MABINI COLLEGES, INC.

COLLEGE OF COMPUTER STUDIES

PRC 101 – CS PRACTICUM

PRACTICUM NARRATIVE REPORT AND SELF-REFLECTION PAPER

Submitted by:

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Submitted to:

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OJT/Practicum Coordinator

Host Company: SDO Camarines Norte

Internship Duration: June 16 – August 8 , 2025

III. ACKNOWLEDGEMENT

I would like to express my sincere gratitude to Mabini Colleges Inc. for providing me with the opportunity to complete my On-the-Job Training as part of the Bachelor of Science in Computer Science program. I am thankful to the Schools Division Office – Camarines Norte, especially to Sir Jay Dela Torre, for the guidance, support, and knowledge shared throughout the training. I am also grateful to my OJT Coordinator, Mr. Aeron Dave C. Enova, for the assistance and supervision during the completion of my practicum requirements. The experiences I gained will remain invaluable as I pursue my career in the IT industry.

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V. EXECUTIVE SUMMARY

This narrative report highlights my 350-hour On-the-Job Training (OJT) experience at the Schools Division Office (SDO) – Camarines Norte, specifically in the Human Resources (HR) Office. The practicum served as a vital part of my academic journey, enabling me to apply theoretical knowledge in a real-world work environment. My tasks included encoding a masterlist of employee transfers and scanning 201 files for digital conversion. These activities required attention to detail, accuracy, and organization. The OJT helped me improve my technical competencies, such as data encoding and digital archiving, while also developing soft skills like adaptability, time management, and teamwork. Overall, the practicum provided a strong foundation for my professional growth and readiness for future responsibilities in the IT industry.

CHAPTER I: INTRODUCTION

1.1 Background of the Practicum

The On-the-Job Training under PRC 101 is designed to provide Computer Science students with real-world exposure to the IT industry. Aligned with CHED CMO No. 25, Series of 2015, and the OBE framework, the practicum emphasizes knowledge application, problem-solving, communication, and ethics. It allows students to engage in industry-standard tasks, bridging the gap between academic instruction and professional practice.

1.2 Objectives of the Practicum

- Apply theoretical computing knowledge to practical work
- Develop problem-solving, teamwork, and communication skills
- Exhibit ethical and professional conduct in industry settings
- Reflect on continuous personal and professional development

1.3 Scope and Limitations

- The practicum took place at the HR Office of SDO – Camarines Norte, focusing on document management tasks such as encoding and scanning. No programming or system development was involved.

- Engagement was limited by equipment access and bound by confidentiality and operational protocols, especially when handling sensitive documents. Alternative arrangements ensured task continuity

CHAPTER II: COMPANY PROFILE

2.1 Company Overview

- *Name:* Department of Education – Region V Camarines Norte
- *Nature of Business***:** Government educational services
- *Organizational Structure:* Regional Director, Administrative Divisions
- *Mission:* To provide quality and accessible education
- *Vision:* A learner-centered public institution with globally competitive graduates
- *Core Services:* Education policy implementation, teacher training, event organization

2.2 IT Department Profile (Not Applicable in HR Placement)

2.3 Legal Documents

- Memorandum of Agreement signed
- NDA acknowledged and signed
- Complied with Data Privacy Act of 2012 (RA 10173)

CHAPTER III: PRACTICUM ACTIVITIES

3.1 Orientation and Training

- Attended onboarding orientation
- Received safety, data privacy, and organizational protocols

3.2 Weekly Log of Activities

Week	Date Range	Task Summary	Supervisor's Remarks
1	June 16-20, 2025	Encoding Letter of Intent to Transfer Station of Teachers	
2	June 23-27, 2025	Encoding Letter of Intent to Transfer Station of Teachers	
3	June 30 - July 4, 2025	Scanning 201 Files Hardcopy to Softcopy (PDF Files)	
4	July 7 - 11,2025	Encoding Letter of Intent to Transfer Station of Teachers	
5	July 14 – 18,2025	Scanning 201 Files Hardcopy to Softcopy (PDF Files)	
6	July 21 - 25,2025	Scanning 201 Files Hardcopy to Softcopy (PDF Files) and Encoding Letter of Intent to Transfer Station of Teachers	
7	July 28 – August 1,2025	Scanning 201 Files Hardcopy to Softcopy (PDF Files)	

3.3 Specific Projects/Deliverables

- Employee Transfer Master list Encoding

- This project involved encoding employee transfer details into the HR masterlist to ensure accurate and organized records of personnel movements within the division.
- *Tools Used*: Microsoft Excel, Office Scanner
- *Role*: Data Encoder, Document Organizer

CHAPTER IV: TECHNICAL ANALYSIS

4.1 SDLC Applied

- Not directly applied due to nature of tasks, but documentation and data handling followed organized workflow stages.

4.2 Tools and Platforms

- Microsoft Excel
- PDF Conversion Software
- Physical Scanner Equipment

4.3 Standards and Methodologies

- Accuracy and consistency in file management
- Compliance with RA 10173 (Data Privacy Act)

CHAPTER V: PROBLEMS ENCOUNTERED AND SOLUTIONS

5.1 Technical Challenges

- Minor issues such as scanner errors, slow file transfers, and formatting problems were encountered during encoding and scanning tasks.

5.2 Non-Technical Challenges

- Sometimes, no work could be done because the assigned laptop was taken by the HR staff for their use.
- Adjusting to office culture and workflows
- Communication gaps in early weeks

5.3 Solutions

- Maintained productivity through task prioritization
- Practiced flexibility and initiative

CHAPTER VI: PERSONAL ASSESSMENT AND REFLECTION

6.1 Professional Development

- Improved my technical skills in document encoding and scanning
- Applied classroom knowledge to real-life administrative tasks.

6.2 Ethical and Professional Responsibility

- Learned the importance of confidentiality in HR records.
- Adhered to government data protection standards and office protocols.

6.3 Teamwork and Communication

- Practiced active listening
- Effectively collaborated with HR staff and practiced professional communication.

6.4 Personal Growth

- Developed self-discipline, patience, and responsibility.
- Learned how to prioritize and manage time
- Gained confidence in handling real office workloads and saw the value of commitment.

6.5 Overall Impact

- It highlighted the importance of both technical ability and personal integrity in the workplace.

CHAPTER VII: CONCLUSION AND RECOMMENDATIONS

7.1 Conclusion

My 320-hour OJT at SDO – Camarines Norte provided meaningful experience in an actual office environment. I applied my skills, adapted to challenges.

7.2 Recommendations

To future interns:

- Maximize the learning opportunity even in non-programming tasks. Soft skills are just as important.

To the College:

- Continue partnerships with government offices for relevant IT training.

To the Host Company:

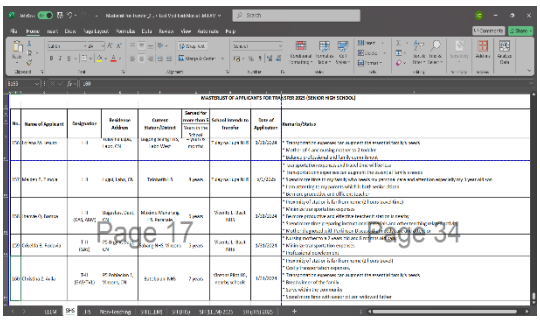
- Provide dedicated workstations for interns to improve efficiency.

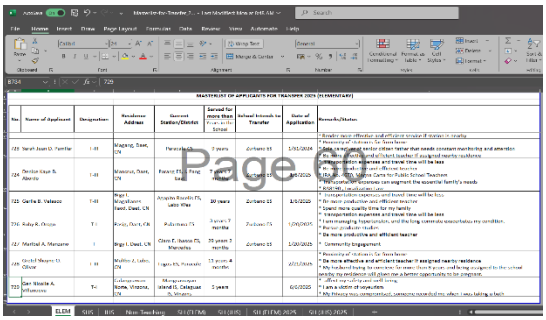
XIII. APPENDICES

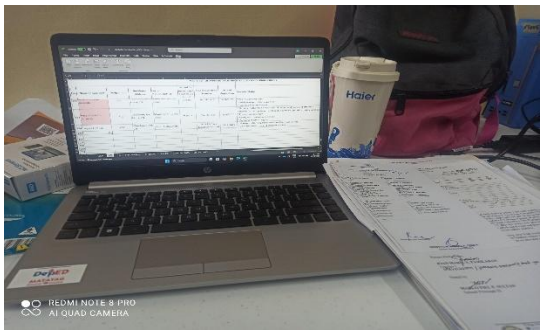
(Include these in your final printed version)

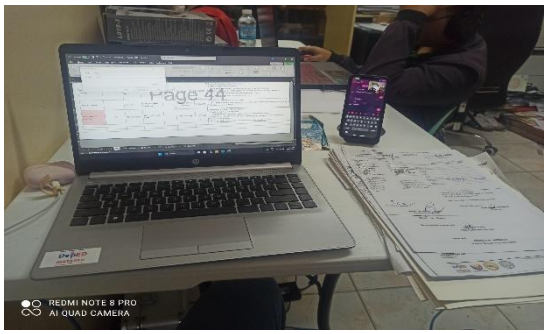
- Appendix A: Daily Time Record
- Appendix B: Supervisor's Evaluation
- Appendix C: Picture of Daily Task
- Appendix D: Attendance Sheets
- Appendix E: Logbook Summary
- Appendix F: Certificate of Completion

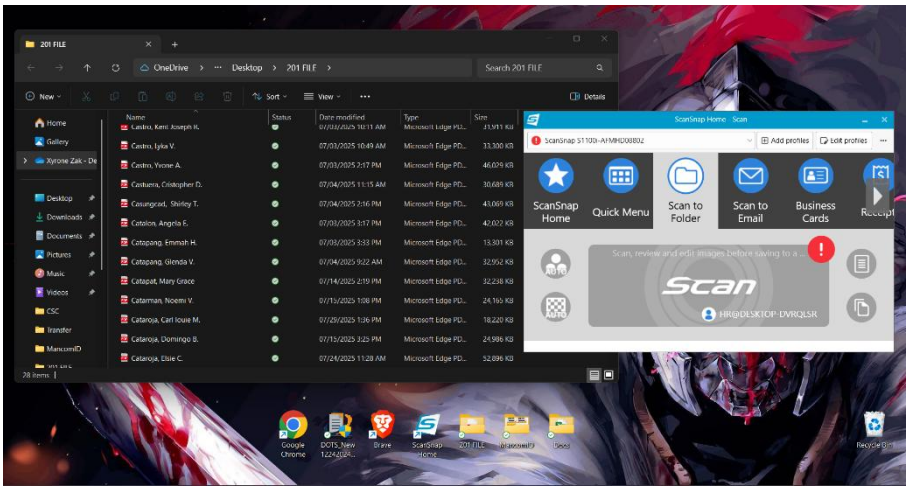
Appendix C: Picture of Daily Task

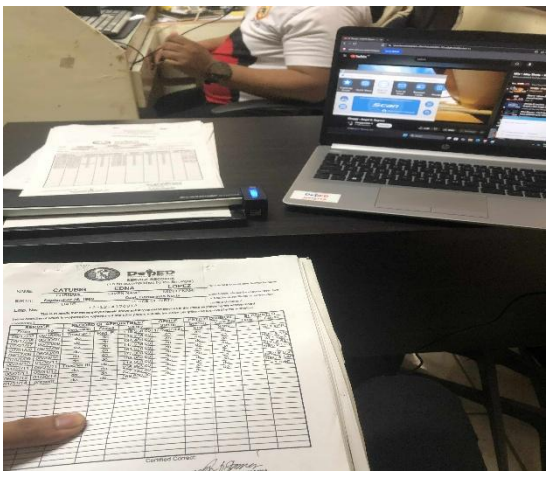












XIV. CURRICULUM VITAE

MABINI COLLEGES, INC.

Daet, Camarines Norte

College of Computer Studies Department

JERICHO C. NONATO

Address: Purok 6, Brgy. Del Rosario, Mercedes, Camarines Norte 4609

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GitHub/Portfolio: https://jhonbraynrafer.up.railway.app/

OBJECTIVE

A goal-oriented and ethical fourth-year BS Computer Science student from Mabini Colleges, Inc., seeking a challenging practicum opportunity to apply my academic training in real-world scenarios. Eager to contribute to a reputable organization through software development, IT support, or data processing roles, while demonstrating professionalism, teamwork, and a strong work ethic in line with CHED and industry standards.

PERSONAL INFORMATION

Date of Birth:	July 07, 2004
Age:	21
Sex:	Male
Civil Status:	Single
Citizenship:	Filipino
Religion:	Roman Catholic
Height:	5’6”
Weight:	66 kg

Date of Birth: July 07, 2004

Language/s Spoken: English, Filipino

EDUCATIONAL BACKGROUND

Bachelor of Science in Computer Science

Mabini Colleges, Inc., Daet, Camarines Norte

Expected Year of Graduation: 2026

Senior High School (EPAS)

Mercedes High School

Mercedes, Camarines Norte

Year Graduated: 2022

Junior High School

Mercedes High School

Mercedes, Camarines Norte

Year Graduated: 2020

Relevant Coursework:

- Object-Oriented Programming (Java, Python)
- Web Development (HTML/CSS/JS)
- Data Structures and Algorithms
- Database Systems (MySQL, PostgreSQL)
- Systems Analysis and Design
- Software Engineering

TECHNICAL SKILLS

Programming Languages	Java, JavaScript
Web Development	HTML, CSS, Bootstrap,
Database Management	MySQL, SQLite

Programming Languages	Java, JavaScript
Tools & IDEs	Visual Studio Code, NetBeans, Figma,
Version Control	Git/GitHub
Others	Microsoft Office, Canva, Capcut, Adobe Photoshop

CERTIFICATIONS & TRAININGS

- Seminar ICT Council of Camarines Norte in partnership with i-KonEk PH Training and Consultancy Title: FROM SCROLL to SKILL "Empowering Students and Job Seekers Through Artificial Intelligence"

PROJECTS

Title: E-Events Wedding Services Management System
Role: Operation Assistant
Tech Stack: Django (Phyton), HTML, CSS, BOOTSRAP, JS
Description: Developed a wedding management platform for wedding organizers in Camarines Norte to automate booking process and booking handling.

Title: CropCare
Role: Operation Assistant
Tech Stack: Django (Phyton), HTML, CSS, BOOTSRAP, JS
Description: Developed a mobile app that detects rice diseases to assist farmers by identifying the causes and providing preventive measures.

CHARACTER REFERENCES
[Will Be Provide Upon Request]

DECLARATION
I hereby certify that the information provided above is true and correct to the best of my knowledge. I understand that any false information may result in disqualification from the application process.

Signature above Printed Name
JERICHO C. NONATO
June 4, 2025

LEGAL DISCLAIMER

I, **Jericho C. Nonato**, hereby declare that this Practicum Narrative Report and Self-Reflection Paper is a true and faithful account of my actual internship experience. I fully acknowledge that falsification, misrepresentation, plagiarism, or submission of fraudulent documents shall be subject to academic sanctions, including but not limited to failure of the course, withdrawal of credits, and disciplinary action pursuant to Mabini Colleges' Academic Integrity Policy and applicable institutional regulations.

Signed this **1st** day of **August**, 2025 at **SDO Camarines Norte**.