

WEEKLY JOURNAL

IMPORTANT INFORMATION

- INCLUDE TASK ASSIGNMENTS OR MOVEMENTS, REFLECTION ON THE DAY'S NEW LEARNING, ACCOMPLISHMENT, CHALLENGES FACED AND HOW YOU RESPONDED, OBSERVATIONS AND RECOMMENDATIONS ON THE IMPROVEMENT OF SYSTEMS / OPERATION / MANAGEMENT, ETC.
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DATE	April 22-24	AREA ASSIGNMENT	ICTO
TASK	Introduction to Code Igniter	SHIFT/TIME	7:00 am - 5:00 pm

Software Development:

During the first week, I focused on familiarizing myself with the MVC framework CodeIgniter 4 as part of our initial training. I also explored and set up essential web development tools such as XAMPP v3.3, PHP v8.2, MySQL, and Bootstrap v4/5. On April 24, I successfully resolved a compatibility issue between XAMPP and CodeIgniter and completed the login and signup module using CodeIgniter 4.

Technical Documentation Skills:

While troubleshooting MySQL issues in XAMPP, I noted the necessary steps and compatibility settings to document the process. This allowed me to better understand the installation flow and environment requirements, and prepare for maintaining technical documentation in future development tasks.

Other IT-Related Activities:

On April 22, I arrived at the office early and attended the orientation conducted by Ms. Jonnalyn, where we were briefed on the house rules. I was then assigned to Sir Reggie of the System Development and Management Division. Throughout the week, I clocked in and out properly and followed daily instructions, including system setup, tool familiarization, and hands-on exercises provided by Sir Reggie.



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DATE	April 28 - May 2	AREA ASSIGNMENT	ICTO
TASK	CodeIgniter System	SHIFT/TIME	8:00 am - 5:00 pm

Software Development:

Throughout the week, I focused on enhancing the login and signup modules by integrating phpMyAdmin and Bootstrap for improved database connection and user interface. I implemented AJAX to enable asynchronous updates for the login and signup process. I also began developing the User Management module (CRUD for admin accounts), including functionalities to add, edit, and archive user data. By May 2, I implemented a User Logs/Trails feature that allows admins to view system activities and added a DataTable to efficiently display logs. A modal form was also created for adding new users, following a suggestion from Sir Reggie.

Technical Documentation Skills:

While troubleshooting issues related to displaying data in the user management interface, I documented the debugging steps and adjustments made to ensure successful data retrieval. Notes were taken on the integration of AJAX and modal forms to reference in future modules requiring similar implementations.

Other IT-Related Activities:

I continued following the daily attendance protocol by clocking in and out through the HR office at ICTO.

I also received suggestions and feedback from Sir Reggie, which helped improve the layout and usability of my modules, specifically the use of a modal form for adding new users.



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DATE	May 5 - May 9	AREA ASSIGNMENT	ICTO
TASK	Ticketing Project	SHIFT/TIME	8:00 am - 5: 00 pm

Software Development:

This week marked the transition from practice to real project work. After completing the initial system using CodeIgniter 4, I was assigned to a team with Kenneth and Carlos to develop a Tarpaulin Ticketing System. We began by creating the login and ticketing system with a basic user role integration. This laid the foundation for the core functionalities of the system.

Technical Documentation Skills:

To properly plan the Ticketing System, we were tasked to create an Entity Relationship Diagram (ERD), Sitemap, Flowchart, and gather Benchmark Websites for reference. These documents helped us visualize the system's structure and flow. Throughout the week, we collaborated to align and revise these materials based on Sir Reggie's feedback, ensuring they accurately represent the system's logic and components.

Other IT-Related Activities:

Sir Reggie evaluated our practice systems and used the results to group us according to our skill levels. I was grouped with Kenneth and Carlos to start a real-world project. Midweek, we transitioned into a remote work setup, where we continued collaborating online to complete the planning documents and start coding the new system. This experience provided insight into real-world project workflows and the importance of proper system planning before development.



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DATE	May 13 - May 16	AREA ASSIGNMENT	ICTO
TASK	ERD, Sitemap, Flowchart	SHIFT/TIME	8:00 am - 5:00 pm

Software Development:


This week, we finalized our system planning documents and began initial preparations for the actual development of our Tarpaulin Ticketing System. After receiving approval on our ERD, Sitemap, and Flowchart from Sir Reggie, we proceeded to discuss the detailed system flow as a team. We were also instructed to create a Gantt chart to organize our tasks and timeline for system development.

Technical Documentation Skills:

We focused heavily on system planning and documentation. Throughout the week, we worked on revising our ERD, Sitemap, and Flowchart based on feedback from Sir Reggie. These documents were critical in ensuring that our understanding of the system was aligned with expectations. After a client meeting, I took down detailed notes and clarified key functionalities to incorporate them into our system design. We also created a Gantt chart to outline our development schedule and deliverables.

Other IT-Related Activities:

We had a client meeting to gather requirements and discuss the functionalities of the system. This meeting helped us better understand the user expectations and scope. Sir Reggie guided us through visualizing the system and understanding how to translate the requirements into design and development tasks. The week also involved coordination with other groups and waiting for their planning documents to be completed so evaluations could be conducted simultaneously.



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DATE	May 19 - May 23	AREA ASSIGNMENT	ICTO
TASK	Tarpaulin Request	SHIFT/TIME	8:00 am - 5:00 pm

Software Development:

This week, we made significant progress on the Tarpaulin Ticketing System while continuing in a work-from-home setup. We polished the login module and added a registration function. We also created user dashboards and interfaces for different user roles including User, Department Head, and Printer, all integrated with Bootstrap for consistency and responsiveness. Key functionalities such as ticket filtering, status update controls, admin login, and basic request sorting and searching were also implemented.

Technical Documentation Skills:

As we expanded the system, we ensured that the structure of newly added components such as the User Model and Tarpaulin Model aligned with our ERD and flowchart. We also made internal notes on the use of Bootstrap classes and layout strategies to ensure the system design follows a consistent and maintainable structure across different user roles.

Other IT-Related Activities:

During this week, collaboration with my teammates continued remotely. We focused on improving the user experience and interface design, especially for the admin side, following best UI practices with Bootstrap integration. Communication was maintained with Sir Reggie for feedback and guidance throughout the development process.


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DATE	May 26 - May 30	AREA ASSIGNMENT	ICTO
TASK	Continued Development	SHIFT/TIME	8:00 am - 5:00 pm

Software Development:

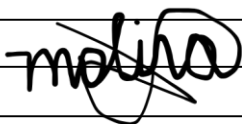
This week, we continued working on the Tarpaulin Ticketing System under a remote setup, and later returned to the office. We focused on refining core functionalities across different user roles. Key features such as ticket filtering, approval buttons, status tracking, and proper login redirection were implemented and tested. We also reworked the tarpaulin request interface on the user dashboard to include status indicators: green (accepted), red (rejected), and gray (pending). Additionally, we enhanced the system flow where rejection by the department head results in appropriate color-coded status updates and a "closed" label.

Technical Documentation Skills:

Throughout the week, we refined the database structure to better reflect the request flow from submission to approval and printing. Internal notes and logic documentation were updated to reflect changes in role-based access control, user redirection logic, and visual feedback implementation for request statuses.

Other IT-Related Activities:

Collaboration remained consistent throughout the week, especially in resolving logic issues and UI inconsistencies. Upon returning to the office, we coordinated with Sir Reggie to ensure the final behavior of ticket approval and rejection aligns with the system's intended workflow.



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DATE	June 2 - June 6	AREA ASSIGNMENT	ICTO
TASK	System Testing	SHIFT/TIME	8:00 am - 5:00 pm

Software Development:

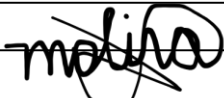
This week, we continued enhancing the Tarpaulin Ticketing System both in the office and through a remote setup. We added an approval timestamp across various dashboards—User, First Approval, Department Head, and Printer—to allow users to track request progress. The Printer Dashboard was refined to ensure only approved requests are visible, with the ability to mark them as completed or printed. A notification system was implemented within the web app to keep requesters updated on their request statuses. Additionally, we integrated a "Create Ticket" function within the First Approval user interface and conducted thorough internal testing across all roles to ensure smooth workflow and role-based access.

Technical Documentation Skills:

We documented the flow and visibility logic of the timestamp feature and notification system to ensure maintainability. Updates were made to reflect dashboard-specific behaviors and refined ticket workflows. Testing results were also noted to assist in identifying and resolving bugs in future iterations.

Other IT-Related Activities:

The team maintained daily collaboration under both on-site and remote setups. During internal testing, we verified the consistency of the user experience across multiple roles: User, Admin, First Approval, Department Head, and Printer, ensuring all functionalities performed as expected.



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DATE	June 9 - June 13	AREA ASSIGNMENT	ICTO
TASK	System Polishing	SHIFT/TIME	8:00 am - 5:00 pm

Software Development:

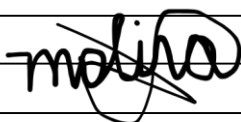
While on a work-from-home setup, we focused on improving the overall design of the system, particularly enhancing the dashboard layout to make it more user-friendly and visually appealing. We also conducted logic verification to ensure that users only have access to features based on their roles. In addition, we implemented a major fix to address persistent printer bugs. A new feature was also added where tarpaulin requests automatically disappear from the list after being approved or rejected by the First Approval or Department Head roles.

Technical Documentation Skills:

We began noting down the changes made in the system's design and functionality, particularly the logic validation and approval workflow. These notes will support the upcoming updates to the system manual and developer guide to ensure future maintainability and clarity.

Other IT-Related Activities:

To maintain productivity remotely, we coordinated using online tools to track progress and reported fixes. Team collaboration was key in identifying design inconsistencies and validating role-based access. Regular communication helped ensure all implementations were aligned with project objectives.



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DATE	June 16 - June 20 2025	AREA ASSIGNMENT	ICTO
TASK	System Polishing	SHIFT/TIME	8am - 5pm

Software Development:

During week 9 of our internship, we as a team focused on refining our user interface and ensuring that system flows consistently across different interfaces of approvals. I also tested all functions of the system to verify if there are bugs and appropriate features that needed for smooth interaction on the system.

Technical Documentation Skills:

We finalized the user manual by adding screenshots and step-by-step instructions on our finalized system. The technical documentation includes diagram of our system architecture, technologies used, and also module descriptions.

Other IT-Related Activities:

Compiled all essential outputs including final reports, user manual, and system files into practicum portfolio website



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DATE	June 23 - June 27, 2025	AREA ASSIGNMENT	ICTO
TASK	Revisions and Feedback	SHIFT/TIME	8am - 5pm

Software Development:

This week, we received feedback from our client by updating the overall design of our system specifically to make the user interface navigation more user friendly and intuitive. The client also address the bugs and features needed for the system smooth interaction, and as a team we fix these bugs and implemented the features on our system. We also improved the transition flow for each approval types

Technical Documentation Skills:

We revised the user manual and system documentation to reflect the recent changed and integrate the feedback into the guides. We also created a short quick-reference instructions for frequently accessed modules in order to help the users to familiarize the system

Other IT-Related Activities:

We were checked by our supervisor to gather feedback and documented the comments for system improvement


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DATE	<input type="text" value="June 30 - July 4 2025"/>	AREA ASSIGNMENT	<input type="text" value="ICTO"/>
TASK	<input type="text" value="Development Revisions"/>	SHIFT/TIME	<input type="text" value="8am - 5pm"/>

Software Development Skills:

I revised parts on the system logic based on the clients feedback and new suggestions from our supervisor. I added new features for our system and improve the user interface for all approval pages. I also implemented system logs for our admin side for monitoring.

Technical Documentation Skills:

We updated the diagrams and added details about newly implemented logic. The system documentation was reviewed again to ensure every functional module had proper descriptions.

Other IT-Related Activities:

We took down notes on points as we need improvement before turnover



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DATE	July 7 - July 11, 2025	AREA ASSIGNMENT	ICTO
TASK	Completion of Features	SHIFT/TIME	8am - 5pm

Software Development:

As a team, we focused on completing all the remaining modules for our system and focused on integrating them with existing workflows. We also added safeguards against invalid data entry. The role switching and account management features were also finalized.

Technical Documentation Skills:

We wrote integration notes to document how different modules connects and function as an overall system. The user manual was reviewed again to ensure it aligned with the new pages added.

Other IT-Related Activities:

We tracked the errors using a shared checklist, so the team can monitor and resolve the issues.



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DATE	July 14 - July 18, 2025	AREA ASSIGNMENT	ICTO
TASK	System Debugging	SHIFT/TIME	8am - 5pm

Software Development:

This week was focused on thorough system debugging to ensure all integrated modules functioned smoothly. We conducted several test runs to identify bugs and inconsistencies across the platform. We also optimized a few workflows based on user feedback to improve system usability

Technical Documentation Skills:

As we debugged the system, we updated the technical documentation to reflect changes made during the debugging phase. Specific attention was given to the change logs, so future developers can trace updates and understand the rationale behind certain fixes. This also included refining comments within the code for better clarity and maintenance.

Other IT-Related Activities:

Team collaboration was key in identifying design inconsistencies and validating role based access. Regular communication helped ensure all implementations were aligned with project objectives.



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DATE	July 28 - August 1, 2025	AREA ASSIGNMENT	ICTO
TASK	System Refining	SHIFT/TIME	8am - 5pm

Software Development:

This week focused on refining existing features and improving overall system stability. We made minor adjustments to various UI components to enhance consistency across all pages. Several functions were optimized to reduce response time and improve efficiency, especially in handling data-heavy modules. Additional refinements were made to the tarpaulin request flow to improve clarity and reduce user errors during submissions and approvals

Technical Documentation Skills:

We updated internal documentation to reflect the refined logic and UI changes. These changes ensure that both developers and end-users have an accurate and up-to-date understanding of the refined features.

Other IT-Related Activities:

We continued collaborative testing and validation to confirm that the refinements did not introduce new bugs. The team also reviewed recent feedback from users to identify and prioritize improvements. A shared feedback sheet was utilized to track suggestions and monitor progress on implementation.



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