME RECORD

Last Name	First Name	MI
COMBONG	ECABEL	R.

STI Campus	Program	Year Level	Section
GENCAN	BSIT	4TH YEAR	

Host Company	Department Assigned to
GENCAN MEDICAL CENTER	HIMS – HOSPITAL INFORMATION MANAGEMENT SYS.

Name of OJT Supervisor	Designation	Schedule	OJT Period

Week No.	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total No. of Hours per Week
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	
Date			02-06-24		02-07-24		HOLIDAY		HOLIDAY				
1			8:00	5:00	7:04	5:00							
Date	02-12-24		02-13-24		ORIENTATION		02-15-24		02-16-24				
2	07:34	5:26	07:59	5:05			07:56	5:16	07:16	5:32			
Date	02-19-24		02-20-24		02-21-24		02-22-24		02-23-24		02-24-24		
3	7:55	5:04	07:56	5:08	08:02	5:33	08:10	6:50	6:07	5:30	07:56	5:20	
Date	02-26-24		HOLIDAY		02-28-24		02-29-24		03-01-24				
4	07:56	5:00			08:10	5:10	07:57	10:00	4:00	0:00			
Date	03-04-24				03-06-24		03-07-24		03-08-24		03-09-24		
5	07:28	5:34			08:05	5:10	07:10	5:19	07:44	5:15	07:55	5:10	
Date	03-11-24		03-12-24		03-13-24		03-14-24		03-15-24				
6	07:56	5:05	7:57	5:09	7:57	5:09	7:25	6:00	7:00	6:00			
Date	X		X		03-20-24		03-21-24		03-22-24				
7					07:54	5:09	07:56	5:06	07:54	12:52			
Date	03-25-24		03-26-25		03-27-24		HOLIDAY		HOLIDAY				
8	07:54	5:09	8:00	5:05	07:20	12:05							
Date	04-01-24		04-02-24		04-03-24		04-04-24		04-05-24				
9	8:00	5:00	7:50	6:00	07:52	5:06	07:57	5:04	07:54	5:28			
Date	04-08-24		HOLIDAY		HOLIDAY		04-11-24		04-12-24				
10	07:41	5:00					07:51	05:15	07:51	05-08			
											Total		

Reviewed by:

PRINCESS BUGBIG

OJT On-Site Supervisor Signature

Date

03/04/2024

FT-APL-008-00 I Daily Time Record I Page 1 of 1

DAILY TIME RECORD

Last Name	First Name	MI
SOMBONG	ESABEL	

STI Campus	Program	Year Level	Section
GENSAN	BSIT	4th YEAR	

Host Company	Department Assigned to
GENSAN MEDICAL CENTER	HMS- HOSPITAL INFORMATION MANAGEMENT SYSTEM

Name of OJT Supervisor	Designation	Schedule	OJT Period

Week No.	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total No. of Hours per Week
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	
Date	4/15/24		4/16/24		4/17/24		4/18/24		4/19/24		4/20/24		
1	7:56	4:30	7:50	4:10	7:33	4:10	7:41	4:10	7:28	4:12	6:41	4:10	
Date	4/22/24		4/23/24		4/24/24		4/25/24		4/26/24		4/27/24		4/28/24
2	8:10	4:10	8:10	4:16	7:44	4:21	7:51	4:49	7:05	4:33	8:10	4:10	8:10 4:10
Date	4/29/24		4/30/24				5/2/24		5/3/24		5/4/24		
3	7:32	4:20	8:10	4:21			07:33	4:15	7:44	4:10	08:00	00	
Date			5/7/24		5/8/24		5/9/24		5/10/24				
4			09:54	4:12	09:50	4:09	09:57	4:19	12:10	4:53			
Date	5/13/24		5/14/24				5/16/24		5/17/24				
5	8:10	4:17	8:10	4:08			8:10	4:10	8:10	4:10			
Date			5/21/24				5/23/24		5/24/24				
6			8:10	4:10			8:10	4:10	8:10	4:10			
Date	5/27/24		5/28/24										
7	8:10	4:10	8:10	4:10									
Date	6/3/24		6/4/24										
8	8:10	4:10	8:10	4:10									
Date													
9													
Date													
10													
												Total	

Reviewed by: **Date**

OJT On-Site Supervisor Signature

FT-APL-008-00 I Daily Time Record I Page 1 of 1

c. Performance Appraisal Form

STI

PERFORMANCE APPRAISAL

Last Name	First Name		MI
SOMBONG	EGAIBEL		
STI Campus	Program	Year Level	Section
GENERAL SANTOS CITY	BSN	4th Year	
Host Training Establishment	Department Assigned To		
Gensan Medical Center	HIMS		
On-Site Supervisor	Designation	Evaluation Period	Total No. of Hours

Evaluation Criteria	Rating	Equivalent Grade	
Technical Competence (25%) Effective application of skills and technical knowledge in meeting the requirements or accomplishing goals of assigned tasks and projects	89	VERY GOOD	22.25
Attitude (25%) Attitude towards work, such as willingness to learn, adherence to the policies, dependability, trustworthiness, resourcefulness, and ability to provide solutions to problems in the area of work and such other qualities that may be pertinent	90	VERY GOOD	22.5
Quality of Work (20%) Work standards, accuracy and reliability of output, and on-time delivery of requirements	90	VERY GOOD	18
Quantity of Finished Work (10%) Work accomplished per evaluation period	91	VERY GOOD	9.1
Inter-Personal Relationships (10%) Communication skills and attitude towards people	90	VERY GOOD	9
Attendance and Punctuality (10%) Number of absences and tardiness per evaluation period	89	VERY GOOD	8.9
		TOTAL	89.75

Comments/Remarks:

Accept a lot of workload; however, the quality of work sometimes does not meet expectations.

Rating Equivalent

Rating	Description
98-100	Excellent
89-97	Very Good
80-88	Satisfactory
75-79	Fair
Below 75	Fail

Reviewed by:

PRINCESS A. BIGBIG

OJT Supervisor's Signature

Date

4/16/2024

FT-APL-009-00 I Performance Appraisal I Page 1 of 1

PERFORMANCE APPRAISAL

Last Name	First Name		MI
SOMBONG	ESABEL		R.
STI Campus	Program	Year Level	Section
GENSAN	BSIT	4TH YEAR	
Host Training Establishment	Department Assigned To		
GENSAN MEDICAL CENTER	HIMS - HOSPITAL INFORMATION		
On-Site Supervisor	Designation	Evaluation Period	Total No. of Hours

Evaluation Criteria	Rating	Equivalent Grade
Technical Competence (25%) Effective application of skills and technical knowledge in meeting the requirements or accomplishing goals of assigned tasks and projects	88	22
Attitude (25%) Attitude towards work, such as willingness to learn, adherence to the policies, dependability, trustworthiness, resourcefulness, and ability to provide solutions to problems in the area of work and such other qualities that may be pertinent	88	22
Quality of Work (20%) Work standards, accuracy and reliability of output, and on-time delivery of requirements	88	17.6
Quantity of Finished Work (10%) Work accomplished per evaluation period	89	8.9
Inter-Personal Relationships (10%) Communication skills and attitude towards people	87	8.7
Attendance and Punctuality (10%) Number of absences and tardiness per evaluation period	87	8.7
	TOTAL	87.9

Comments/Remarks:

Exhibits leadership skills in task execution.

Rating Equivalent

Rating	Description
98-100	Excellent
89-97	Very Good
80-88	Satisfactory
75-79	Fair
Below 75	Fail

Reviewed by:

PRINCESS A. BIGBIG
OJT Supervisor's Signature

Date

03/04/2024

FT-APL-009-00 I Performance Appraisal I Page 1 of 1

PERFORMANCE APPRAISAL

Last Name	First Name		MI
SOMBONG	ESABEL		R.
STI Campus	Program	Year Level	Section
Host Training Establishment	Department Assigned To		
GENSAN MEDICAL CENTER	HOSPITAL INFORMATION MANAGEMENT SYSTEM (HIMS)		
On-Site Supervisor	Designation	Evaluation Period	Total No. of Hours
PRINCESS D. BIGBIG	HIMS SUPERVISOR		

Evaluation Criteria	Rating	Equivalent Grade
Technical Competence (25%) Effective application of skills and technical knowledge in meeting the requirements or accomplishing goals of assigned tasks and projects	97	24.25
Attitude (25%) Attitude towards work, such as willingness to learn, adherence to the policies, dependability, trustworthiness, resourcefulness, and ability to provide solutions to problems in the area of work and such other qualities that may be pertinent	98	24.5
Quality of Work (20%) Work standards, accuracy and reliability of output, and on-time delivery of requirements	90	18.
Quantity of Finished Work (10%) Work accomplished per evaluation period	93	9.3
Inter-Personal Relationships (10%) Communication skills and attitude towards people	97	9.7
Attendance and Punctuality (10%) Number of absences and tardiness per evaluation period	98	9.8
	TOTAL	95.55

Comments/Remarks:

She is willing to learn in the task given to her and her dedication to work is commendable. She's not complaining about the workload assigned to her.

Rating Equivalent

Rating	Description
98-100	Excellent
89-97	Very Good
80-88	Satisfactory
75-79	Fair
Below 75	Fail

Reviewed by:

PRINCESS D. BIGBIG

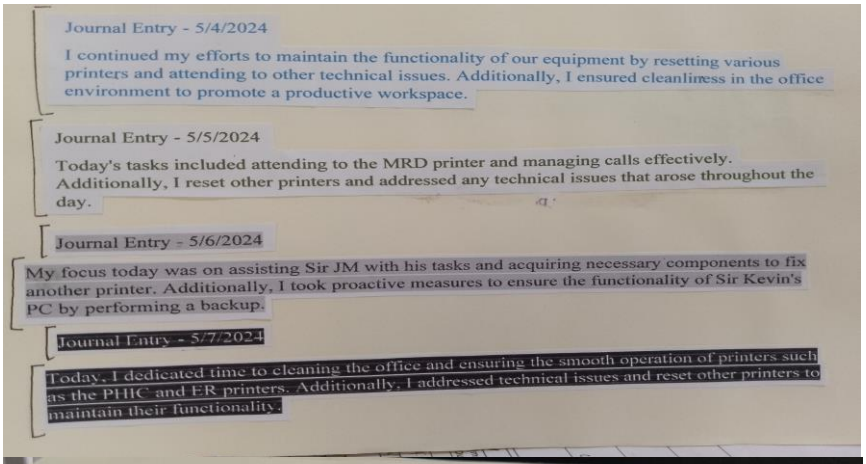
OJT Supervisor's Signature

Date

3/24/2024

FT-APL-009-00 I Performance Appraisal I Page 1 of 1

d. Narrative Report/Daily Journal



Journal Entry - 5/4/2024

I continued my efforts to maintain the functionality of our equipment by resetting various printers and attending to other technical issues. Additionally, I ensured cleanliness in the office environment to promote a productive workspace.

Journal Entry - 5/5/2024

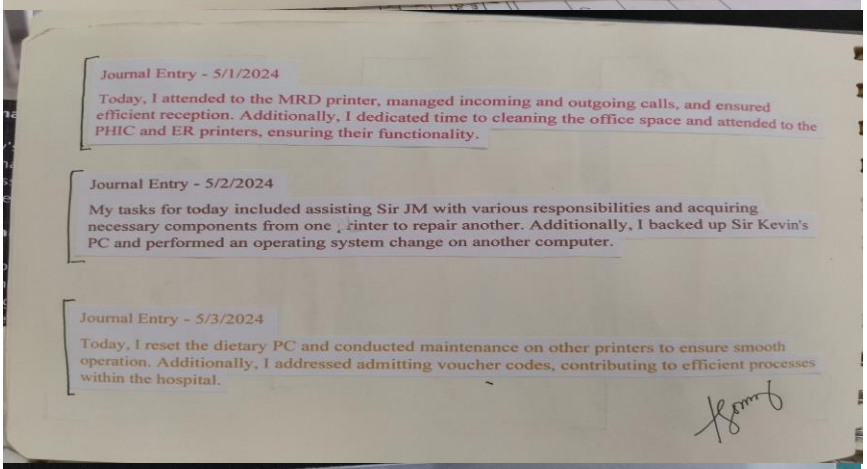
Today's tasks included attending to the MRD printer and managing calls effectively. Additionally, I reset other printers and addressed any technical issues that arose throughout the day.

Journal Entry - 5/6/2024

My focus today was on assisting Sir JM with his tasks and acquiring necessary components to fix another printer. Additionally, I took proactive measures to ensure the functionality of Sir Kevin's PC by performing a backup.

Journal Entry - 5/7/2024

Today, I dedicated time to cleaning the office and ensuring the smooth operation of printers such as the PHIC and ER printers. Additionally, I addressed technical issues and reset other printers to maintain their functionality.



Journal Entry - 5/1/2024

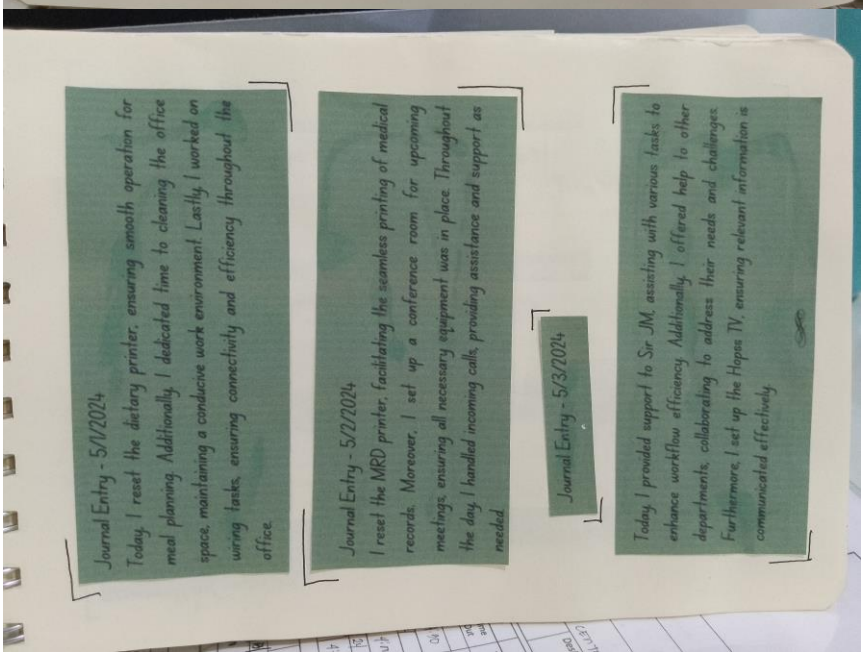
Today, I attended to the MRD printer, managed incoming and outgoing calls, and ensured efficient reception. Additionally, I dedicated time to cleaning the office space and attended to the PHIC and ER printers, ensuring their functionality.

Journal Entry - 5/2/2024

My tasks for today included assisting Sir JM with various responsibilities and acquiring necessary components from one printer to repair another. Additionally, I backed up Sir Kevin's PC and performed an operating system change on another computer.

Journal Entry - 5/3/2024

Today, I reset the dietary PC and conducted maintenance on other printers to ensure smooth operation. Additionally, I addressed admitting voucher codes, contributing to efficient processes within the hospital.



Journal Entry - 5/1/2024

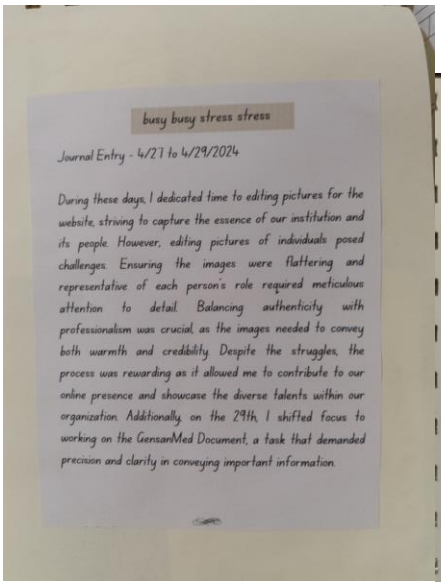
Today, I reset the dietary printer, ensuring smooth operation for meal planning. Additionally, I dedicated time to cleaning the office space, maintaining a conducive work environment. Lastly, I worked on wiring tasks, ensuring connectivity and efficiency throughout the office.

Journal Entry - 5/2/2024

I reset the MRD printer, facilitating the seamless printing of medical records. Moreover, I set up a conference room for upcoming meetings, ensuring all necessary equipment was in place. Throughout the day, I handled incoming calls, providing assistance and support as needed.

Journal Entry - 5/3/2024

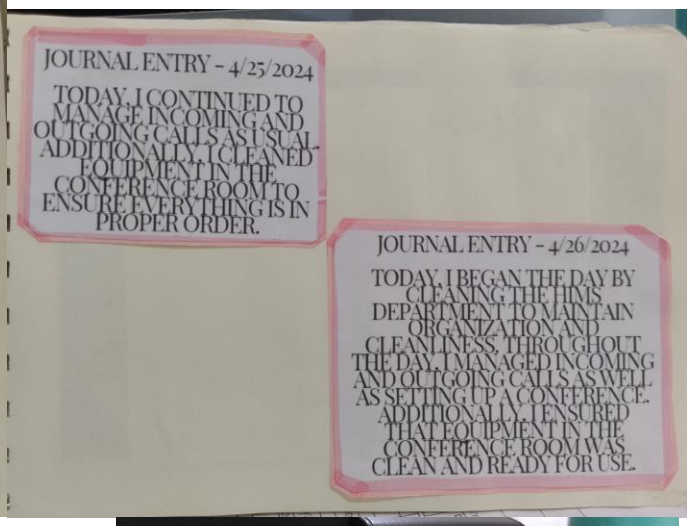
Today, I provided support to Sir JM, assisting with various tasks to enhance workflow efficiency. Additionally, I offered help to other departments, collaborating to address their needs and challenges. Furthermore, I set up the Hopes TV, ensuring relevant information is communicated effectively.



busy busy stress stress

Journal Entry - 4/27 to 4/29/2024

During these days, I dedicated time to editing pictures for the website, striving to capture the essence of our institution and its people. However, editing pictures of individuals posed challenges. Ensuring the images were flattering and representative of each person's role required meticulous attention to detail. Balancing authenticity with professionalism was crucial, as the images needed to convey both warmth and credibility. Despite the struggles, the process was rewarding as it allowed me to contribute to our online presence and showcase the diverse talents within our organization. Additionally, on the 29th, I shifted focus to working on the GensanMed Document, a task that demanded precision and clarity in conveying important information.

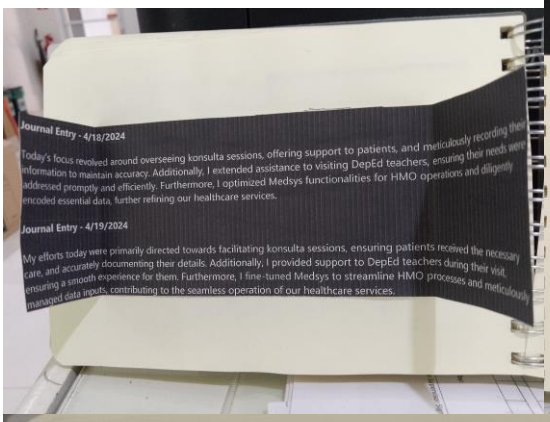


JOURNAL ENTRY - 4/25/2024

TODAY, I CONTINUED TO MANAGE INCOMING AND OUTGOING CALLS AS USUAL. ADDITIONALLY, I CLEANED EQUIPMENT IN THE CONFERENCE ROOM TO ENSURE EVERYTHING IS IN PROPER ORDER.

JOURNAL ENTRY - 4/26/2024

TODAY, I BEGAN THE DAY BY CLEANING THE HINIS DEPARTMENT TO MAINTAIN ORGANIZATION AND CLEANLINESS THROUGHOUT THE DAY, I MANAGED INCOMING AND OUTGOING CALLS AS WELL AS SETTING UP A CONFERENCE. ADDITIONALLY, I ENSURED THAT EQUIPMENT IN THE CONFERENCE ROOM WAS CLEAN AND READY FOR USE.

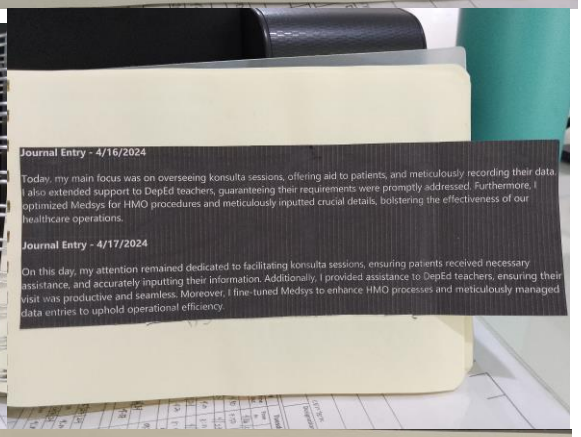


Journal Entry - 4/18/2024

Today's focus revolved around overseeing konsulta sessions, offering support to patients, and meticulously recording their information to maintain accuracy. Additionally, I extended assistance to visiting DepEd teachers, ensuring their needs were addressed promptly and efficiently. Furthermore, I optimized Medsys functionalities for HMO operations and diligently encoded essential data, further refining our healthcare services.

Journal Entry - 4/19/2024

My efforts today were primarily directed towards facilitating konsulta sessions, ensuring patients received the necessary care, and accurately documenting their details. Additionally, I provided support to DepEd teachers during their visit, ensuring a smooth experience for them. Furthermore, I fine-tuned Medsys to streamline HMO processes and meticulously managed data inputs, contributing to the seamless operation of our healthcare services.

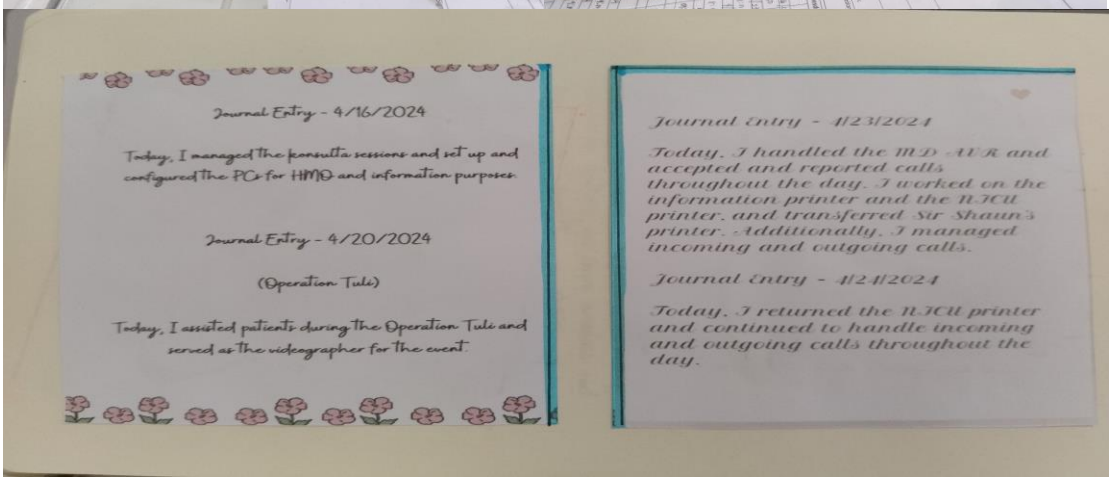


Journal Entry - 4/16/2024

Today, my main focus was on overseeing konsulta sessions, offering aid to patients, and meticulously recording their data. I also extended support to DepEd teachers, guaranteeing their requirements were promptly addressed. Furthermore, I optimized Medsys for HMO procedures and meticulously inputted crucial details, bolstering the effectiveness of our healthcare operations.

Journal Entry - 4/17/2024

On this day, my attention remained dedicated to facilitating konsulta sessions, ensuring patients received necessary assistance, and accurately inputting their information. Additionally, I provided assistance to DepEd teachers, ensuring their visit was productive and seamless. Moreover, I fine-tuned Medsys to enhance HMO processes and meticulously managed data entries to uphold operational efficiency.



Journal Entry - 4/16/2024

Today, I managed the konsulta sessions and set up and configured the PCs for HMO and information purposes.

Journal Entry - 4/20/2024

(Operation Tuli)

Today, I assisted patients during the Operation Tuli and served as the videographer for the event.

Journal Entry - 4/23/2024

Today, I handled the MD AVR and accepted and reported calls throughout the day. I worked on the information printer and the NICU printer, and transferred Sir Shaun's printer. Additionally, I managed incoming and outgoing calls.

Journal Entry - 4/24/2024

Today, I returned the NICU printer and continued to handle incoming and outgoing calls throughout the day.

Daily Journal

Today, I helped with the admission printer and managed several incoming and outgoing calls. I organized and updated various forms and assisted the Chief of Nursing with an internet issue. I also updated data in the cubicle UPS and worked on PR for key duplication for the data cubicle. Additionally, I set up internet and Wi-Fi vouchers for imaging.

Journal Entry - 4/8/2024

Journal Entry - 4/15/2024

Today, I fixed the front desk network connection and configured two printers. I set up two PCs for HMO use and taught the Marketing team how to use Medsys as requested by Mam Ann. I encoded patient information for consultations and HMO, gathered and filed lab results, assisted patients, and handled incoming calls and concerns.

On April 5, 2024, my day revolved around ensuring smooth operations and providing assistance where needed. Troubleshooting and addressing issues with the printer in QACO, particularly regarding ink suction, was a priority to maintain productivity. Installing a printer in NS2 and integrating it with Medsys contributed to optimizing our digital processes. Assisting with the layout of IDs ensured they accurately reflected our team members and organization. Installing a QACO printer further enhanced our printing capabilities, supporting our workflow. Throughout the day, I also managed incoming calls, promptly responding to inquiries and reporting relevant information. Each task contributed to the efficient functioning of our workplace, reinforcing teamwork and dedication to excellence.

Checked 4/16/24

Daily Journal

On April 1, 2024, my day was a blend of learning and adjusting to the dynamic environment of QCC. Initially, I was assigned to the Quality Department for an orientation session, where I gained valuable insights into QCC's operations and procedures. Subsequently, I transitioned to the Human Resources department, where I assisted with various tasks, including organizing documents and facilitating communications. Throughout the day, I maintained a proactive approach to learning and adapting to new responsibilities, ensuring smooth operations and contributing to the team's success.

Daily Journal

April 3, 2024 was a day packed with diverse tasks and opportunities for learning. From setting up conference rooms to assisting callers and managing inventory, each task brought its own set of challenges and rewards. Technical troubleshooting came into play as I fixed a printer issue in the nurse's office IPCU and returned an OJT laptop to its owner. Welcoming a new team member with biometric setup underscored the importance of seamless integration for our growing team. Handling PR duties and learning new skills, such as adding guards to our biometric security sheet and granting Medsys access, added depth to the day's accomplishments. Despite the whirlwind of activities, I ended the day feeling fulfilled and ready to tackle whatever tomorrow may bring.

4/2/2024

April 2, 2024 was a bustling day of multitasking and learning. First on the agenda was setting up a conference, ensuring the projector, speaker, and laptop were all in place for a seamless event. Following that, I rolled up my sleeves to build a new system unit for Ma'am Cynthia, providing her with updated technology to enhance her work experience. In between tasks, I fielded incoming calls with a friendly demeanor, addressing inquiries and providing assistance where needed. A quick trip to MMO for cabinet PR added a touch of networking to the day, while managing HDMI connections kept things running smoothly on the tech front. Amidst the hustle, I took the time to create a Process Flow Diagram for request equipment, streamlining procedures for efficiency. Managing request forms and delving into learning how to add items in Medsys rounded out the day, leaving me feeling accomplished and ready to tackle whatever tomorrow brings.

4/1/2024

TODAY WAS A WHIRLWIND OF TECH TASKS AND TEAMWORK! FROM SETTING UP BIOMETRIC CONNECTIONS TO INSTALLING PRINTERS AND APPLICATIONS, WE WERE ON A MISSION TO KEEP THE OFFICE RUNNING SMOOTHLY. IT FELT LIKE WE WERE PART OF A HIGH-TECH ADVENTURE, WITH EACH TASK BRINGING ITS OWN CHALLENGES AND VICTORIES. BUT THROUGH IT ALL, THE CAMARADERIE OF THE TEAM MADE EVERYTHING FEEL LIKE A BREEZE. WHETHER IT WAS ATTACHING CHARGES OR HARDWARE UPGRADES, WE TACKLED EACH CHALLENGE WITH ENTHUSIASM AND EXPERTISE, AND BY THE END OF THE DAY, SEEING EVERYTHING UP AND RUNNING SMOOTHLY WAS THE ULTIMATE REWARD. HERE'S TO MORE DAYS FILLED WITH TECH TRIUMPHS AND TEAMWORK!

On March 26, 2024, the day started with fixing forms, ensuring they were accurate and user-friendly. Throughout the day, I received numerous calls, addressing inquiries and providing assistance as needed. Amidst the hustle and bustle, there were various other tasks that slipped my mind but were surely tackled. Despite the forgetfulness, I remained optimistic and adaptable, ready to hop onto whatever task came my way.

On March 27, 2024, I lent a hand with hardware tasks, ensuring everything was running smoothly. Additionally, I deployed a PC in NS3, ensuring it was set up and ready for use. Later, I addressed an issue with Ma'am Ruby's printer, resolving it promptly. Amidst these tasks, I also took care of some desk-related matters, keeping things organized. Throughout the day, I remained available to answer calls and promptly report any important information, ensuring effective communication within the team.

March 22, 2024, revolved around ID duties and communication. I spent the day printing and laminating IDs, ensuring everyone had their credentials ready to go. In between tasks, I fielded incoming calls and diligently reported any important information, keeping communication channels clear and efficient. It was a day of staying on top of tasks and ensuring smooth operations.

On March 25, 2024, I focused on streamlining processes and providing assistance. First, I dedicated time to creating forms for borrowers and deployed items, aiming to improve organization and tracking. Additionally, I pitched in to help with hardware work, ensuring everything was up and running smoothly. It was a day of productivity and teamwork, contributing to the efficiency of our operations.

On March 15, 2024, I delved into inventory tasks, ensuring everything was accounted for and organized efficiently. Alongside, I tackled various other HIMS-related assignments, keeping the workflow smooth and effective. It was a day of diligent work, ensuring that all tasks were completed with attention to detail and dedication.

March 20, 2024, was a day packed with tasks! I started by editing, printing, and laminating IDs, ensuring everyone had their credentials sorted. Throughout the day, I accepted calls and promptly reported any necessary information. Additionally, I lent a hand with QACO by assisting with Excel-related issues. Later, I inspected and installed Excel for Ma'am Iverse, ensuring everything ran smoothly. Despite some challenges, I persevered in trying to fix the Marketing printer. Amidst all this, I remained available to receive telephone calls, ensuring smooth communication throughout the day.

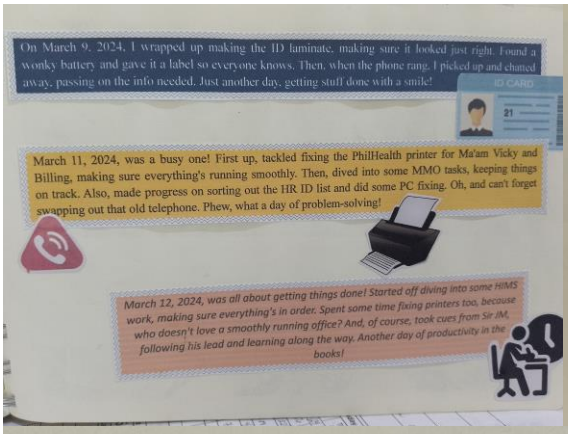
March 21, 2024, was a day filled with setting things up and helping out. First, I got the sound system all set up for Konsulta, making sure they're ready to rock. Then, I installed a printer in the Pharmacy, ensuring smooth operations. I also took some time to teach someone how to create IDs, passing on some knowledge. Later, I handled biometrics for new employees and doctors, getting them all set up in the system. And throughout the day, I stayed available to receive telephone calls, keeping communication flowing smoothly.

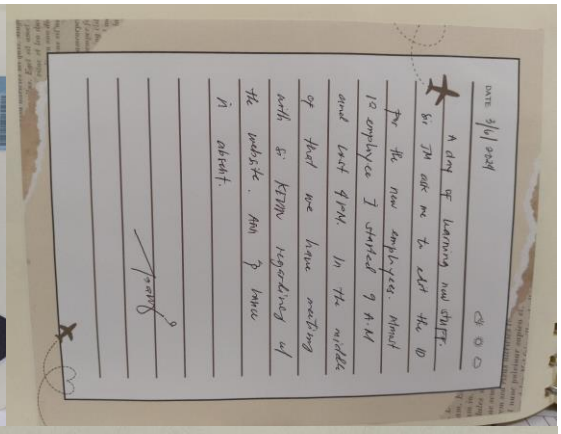
Today was a productive day as I tackled various tasks related to hospital hardware maintenance and deployment. Assisting the session student in understanding the intricacies of hospital hardware was rewarding as it's crucial for them to grasp these concepts for future endeavors. Changing the UPS battery and motherboard for Sir Shaun's PC caused smooth functioning of equipment, contributing to overall efficiency in operations. Deploying UPS to ER and admitting departments will help in maintaining uninterrupted power supply crucial for critical operations. Assisting with the laboratory printer reset and connecting the printer to network for PhilHealth tasks, streamlined processes, ensuring seamless communication and data sharing. Overall, today's tasks were crucial in ensuring the smooth operation of hospital hardware systems, contributing to the efficiency of healthcare delivery.

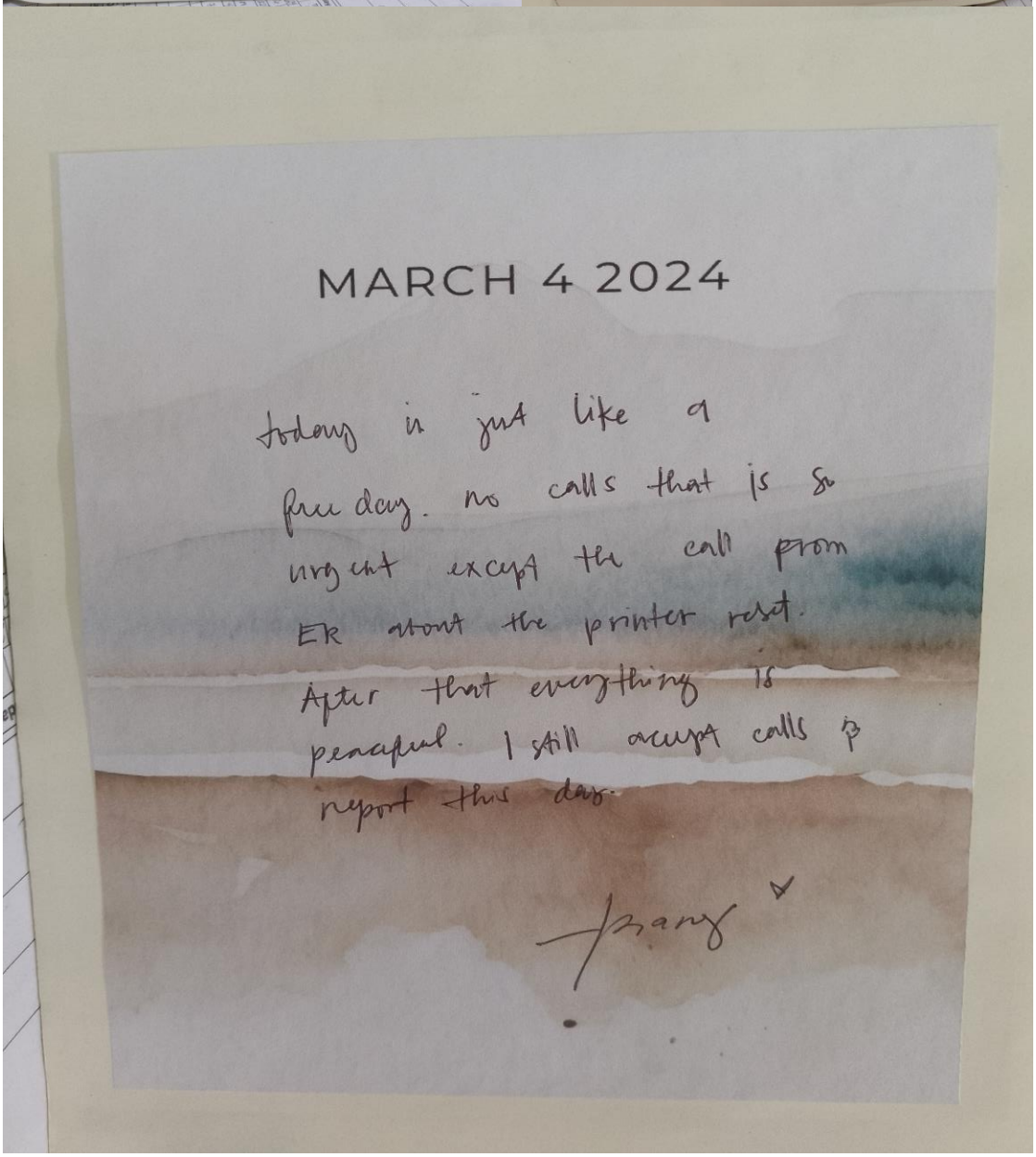
04/08/2024

On March 13, 2024, it was all about organization and maintenance. First up, I created a handy Google Sheet for keeping track of our inventory, making life a whole lot easier. Then, got down to business with inventory for the units, ensuring everything's accounted for and in its place. And last but not least, took care of changing the UPS battery, keeping our systems running smoothly. Another day of keeping things in order and ensuring everything's in tip-top shape!

March 14, 2024, was a whirlwind of tasks! Started by setting up the speaker for Alagang GensanMed, ensuring they're good to go. Then, returned Sir Shaun's old system unit and sorted out his internet, keeping everything running smoothly. Also, handled creating serial numbers for inventory and pasting them onto Manhattan units, keeping things organized. Additionally, took care of call reports and addressed user concerns about their PCs, providing assistance with a smile. And lastly, fixed the printer in QACO, ensuring everything's running smoothly. Phew, what a day of multitasking!


On March 9, 2024, I wrapped up making the ID laminate, making sure it looked just right. Found a wonky battery and gave it a label so everyone knows. Then, when the phone rang, I picked up and chatted away, passing on the info needed. Just another day, getting stuff done with a smile!
ID CARD
21
March 11, 2024, was a busy one! First up, tackled fixing the PhilHealth printer for Ma'am Vicky and Billing, making sure everything's running smoothly. Then, dived into some MMO tasks, keeping things on track. Also, made progress on sorting out the HR ID list and did some PC fixing. Oh, and can't forget swapping out that old telephone. Phew, what a day of problem-solving!
March 12, 2024, was all about getting things done! Started off diving into some HIMS work, making sure everything's in order. Spent some time fixing printers too, because who doesn't love a smoothly running office? And, of course, took cues from Sir JM, following his lead and learning along the way. Another day of productivity in the books!

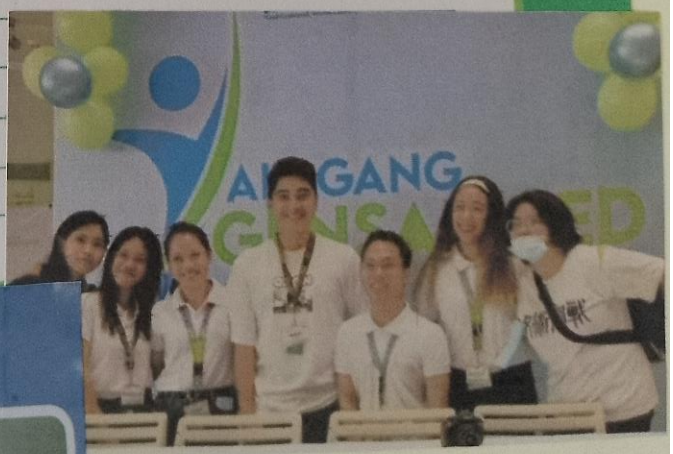

DATE 3/4/2024
A day of learning new stuff.
Sir JM ask me to edit the ID
for the new employees. Email
10 employee I started 9 A.M
and last 4PM. In the middle
of that we have meeting
with Sir KEVIN regarding of
the website. And I have
a email.
Jhany

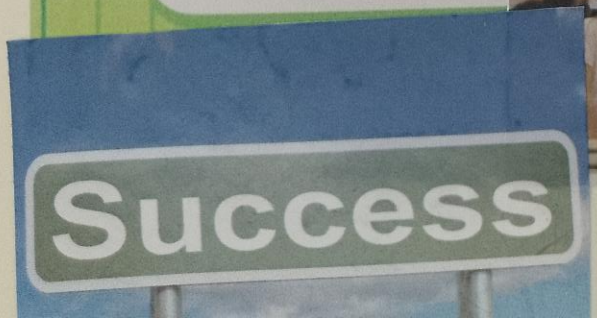

MARCH 4 2024
today is just like a
free day. no calls that is so
urgent except the call from
ER about the printer reset.
After that everything is
peaceful. I still accept calls &
report this day.
Jhany

6–AM.

1ST DAY OF MARCH

March 1, 2024 definitely kicked off with a bang! The **Alagang GensanMed** Event was the highlight of the day, and it was all hands on deck to ensure its success. From fixing projectors to facilitating various tasks and serving as both photographer and videographer, the day was filled with excitement and activity. The energy of the event was palpable, and it was incredibly rewarding to play a part in capturing its essence and ensuring smooth operations. Amidst all the action, I also managed to handle incoming calls and enroll individuals in the biometrics system, adding to the dynamic nature of the day. It was a fantastic start to March, filled with teamwork, creativity, and the satisfaction of a job well done.





February 29, 2024

Today felt like a marathon as I bounced from one department to another, ensuring everything was set for the ***ALAGANG GENSANMED*** event. It started with handling telephone calls and compiling reports as usual, but soon I was swept into the whirlwind of preparations. From design work for event materials to learning the ins and outs of biometrics and sorting through paperwork, I wore many hats throughout the day. Amidst the hustle, I also managed to squeeze in meetings with department heads to synchronize efforts and finalize logistics for tomorrow's event. Additionally, I delegated tasks to Ann, Hance, and Gics, assigning them to handle the printing of RX and flyers, ensuring our promotional materials were ready on time. The day stretched into overtime until 10 PM as we worked tirelessly to ensure everything was in place for the event. It was a hectic yet exhilarating day of multitasking and collaboration, and I'm thrilled to see the fruits of our labor come to life at the event.

February 28, 2024

Today was a dynamic day of troubleshooting and learning new skills. I began by efficiently handling incoming telephone calls throughout the day, providing assistance and information to callers as needed. As part of my routine, I diligently compiled call reports to document all interactions thoroughly. Additionally, I tackled network issues by adjusting the date and time settings, ensuring smooth operation. I also took on the task of fixing the scanner and setting up shared folders for improved efficiency in file management. Alongside these technical tasks, I dedicated time to learning how to create IDs, expanding my skill set. Lastly, I worked on connecting printers to enhance our printing capabilities. It was a busy but rewarding day of problem-solving and learning, and I'm proud of the progress made.

February 26, 2024

Today was dedicated to specific duties, starting with HOPSSS duty, where I ensured compliance with the hospital's policies and procedures. Later, I focused on compiling requests for the Medsys system, ensuring that all medication-related requests were accurately documented and processed. In addition to these tasks, I also managed to handle my usual daily responsibilities, such as assisting patients, accepting telephone calls, and compiling call reports. It was a focused and productive day, and I'm satisfied with the progress made on these important tasks.

Caring beyond Healing

February 23, 2024 (Friday)

Today was an exceptionally busy day with ov
hospital. I smoothly handled incoming teleph
ensuring that callers received the assistance and
time to diligently compile call reports to docume
day was the whole-day photoshoot, capturing i
GMC. From the state-of-the-art equipment to t
documented to showcase the excellence of GM
eager to see the final results of the photoshoot.

Today was a diverse day of tasks an
working on a project to create en
documentation for Centro Employees
Throughout the day, I also dedicated ti
providing support where necessary. In addition to these duties, I efficiently handled inco
telephone calls, offering assistance and information to callers as required. As alwa
meticulously compiled call reports to keep track of all interactions. It was a fulfilling da
contributing to various aspects of the hospital's operations, and I'm glad to have been able to n
a difference.

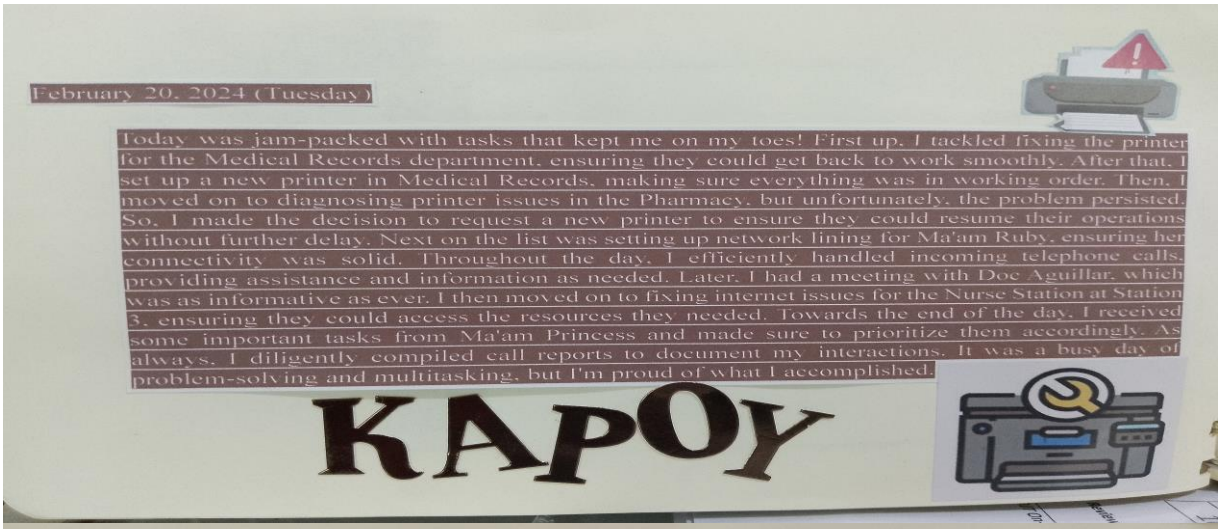
February 22, 2024 (Thursday)

Today was a creative day at work! I spent my time designing the logo for "Alagang GensanMed," aiming to capture the essence of our healthcare services in a visually appealing way. Additionally, I worked on designing stickers to complement the brand and promote our services further. Alongside these tasks, I smoothly handled incoming telephone calls, providing assistance and information to callers as needed. As part of my routine, I diligently compiled call reports to document my interactions and ensure nothing fell through the cracks. It was a fulfilling day of creativity and customer service, and I'm excited about the progress made on these important projects.

February 21, 2024 (Wednesday)

Today was a day focused on updates and transfers! I had an update session with Ma'am Ce
regarding various work-related matters, ensuring we were on the same page with everythin
Throughout the day, I efficiently handled incoming telephone calls, providing assistance an
information as needed. As always, I diligently compiled call reports to document my interaction
and keep track of important details. Additionally, I oversaw the transfer of a PC from the HM
department to Accounting, making sure everything was set up properly. I also coordinated th
transfer of a system unit from the Kunsulta department to the front desk, ensuring seamless
operations. Later in the day, I had a meeting with Sir Kevin to discuss "Alagang GensanMed,"
which was insightful and productive. It was a day of managing transitions and communication,
and I'm pleased with how smoothly everything went.

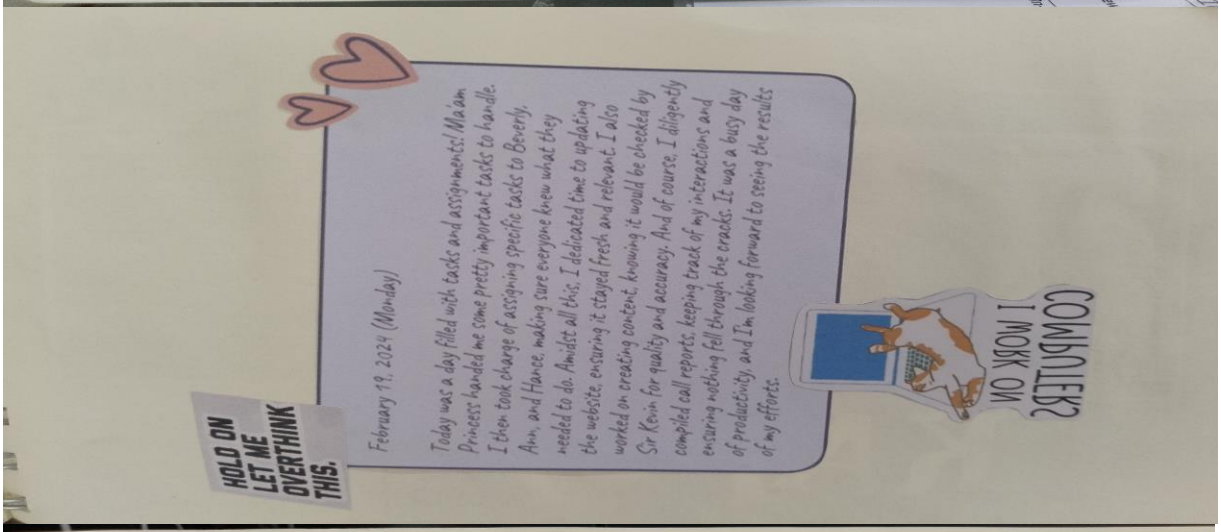
Hardware (n) : The part of the computer you can kick



February 20, 2024 (Tuesday)

Today was jam-packed with tasks that kept me on my toes! First up, I tackled fixing the printer for the Medical Records department, ensuring they could get back to work smoothly. After that, I set up a new printer in Medical Records, making sure everything was in working order. Then, I moved on to diagnosing printer issues in the Pharmacy, but unfortunately, the problem persisted. So, I made the decision to request a new printer to ensure they could resume their operations without further delay. Next on the list was setting up network lining for Ma'am Ruby, ensuring her connectivity was solid. Throughout the day, I efficiently handled incoming telephone calls, providing assistance and information as needed. Later, I had a meeting with Doc Aguillar, which was as informative as ever. I then moved on to fixing internet issues for the Nurse Station at Station 3, ensuring they could access the resources they needed. Towards the end of the day, I received some important tasks from Ma'am Princess and made sure to prioritize them accordingly. As always, I diligently compiled call reports to document my interactions. It was a busy day of problem-solving and multitasking, but I'm proud of what I accomplished.

KAPOY

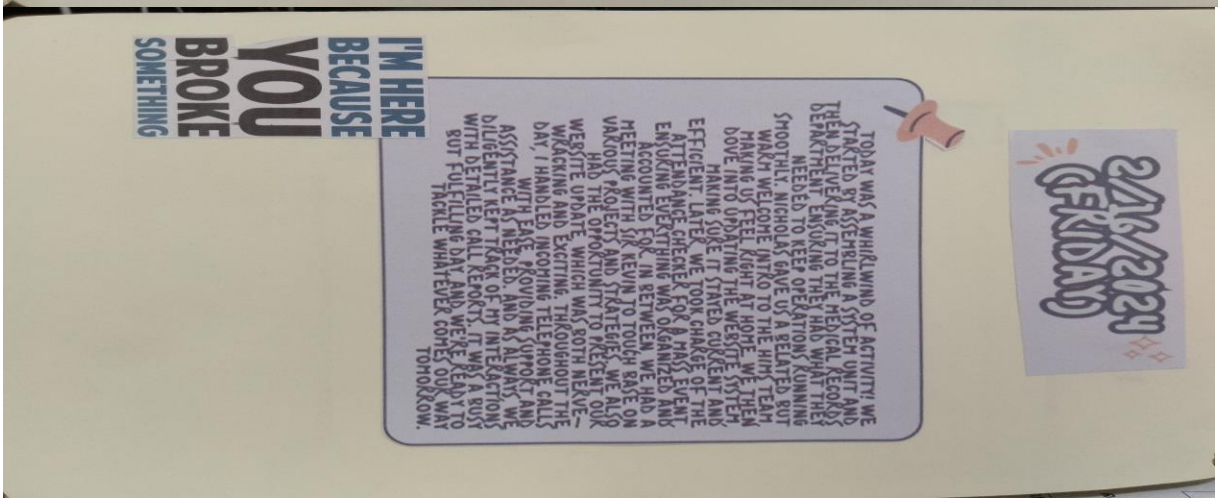


COMPUTER? I WORK ON

February 19, 2024 (Monday)

Today was a day filled with tasks and assignments! Ma'am Princess handed me some pretty important tasks to handle. I then took charge of assigning specific tasks to Beverly, Ann, and Hance, making sure everyone knew what they needed to do. Amidst all this, I dedicated time to updating the website, ensuring it stayed fresh and relevant. I also worked on creating content, knowing it would be checked by Sir Kevin for quality and accuracy. And of course, I diligently compiled call reports, keeping track of my interactions and ensuring nothing fell through the cracks. It was a busy day of productivity, and I'm looking forward to seeing the results of my efforts.

HOLD ON LET ME OVERTHINK THIS.



2/16/2024 FRIDAY

TODAY WAS A WHIRLWIND OF ACTIVITY! WE STARTED BY ASSEMBLING A SYSTEM UNIT AND THEN DELIVERING IT TO THE MEDICAL RECORDS DEPARTMENT, ENSURING THEY HAD WHAT THEY NEEDED TO KEEP OPERATIONS RUNNING SMOOTHLY. NICHOLAS GAVE US A RELATED BUT WARM WELCOME INTO THE HIMT TEAM, MAKING US FEEL RIGHT AT HOME. WE THEN DOVE INTO UPDATING THE WEBSITE SYSTEM, MAKING SURE IT STAYED CURRENT AND EFFICIENT. LATER, WE TOOK CHARGE OF THE ATTENDANCE CHECKER FOR A MASS EVENT, ENSURING EVERYTHING WAS ORGANIZED AND ACCOUNTED FOR. IN BETWEEN, WE HAD A MEETING WITH SIR KEVIN TO TOUCH BASE ON VARIOUS PROJECTS AND STRATEGIES. WE ALSO HAD THE OPPORTUNITY TO PRESENT OUR WEBSITE UPDATE, WHICH WAS BOTH NERVE-WRACKING AND EXCITING. THROUGHOUT THE DAY, I HANDLED INCOMING TELEPHONE CALLS WITH EASE, PROVIDING SUPPORT AND ASSISTANCE AS NEEDED. AND AS ALWAYS, WE DILIGENTLY KEPT TRACK OF MY INTERACTIONS WITH DETAILED CALL REPORTS. IT WAS A BUSY BUT FULFILLING DAY, AND WE'RE READY TO TACKLE WHATEVER COMES OUR WAY TOMORROW.

I'M HERE BECAUSE YOU BROKE SOMETHING

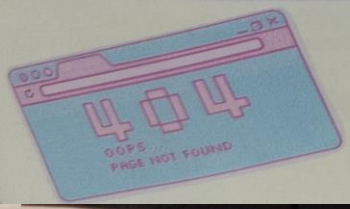
DON'T WORRY
I'M FROM TECH SUPPORT
Today was quite a mix of tasks! We started off with an update on the website, making sure everything was running smoothly and making any necessary tweaks. Then, we had a meeting with Doc Aguilar, which was enlightening as always. After that, we tackled the less glamorous but essential task of cleaning the system units – gotta keep everything running smoothly behind the scenes! Throughout the day, we smoothly handled incoming telephone calls, providing assistance and information as needed. And of course, we diligently compiled call reports to keep track of our interactions. It was a productive day of wearing many hats, and we're ready to do it all over again tomorrow.
2/15/2024
(THURSDAY)
Alt

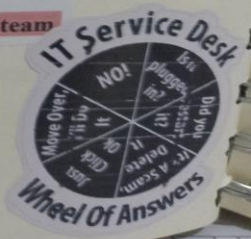
GMG
Today was a busy day of multitasking! We kicked off by diving into website design and content creation, which was both exciting and challenging. We started crafting the landing page, aiming to make a great first impression for Sir Kevin. Along the way, we put in a request for more content to fill out the site. Amidst all this, we handled incoming telephone calls smoothly, maintaining our cool and professionalism. I diligently logged call reports to keep track of important details. Additionally, I took on some other administrative tasks as they came our way, embracing the variety that comes with the job. It was a fulfilling day of juggling different responsibilities, and we're eager to keep the momentum going.
2/13/202

Loading...
Today was packed with learning experiences! Nicholas gave us a tour of the hospital's network topology, which was fascinating to see how everything connects behind the scenes. Later, we had a meeting with Sir Kevin where he dove into the nitty-gritty of website development, comparing Wix to hand-coded websites. It was eye-opening to learn about the different approaches and their pros and cons. After that crash course, we jumped into presenting our website project, which was a bit nerve-wracking but ultimately rewarding. Then, it was back to the usual routine of accepting telephone calls, which felt comfortable and familiar amidst all the new information. Overall, it was a whirlwind day of learning and doing, and we're excited to see where this journey takes us next. (Ps. Di ko tinatawag na sir si NICO kase bestfriend kami huhuhu ayaw niya din mag sir ako sakanya)
2/12/2024

2/7/2024

Today started with a meeting with Sir Kevin, where we had a laid-back chat about the upcoming changes to the GMC web page. It was cool to see how much thought goes into even the smallest details! After our discussion, I eased into accepting telephone calls, which surprisingly turned out to be a breeze once I got the hang of it. Throughout the day, I worked on call reports, jotting down important info from each call I handled. It's amazing how quickly I adapted to this part of the job. Overall, it was a pretty productive day, and I'm excited to continue learning and contributing to the GMC team





Today marked the beginning of my on-the-job training (OJT). The morning kicked off with a quick orientation session where we got a rundown of what to expect during my time here. After that, me and my friends were introduced to the HIMS (Hospital Information Management Systems) department, where we'll be spending most of our time. The rest of the day was all about observation – we shadowed various team members to get a feel for how things work around here. One of the tasks I got to try out was accepting telephone calls, which was a bit nerve-wracking at first, but I quickly got the hang of it. Towards the end of the day, I worked on some call reports, jotting down important details from the calls I handled. Overall, it was an eye-opening experience, and I'm excited to dive deeper into my role in the coming days.

2/6/2024

May 9 to June 5

This past month has been incredibly busy, with every day presenting new challenges and responsibilities. My time was primarily divided between assisting with Konsulta, managing tasks in the IT department, troubleshooting computer hardware issues, maintaining printers, and handling numerous phone calls. The first week involved a heavy focus on coordinating patient appointments and managing IT-related issues, including malfunctioning printers and computer repairs. By the second week, my workload doubled with urgent IT projects, late evenings ensuring system functionality, and training a new team member. The third week was marked by a significant system upgrade in the IT department, requiring meticulous planning and constant monitoring, all while juggling Konsulta demands and technical support calls. The final stretch saw increased patient volume in Konsulta and ongoing IT troubleshooting post-upgrade, with persistent printer maintenance and a steady stream of phone calls. This period taught me valuable lessons in time management, prioritization, and effective communication, reinforcing my ability to handle pressure and maintain high standards of work despite the intense demands. Looking back, I am proud of my ability to keep everything running smoothly and am committed to improving processes for greater efficiency in the future.

June 6, 2024

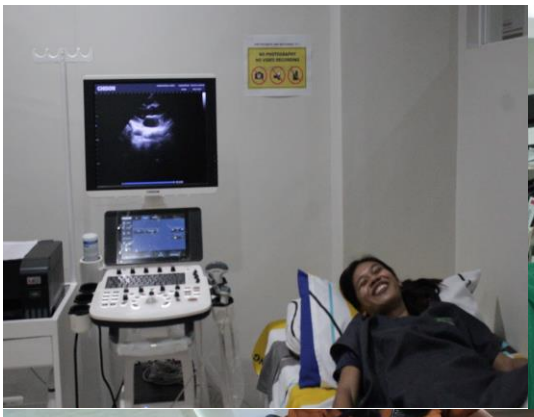
Today marks the final day of our OJT, and I'm filled with a mix of emotions. It's hard to believe this chapter is coming to an end. As we waited for the final moments and events, I stayed busy assisting with tasks and doing my job, all the while realizing that this was the last time I would be doing these duties as a trainee. The realization that "this is it" weighed heavily, bringing a sense of nostalgia and accomplishment.

During our exit program, I had the honor of being the MC. It was a bittersweet experience, filled with laughter and jokes as we shared our experiences. Ma'am Iverse led us in a heartfelt prayer, setting a reflective and thankful tone for the event. Sir Kevin gave a touching thank you remark, expressing his appreciation for our hard work and dedication. The highlight was when he presented us with our certificates, a tangible recognition of our efforts and growth over the past months.

For me, the day was particularly special because it marked a significant transition. I am incredibly thankful and excited because I have been hired by the company. Knowing that today would be my last day as an OJT and that tomorrow I will start as an official worker is both exhilarating and nerve-wracking. The exit conference was not just a farewell but also a celebration of new beginnings.

As we wrapped up the event, I felt a deep sense of gratitude for all the learning opportunities and experiences I've had during my OJT. This journey has been transformative, equipping me with skills and knowledge that I will carry forward in my career. The support and camaraderie among my peers and supervisors have been invaluable. Leaving the OJT phase behind is poignant, but stepping into my new role fills me with anticipation and excitement for the future. Today, we closed one chapter and, for me, opened a promising new one.

D. Personal Pictures during the OJT Period



E. OJT General Orientation Certificate

F. Certificate of Completion

CERTIFICATE

OF COMPLETION

GENSAN MEDICAL CENTER

"God-Centered, World Class, Quality Patient Care"

This certifies that

ESABEL SOMBONG

has successfully completed the **600-HOURS INTERNSHIP PROGRAM**
under the **Hospital Information Management System (HIMS) Office of Gensan Medical Center**
in fulfilment of the requirements of STI College – General Santos BS Information Technology Internship Program.

Given on the 6th of June 2024 (10AM), at Gensan Medical Center,
Purok Veterans, National Highway, Brgy. Calumpang, General Santos City.

MARY KNOLL F. LEGARDE, *RPm*
Human Resource Officer

KEVIN PAUL PALACA, *RSW*
HOPSS Assistant Director I
OIC-HIMS

DR. REMO-TITO A. AGUILAR, *FPOA*
Chief Executive Officer

DR. EDGARDO R. SANDIG, *MHA*
Medical Director

Caring beyond Healing