COLLEGE OF COMPUTER AND INFORMATION SCIENCE

Academic Year 2024 – 2025

CS PRACTICUM NARRATIVE REPORT

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Submitted to:

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Overview of the Practicum Engagement

Company Background

Figure 1. OGIS Logo

The student interned at Osaka Gas Information System Philippines, Inc. (OGIS), a prominent IT solutions and services provider operating under the Osaka Gas Group of Japan. Located at The Valero Tower, 112 Valero St. Salcedo Village, Makati City. OGIS delivers high-quality technology support to its global affiliates, specializing in software development, infrastructure support, system maintenance, and data management. The company was formerly known as Fasttrack Solutions, Inc., a local IT service provider. In 2024, Osaka Gas Co., Ltd. officially acquired and rebranded the company as OGIS to strengthen its global IT operations and establish a strategic presence in the Philippines.

OGIS blends Japanese business values with the talent and innovation of Filipino professionals, fostering a work environment that prioritizes technical excellence, collaboration, and continuous learning. The company invests heavily in the professional development of its employees and interns, offering real-world exposure to enterprise-level IT systems and international best practices. Interns are provided with opportunities to contribute to meaningful projects, enhance their skills, and experience a globally aligned corporate culture. Through its commitment to

operational excellence and employee empowerment, OGIS continues to play a vital role in supporting the digital transformation goals of the Osaka Gas Group worldwide.

Figure 2. OGIS Business Partners

OGIS has established strong relationships with a diverse range of business partners across multiple industries in the Philippines and Southeast Asia. As shown in Figure 2, the company serves clients from retail, manufacturing, energy, food and beverage, and logistics sectors—demonstrating its versatility and industry-specific expertise. Notable among these partners are Rustan's, a leading player in luxury retail; National Book Store, a household name in books and office supplies; Del Monte Philippines, a key player in the food and beverage industry; as well as SEAOIL and Phoenix Petroleum, two of the country's largest independent fuel providers. These partnerships reflect OGIS's capability to deliver scalable and effective ERP and IT solutions tailored to the unique operational needs of different business domains, further solidifying its reputation as a trusted technology partner across industries.

Nature of Assignments or Tasks Given

During my internship at OGIS Philippines, Inc., I was assigned to the Business Analytics team, where my primary responsibility was to support report development and data transformation tasks using Power BI. This role immersed me in real-world business intelligence workflows, allowing me to strengthen both technical and analytical skills in a dynamic and collaborative setting. A large part of my day-to-day work involved transforming and cleaning data using Power Query Editor, as well as developing visual reports and interactive dashboards tailored to internal reporting needs. I also wrote DAX formulas to create calculated columns and measures that added deeper insight into datasets. To enhance readability and user experience, I applied conditional formatting techniques and took extra steps to replace or convert null values into user-friendly indicators such as "No Data," helping end-users interpret the reports more easily.

One of the first tasks I was given involved creating a one-page dashboard that summarized the latest uploaded data across seven different Power BI files, each containing between eight to twelve tables. The goal of this dashboard was to present a consolidated view of data freshness. I used matrix visuals to display the report name, the corresponding Synapse table, and the latest date of data entry using a MAX date column. In order to communicate the freshness of the data clearly, I implemented DAX logic to apply color-coded conditional formatting: green indicated current data, red highlighted outdated entries, and gray signified missing data labeled as "No Data." This solution helped streamline data monitoring for the Business Analytics team and ensured timely follow-up on data discrepancies.

A key highlight of my internship was completing a comprehensive Power BI Case Study for AdventureWorks Cycles, which simulated a real-world consulting

engagement. I assumed the role of a Power BI Consultant tasked with helping the company's sales department consolidate and improve its fragmented Excel-based reporting system. This project required me to combine multiple Excel files maintained by various sales team members into a unified data model. One of the main deliverables was the creation of a Product Price Modification model that enabled dynamic price adjustments directly within the dashboard. I also developed individual reports filtered by each sales team member and built a main sales dashboard that tracked performance across different dimensions such as territory, reseller, product, and customer. To cap off the project, I designed a story-based presentation that narrated the business insights discovered through the dashboards. This case study allowed me to apply the full spectrum of Power BI capabilities (data modeling, data visualization, DAX logic, and user-centric report design) and served as a capstone experience that solidified my understanding of business intelligence in a corporate environment.

Total Hours Rendered

The following table outlines the phases of the internship program at OGIS Philippines, Inc., including the specific training focus and the total number of hours rendered for each phase. The internship was designed to gradually build both foundational knowledge and practical skills, culminating in a full immersion in real-world projects during the final phase.

Table 1.

Summary of Hours Rendered

Training Phase	Training Description	Total Hours
Phase 1	General IT Skills and Soft Skills	48
Phase 2	Product Specific	62
Phase 3	Capstone Project/Work-Immersion	240
	Total	**350**

Each phase of the internship was carefully structured to ensure a progressive and meaningful learning experience. The internship officially began on May 12, 2025 and concluded on June 11, 2025 spanning a total of 350 hours. Phase 1 focused on developing general IT and soft skills, including communication, productivity tools, and professional conduct, which served as the foundation for the rest of the program. Phase 2 was more specialized, centering on data science concepts, Power BI development, and an introduction to SAP systems. This phase deepened my understanding of data-driven decision-making and exposed me to tools commonly used in enterprise environments. The final and most extensive phase, the Capstone Project and Work Immersion, allowed me to apply my acquired skills to real-world tasks and collaborative projects. I was able to independently build reports, handle live datasets, and contribute to meaningful output used by the Business Analytics team. The entire internship experience not only solidified my technical competencies but also gave me valuable exposure to professional standards and workflows in a corporate IT setting.

Presentation of Output

Training Lessons and Hands-on Tasks

Training videos were provided by OGIS to introduce us to key concepts and tools, particularly focusing on Power BI. These instructional materials were followed by hands-on exercises that allowed us to immediately apply what we learned. Through this approach, we were able to gradually build our skills and gain confidence in data transformation, visualization, and report development.

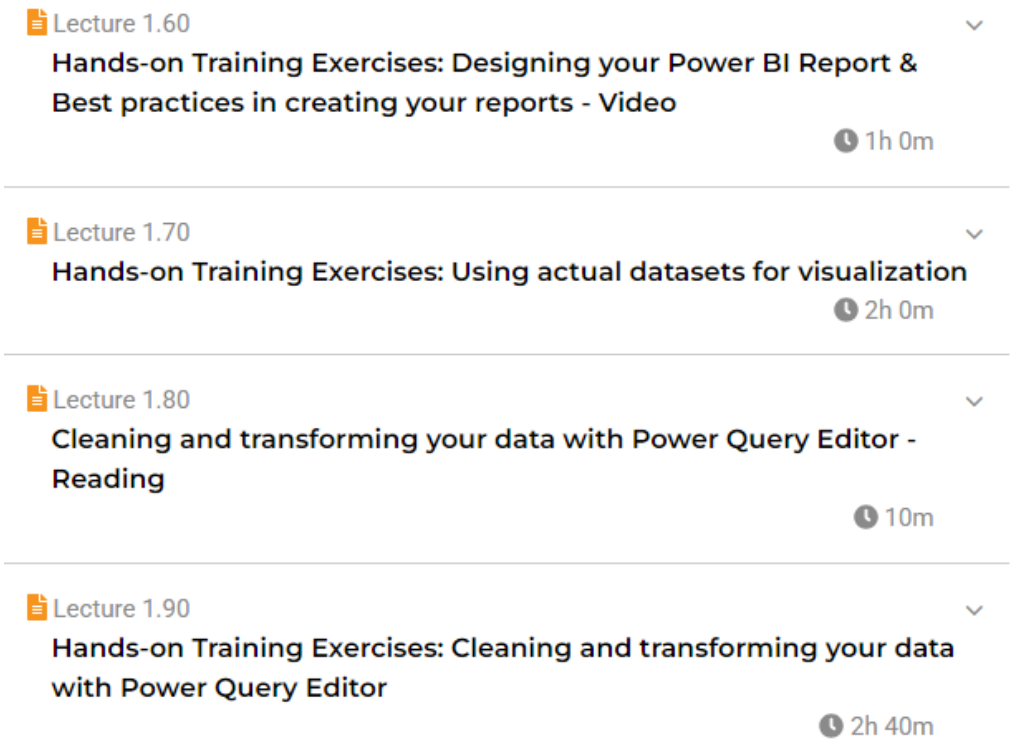


Figure 3. Overview of Training Materials and Exercises

As part of the hands-on training, the student was tasked with creating sample dashboards using Power BI to simulate real-world reporting scenarios. The student

was given the freedom to design the reports in any way, which encouraged independent exploration of different visuals, formatting options, and layout techniques. Three dashboards were developed, Invoice Report, Aging Report, and Customer Payment Report.

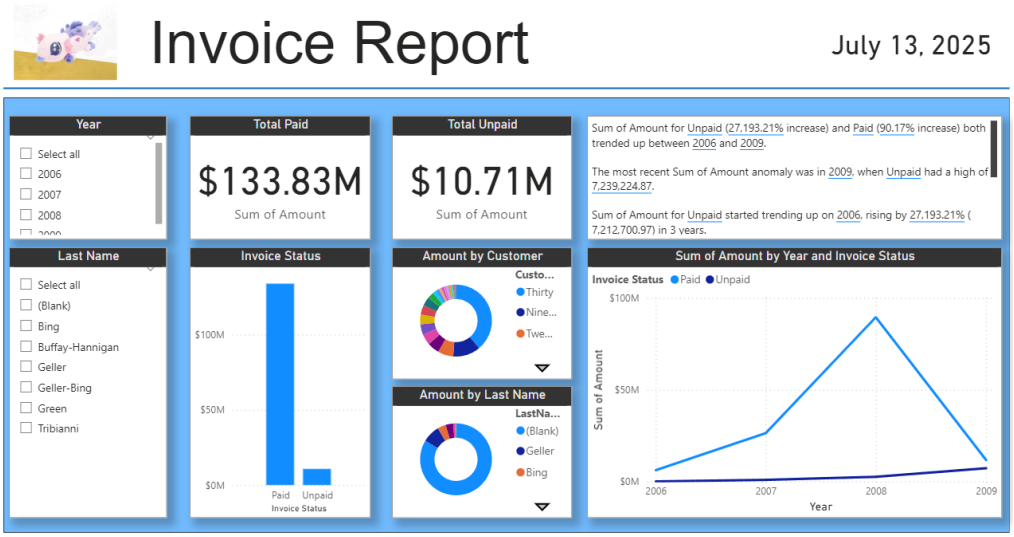


Figure 4. Invoice Report Dashboard

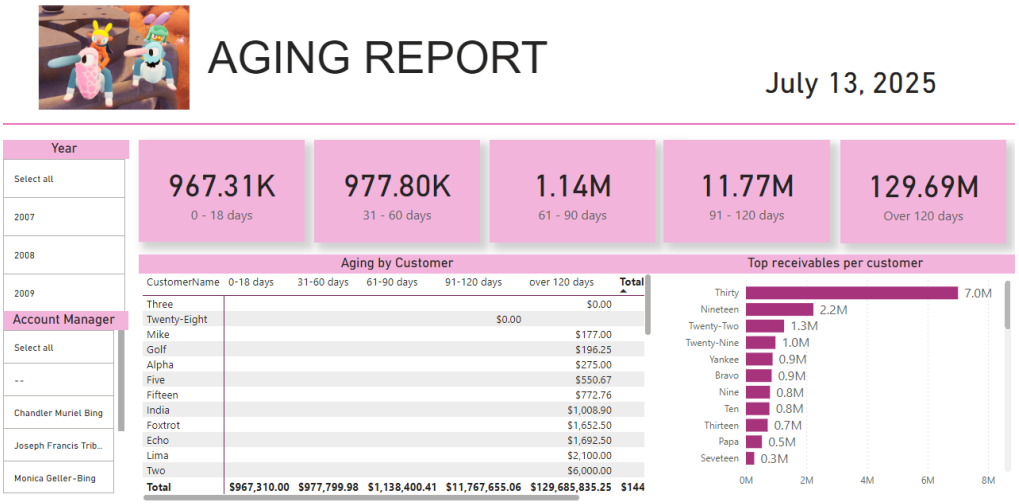


Figure 5. Aging Report Dashboard

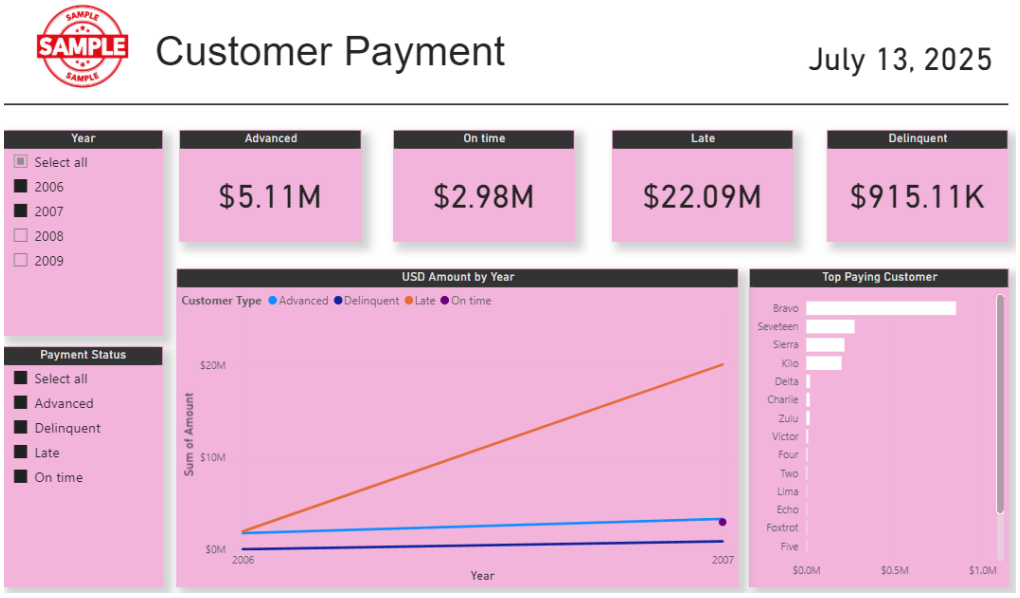
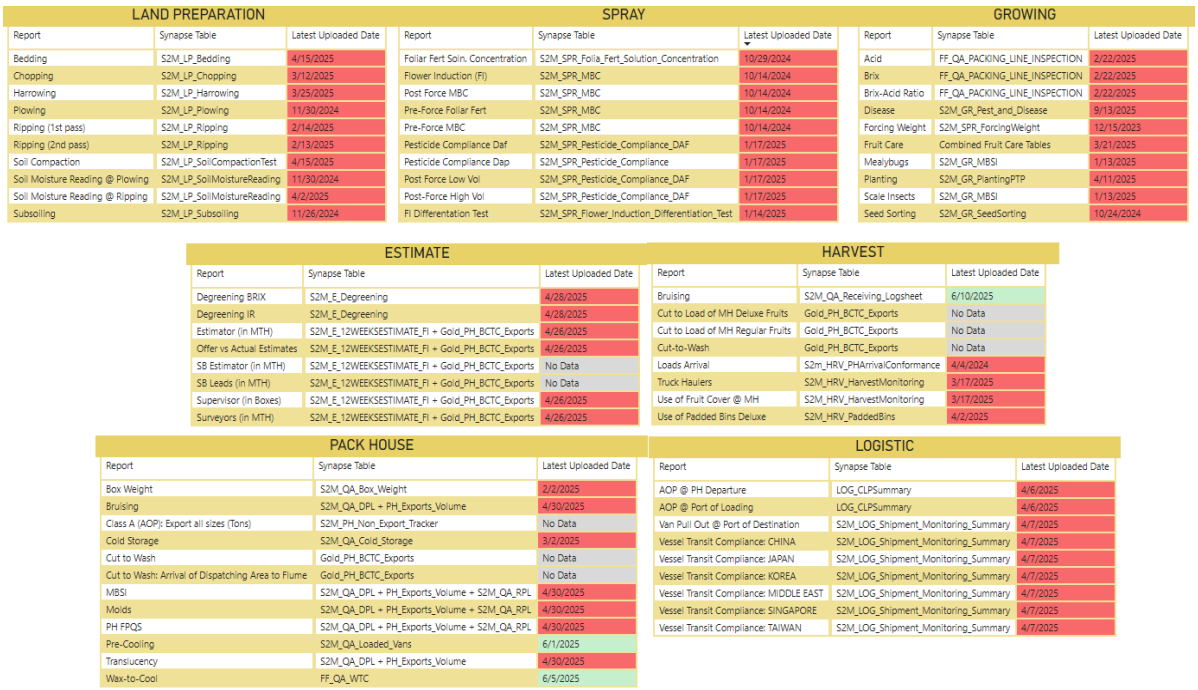


Figure 6. Customer Payment Dashboard

Overall, the training lessons and hands-on exercises involved working with different types of visuals, layout structures, and formatting techniques in Power BI. Figure 4, the Invoice Report Dashboard, displayed key metrics such as total paid, total unpaid, and invoice status, giving a clear overview of payment completion across issued invoices. Figure 5, the Aging Report Dashboard, broke down outstanding invoices by aging categories, such as 30 days, 60 days, and over 90 days, to show overdue trends. Figure 6, the Customer Payment Dashboard, was designed to monitor customer behavior in terms of payment timeliness, showing the number of customers who paid in advance, on time, late, or were delinquent. Each dashboard was designed with flexibility in mind, allowing the student to try different styling approaches, from professional layouts to more personalized visual arrangements.

Work Immersion Tasks

The student's first task for work immersion involved creating a summary dashboard to monitor data freshness across multiple Power BI files. Each file contained several tables, and the goal was to present a consolidated view that would allow users to easily check whether the data had been updated recently, was outdated, or was missing entirely. This task required careful handling of date fields, consistent formatting, and the application of logic-based visuals to support clear and efficient report monitoring.



LAND PREPARATION

Report	Synapse Table	Latest Uploaded Date
Bedding	S2M_LP_Bedding	4/15/2025
Chopping	S2M_LP_Chopping	3/12/2025
Harrowing	S2M_LP_Harrowing	3/25/2025
Plowing	S2M_LP_Plowing	11/30/2024
Ripping (1st pass)	S2M_LP_Ripping	2/14/2025
Ripping (2nd pass)	S2M_LP_Ripping	2/13/2025
Soil Compaction	S2M_LP_SoilCompactionTest	4/15/2025
Soil Moisture Reading @ Plowing	S2M_LP_SoilMoistureReading	11/30/2024
Soil Moisture Reading @ Ripping	S2M_LP_SoilMoistureReading	4/2/2025
Subsoiling	S2M_LP_Subsoiling	11/26/2024

SPRAY

Report	Synapse Table	Latest Uploaded Date
Foliar Fert Soln. Concentration	S2M_SPR_Folia_Fert_Solution_Concentration	10/29/2024
Flower Induction (FI)	S2M_SPR_MBC	10/14/2024
Post Force MBC	S2M_SPR_MBC	10/14/2024
Pre-Force Foliar Fert	S2M_SPR_MBC	10/14/2024
Pre-Force MBC	S2M_SPR_MBC	10/14/2024
Pesticide Compliance Daf	S2M_SPR_Pesticide_Compliance_DAF	1/17/2025
Pesticide Compliance Dap	S2M_SPR_Pesticide_Compliance	1/17/2025
Post Force Low Vol	S2M_SPR_Pesticide_Compliance_DAF	1/17/2025
Post-Force High Vol	S2M_SPR_Pesticide_Compliance_DAF	1/17/2025
FI Differentation Test	S2M_SPR_Flower_Induction_Differentiation_Test	1/14/2025

GROWING

Report	Synapse Table	Latest Uploaded Date
Acid	FF_QA_PACKING_LINE_INSPECTION	2/22/2025
Brix	FF_QA_PACKING_LINE_INSPECTION	2/22/2025
Brix-Acid Ratio	FF_QA_PACKING_LINE_INSPECTION	2/22/2025
Disease	S2M_GR_Pest_and_Disease	9/13/2025
Forcing Weight	S2M_SPR_ForcingWeight	12/15/2023
Fruit Care	Combined Fruit Care Tables	3/21/2025
Mealybugs	S2M_GR_MBSI	1/13/2025
Planting	S2M_GR_PlantingPTP	4/11/2025
Scale Insects	S2M_GR_MBSI	1/13/2025
Seed Sorting	S2M_GR_SeedSorting	10/24/2024

ESTIMATE

Report	Synapse Table	Latest Uploaded Date
Degreening BRIX	S2M_E_Degreening	4/28/2025
Degreening IR	S2M_E_Degreening	4/28/2025
Estimator (in MTH)	S2M_E_12WEEKSESTIMATE_FI + Gold_PH_BCTC_Exports	4/26/2025
Offer vs Actual Estimates	S2M_E_12WEEKSESTIMATE_FI + Gold_PH_BCTC_Exports	4/26/2025
SB Estimator (in MTH)	S2M_E_12WEEKSESTIMATE_FI + Gold_PH_BCTC_Exports	No Data
SB Leads (in MTH)	S2M_E_12WEEKSESTIMATE_FI + Gold_PH_BCTC_Exports	No Data
Supervisor (in Boxes)	S2M_E_12WEEKSESTIMATE_FI + Gold_PH_BCTC_Exports	4/26/2025
Surveyors (in MTH)	S2M_E_12WEEKSESTIMATE_FI + Gold_PH_BCTC_Exports	4/26/2025

HARVEST

Report	Synapse Table	Latest Uploaded Date
Bruising	S2M_QA_Receiving_Logsheet	6/10/2025
Cut to Load of MH Deluxe Fruits	Gold_PH_BCTC_Exports	No Data
Cut to Load of MH Regular Fruits	Gold_PH_BCTC_Exports	No Data
Cut-to-Wash	Gold_PH_BCTC_Exports	No Data
Loads Arrival	S2m_HRV_PHArrivalConformance	4/4/2024
Truck Haulers	S2M_HRV_HarvestMonitoring	3/17/2025
Use of Fruit Cover @ MH	S2M_HRV_HarvestMonitoring	3/17/2025
Use of Padded Bins Deluxe	S2M_HRV_PaddedBins	4/2/2025

PACK HOUSE

Report	Synapse Table	Latest Uploaded Date
Box Weight	S2M_QA_Box_Weight	2/2/2025
Bruising	S2M_QA_DPL + PH_Exports_Volume	4/30/2025
Class A (AOP): Export all sizes (Tons)	S2M_PH_Non_Export_Tracker	No Data
Cold Storage	S2M_QA_Cold_Storage	3/2/2025
Cut to Wash	Gold_PH_BCTC_Exports	No Data
Cut to Wash: Arrival of Dispatching Area to Flume	Gold_PH_BCTC_Exports	No Data
MBSI	S2M_QA_DPL + PH_Exports_Volume + S2M_QA_RPL	4/30/2025
Molds	S2M_QA_DPL + PH_Exports_Volume + S2M_QA_RPL	4/30/2025
PH FPQS	S2M_QA_DPL + PH_Exports_Volume + S2M_QA_RPL	4/30/2025
Pre-Cooling	S2M_QA_Loaded_Vans	6/1/2025
Translucency	S2M_QA_DPL + PH_Exports_Volume	4/30/2025
Wax-to-Cool	FF_QA_WTC	6/5/2025

LOGISTIC

Report	Synapse Table	Latest Uploaded Date
AOP @ PH Departure	LOG_CLPSummary	4/6/2025
AOP @ Port of Loading	LOG_CLPSummary	4/6/2025
Van Pull Out @ Port of Destination	S2M_LOG_Shipment_Monitoring_Summary	4/7/2025
Vessel Transit Compliance: CHINA	S2M_LOG_Shipment_Monitoring_Summary	4/7/2025
Vessel Transit Compliance: JAPAN	S2M_LOG_Shipment_Monitoring_Summary	4/7/2025
Vessel Transit Compliance: KOREA	S2M_LOG_Shipment_Monitoring_Summary	4/7/2025
Vessel Transit Compliance: MIDDLE EAST	S2M_LOG_Shipment_Monitoring_Summary	4/7/2025
Vessel Transit Compliance: SINGAPORE	S2M_LOG_Shipment_Monitoring_Summary	4/7/2025
Vessel Transit Compliance: TAIWAN	S2M_LOG_Shipment_Monitoring_Summary	4/7/2025

Figure 7. Data Freshness Monitoring Dashboard

To enhance the readability and usability of the dashboard, the student applied several data transformations. Column headers were renamed to clearer, standardized labels to ensure consistency across reports. Date fields were reformatted using the

short date format (MM/DD/YYYY) for a more polished appearance, and null values were replaced with the string "No Data" to eliminate ambiguity. Conditional formatting was implemented through DAX expressions to visually distinguish the status of each record—green for current-month entries, red for outdated data, and gray for missing information. Once the transformations were complete, the student compiled the results into a one-page matrix-style Power BI dashboard, arranged in a specific sequence based on reporting requirements. This layout provided an efficient and consolidated view of data freshness across multiple sources, making it easier for users to monitor and interpret the timeliness of incoming data.

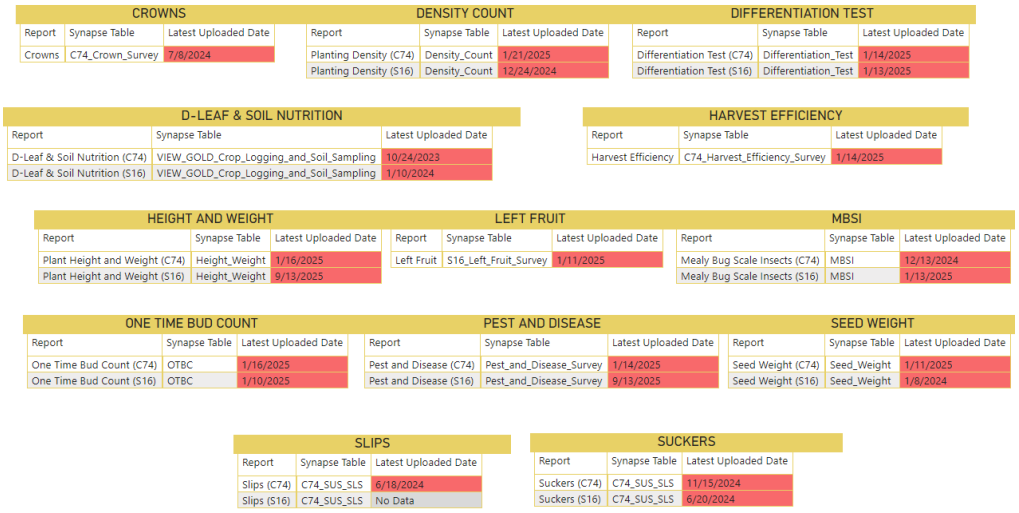


Figure 8. Additional Data Freshness Monitoring Dashboard

Similar to the previous task, this dashboard shown in Figure 8 also involved consolidating multiple tables into a single, easy-to-read matrix format to track the recency of uploaded data. The student applied the same transformation techniques, including column renaming, standardized date formatting, and null value replacement with the label "No Data." Conditional formatting using DAX was again implemented to provide a quick visual assessment of data freshness, with color coding indicating

current, outdated, or missing entries. Unlike the first dashboard, which focused on scorecard reports, this one was developed using a different dataset related to TSQQ, demonstrating the adaptability of the same reporting approach across varied data sources.

Case Study Task

As part of the student's practicum requirements, they were tasked with completing a case study for AdventureWorks Cycles. The goal was to develop a complete reporting solution that addressed the company's challenges in managing and analyzing sales data scattered across multiple Excel files. This task involved connecting data sources, cleaning and transforming data, building relationships, and designing interactive dashboards that provide clear, actionable insights.

To ensure centralized access to all datasets, the student began by uploading the seven Excel files to a shared OneDrive workspace. These files were then connected to Power BI using the Get Data > SharePoint Folder option, which enabled seamless integration between Power BI and the cloud-based files. This setup allowed for automatic data refreshes whenever the original Excel files were modified, ensuring real-time data availability. Additionally, managing multiple source files within a

single query environment became more efficient and streamlined through this method.

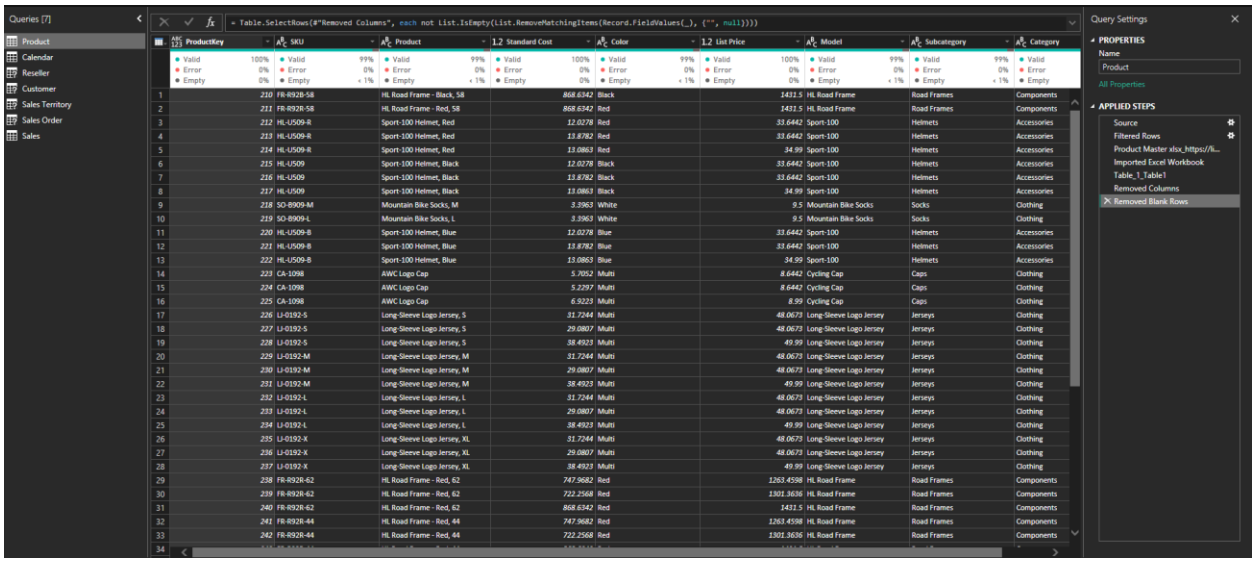


Figure 9. Example of Cleaned Table Used for Modeling

Once the connection was established, the student navigated the combined binary structure generated by Power BI to extract and transform the relevant sheets and tables from each file. This involved selecting key sheets, such as Product Master, Customer Master, and Sales Records, depending on the file's content. The data was then preprocessed by promoting headers, removing unnecessary or placeholder columns like "Column1," and filtering out empty or irrelevant rows to ensure a clean and usable dataset for further modeling and visualization.

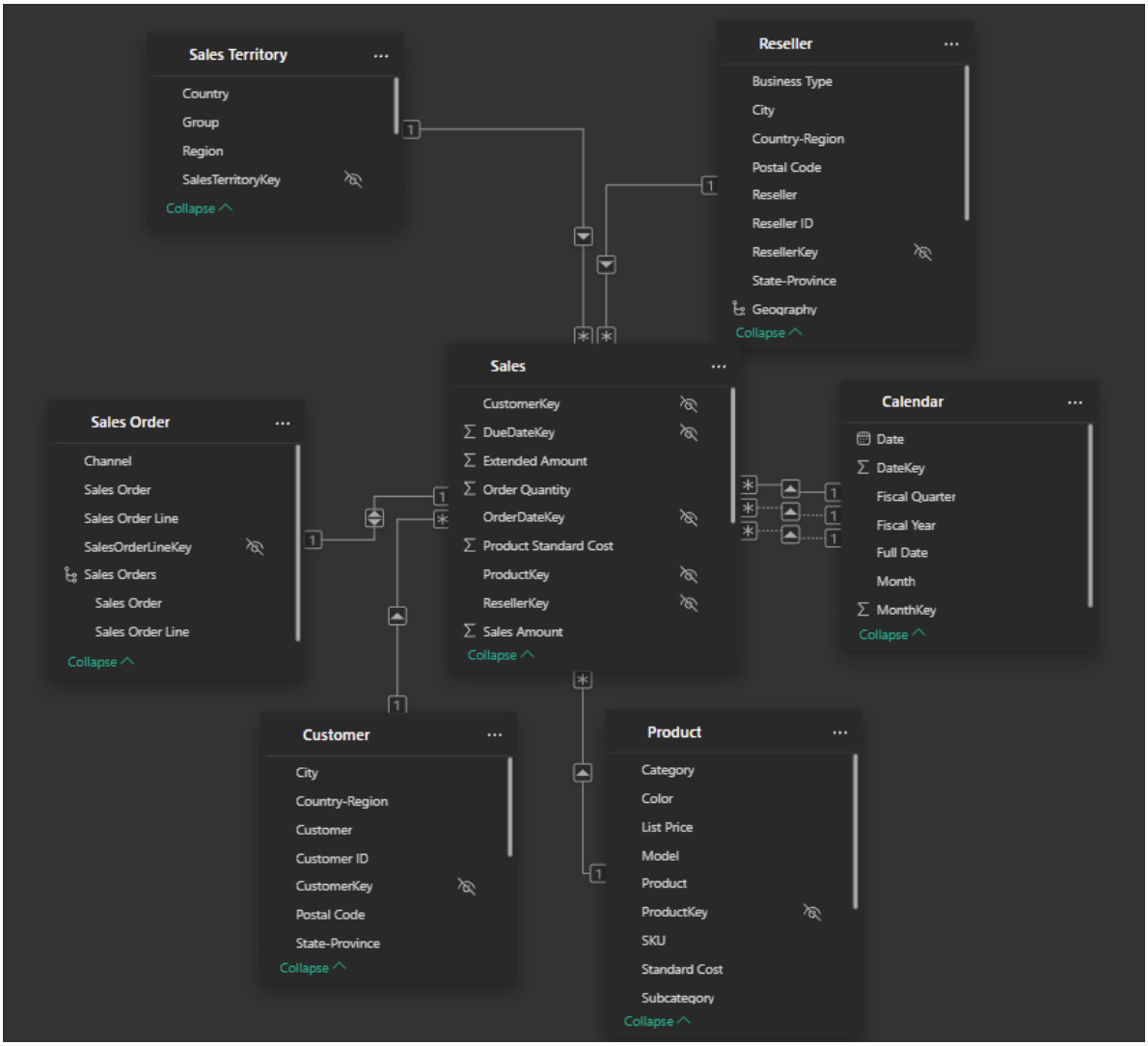


Figure 10. Entity Relationship Diagram

The student began the data modeling process by establishing relationships between tables using appropriate key fields such as ProductKey, CustomerKey, and SalesOrderLineKey. These relationships were defined as one-to-many or one-to-one, depending on the structure of each dataset. The model followed a star schema, with the Sales table acting as the central fact table connected to various dimension tables. A logical Entity Relationship Diagram (ERD) as shown in Figure 10 was also created to outline the structure and verify the correctness of the links between tables.

Data transformations were performed, and DAX measures were applied to define essential key performance indicators, including total sales, total orders, and other metrics used throughout the reports. These calculations provided the foundation for dynamic and responsive visuals across all pages of the dashboard.

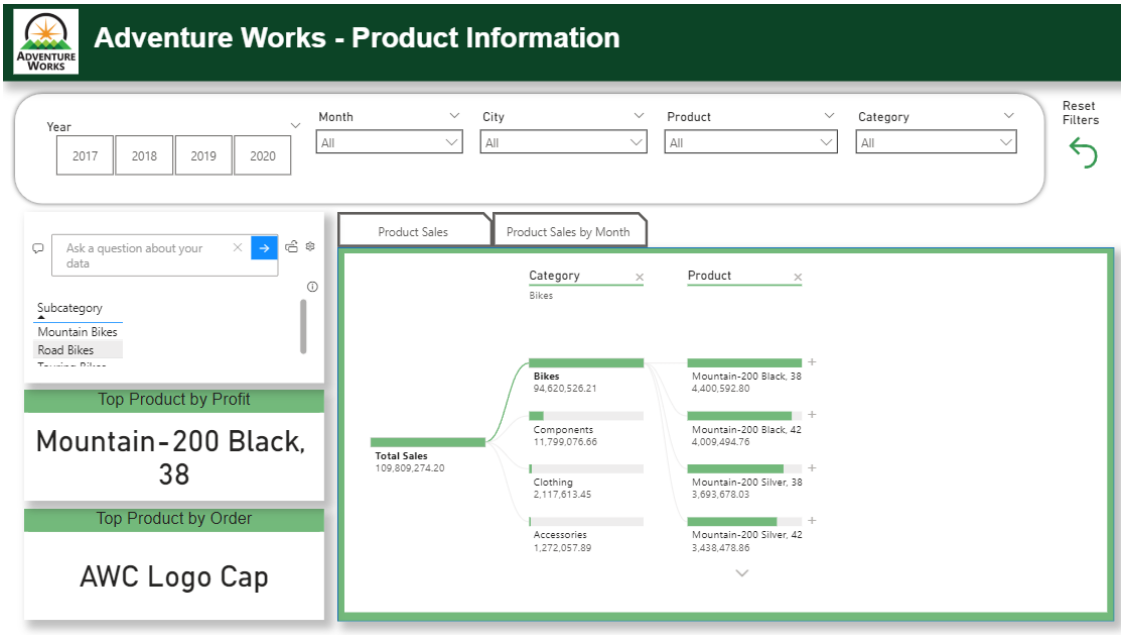


Figure 11. Product Dashboard

The student was specifically advised to modify the underlying data to allow easier adjustment of product prices for the product dashboard as seen in Figure 11. To support this requirement, additional features were integrated into the report, including an AI-powered Q&A visual that enabled users to type natural language queries and instantly retrieve insights. This made it easier to explore specific pricing scenarios without manually filtering through the data. A decomposition tree visual was also added to allow users to drill down into contributing factors behind price and sales figures, offering a more flexible and interactive way to analyze product performance.

These enhancements were implemented to improve the dashboard's usability and adaptability for dynamic pricing decisions.

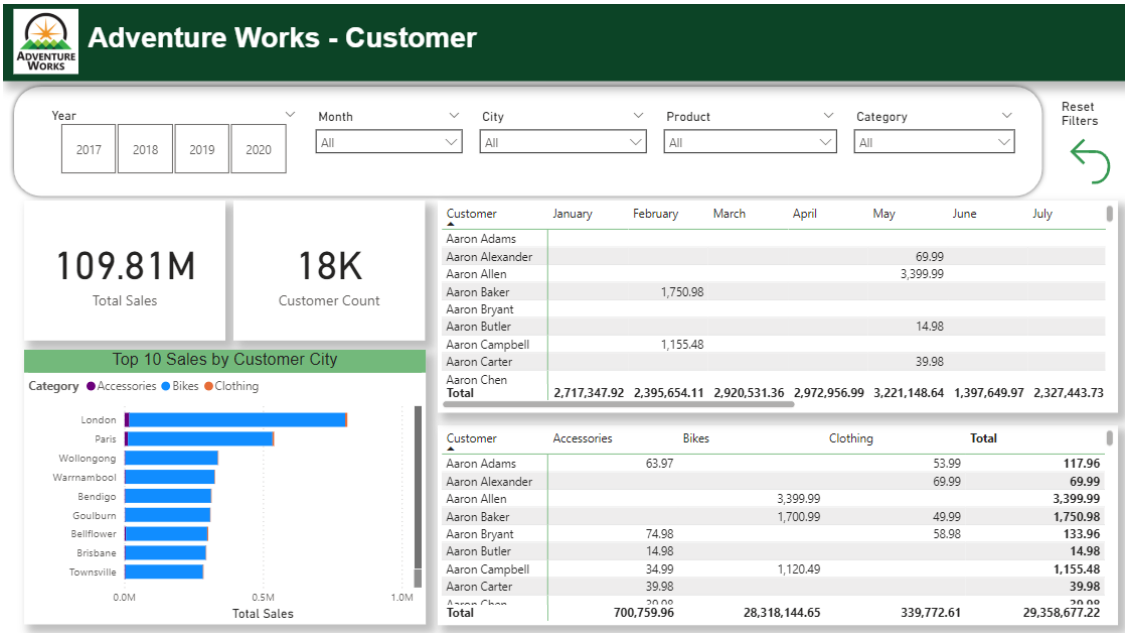


Figure 12. Customer Dashboard

Figure 12 shows the Customer Dashboard, which presents sales insights at the individual customer level. The layout begins with two KPI cards displaying Total Sales and the Overall Number of Customers to establish a quick overview. A stacked bar chart on the left visualizes the Top 10 Cities by Customer Orders, color-coded by product category, making it easy to identify regional preferences. Additionally, two matrix tables provide detailed breakdowns—one showing monthly sales per customer, and the other showing sales by product category per customer—offering a more granular view of purchasing behavior for deeper analysis.

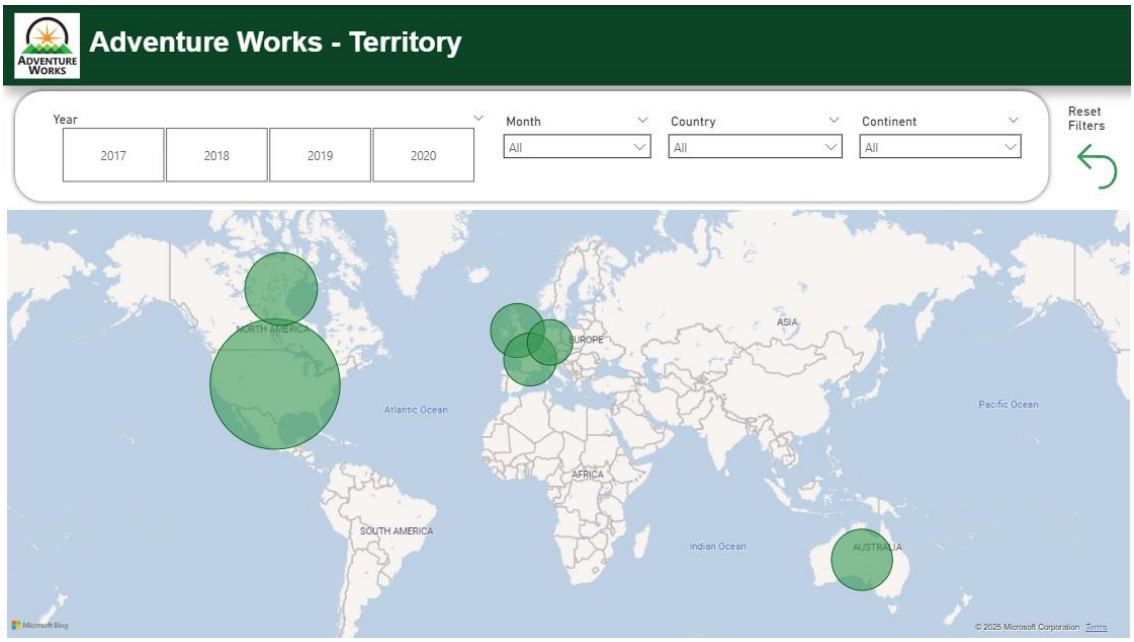


Figure 13. Territory Dashboard

Displayed in Figure 13, the Territory Dashboard highlights geographic sales performance across various regions. An interactive map visual is used to display sales by country and continent, allowing users to explore data spatially. The map can be filtered using slicers for more targeted analysis, enabling regional managers to

monitor performance trends and identify areas of growth or decline across different locations.

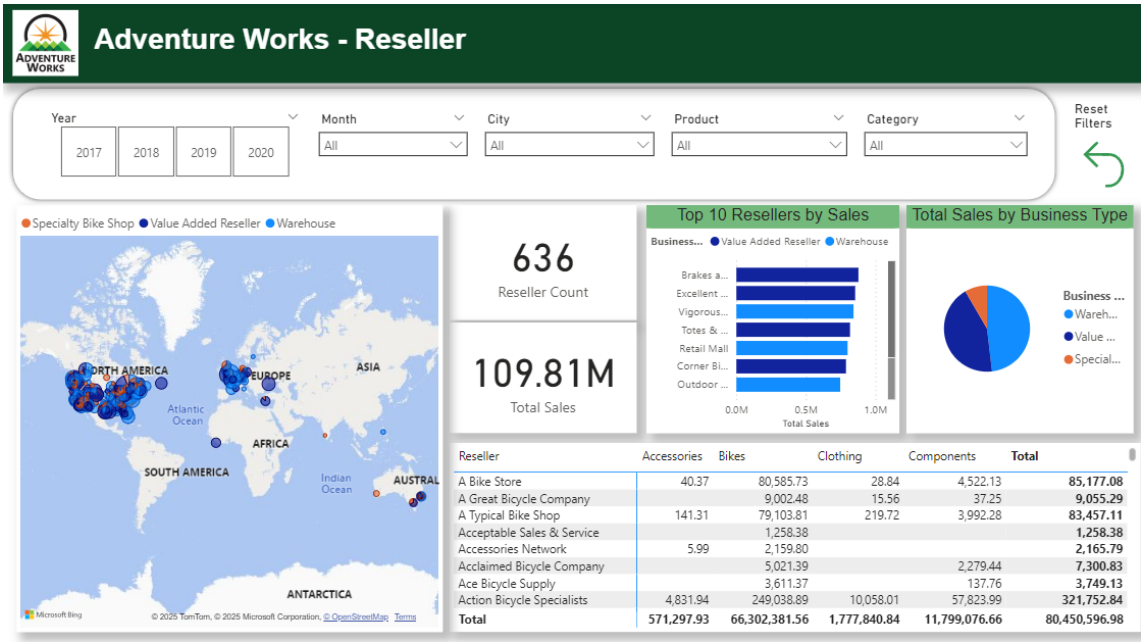


Figure 14. Reseller Dashboard

Meanwhile, Figure 14 illustrates the Reseller Dashboard, which focuses on evaluating the performance of reseller partners. It includes key indicators such as Reseller Count and Total Sales from Resellers, providing a quick snapshot of reseller activity and revenue contribution. Visuals such as a map display the geographic distribution of reseller sales, while a bar chart highlights the top 10 resellers by sales. A pie chart breaks down sales by business type, and a matrix presents detailed figures by reseller and product category, allowing for a clear understanding of focus areas and partner effectiveness.

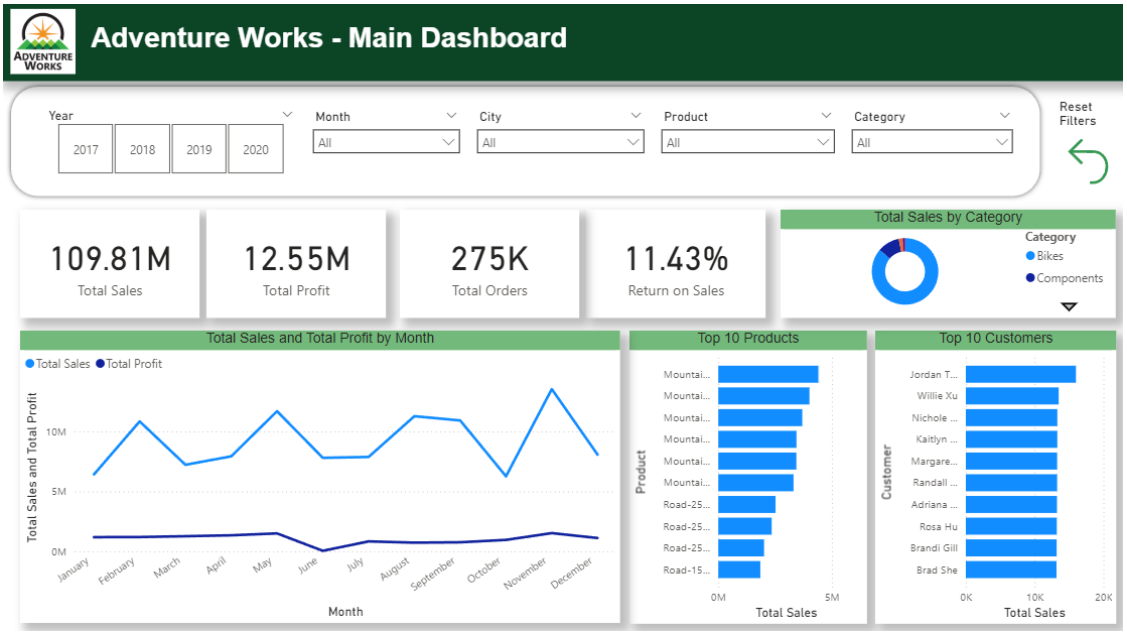


Figure 15. Main Dashboard

Finally, the Main Dashboard, shown in Figure 15, brings together company-wide KPIs including Sales, Profit, Total Orders, and Return on Sales. Additional visuals highlight the top-selling products and the top 10 customers contributing most to total sales. A slicer panel positioned at the top center of the page allows users to interactively filter data by year, month, city, product name, and category. This dashboard serves as a central overview, providing accessible insights for users across all organizational levels.

Synthesis of the Practicum Engagement

Learnings

Throughout the practicum engagement at OGIS Philippines, Inc., the student acquired a range of technical and analytical skills essential in the field of data analytics and business intelligence. One of the most significant areas of learning involved the end-to-end development of reports in Power BI. This included data connection through SharePoint, data transformation using Power Query Editor, and the creation of visual dashboards driven by calculated DAX measures. The student learned how to clean and standardize raw data, replace null values for better clarity, and apply conditional formatting to improve report readability.

Data modeling was another key area of development. The student applied relational concepts by building a star schema, linking fact and dimension tables through unique keys, and ensuring the structure supported accurate aggregation and filtering across multiple fields. Creating a logical ERD provided a deeper understanding of how relational structures support efficient data flow and visualization.

Additionally, the student gained experience designing role-specific dashboards, including individual pages for customers, products, resellers, and territories, each tailored to deliver targeted insights. Exposure to advanced features such as decomposition trees, Q&A visuals, and slicers further strengthened the ability to build interactive and user-friendly reports.

Through structured training sessions, hands-on exercises, and real-world assignments like the AdventureWorks case study, the student also developed

competencies in interpreting requirements, working within a data pipeline, and applying best practices in business reporting. These technical learnings, combined with practical exposure to how businesses manage and monitor data, provided a solid foundation for future roles in analytics and system development.

Realizations

During the course of the practicum at OGIS Philippines, Inc., several realizations emerged, both on a technical and personal level. In both Phase One and Phase Two, the importance of time management became especially clear. Phase One, which focused on general IT and soft skills, required the student to keep up with scheduled training videos and pass assessments within a limited time frame. Similarly, Phase Two introduced more technical tasks involving data science concepts, SAP, and Power BI, all of which demanded consistent progress and disciplined pacing to complete the lessons and hands-on exercises effectively. These experiences emphasized the value of proper scheduling, staying focused, and making productive use of each working day.

As the practicum transitioned into applied tasks, the student began to understand how attention to detail directly impacted the effectiveness of reports and dashboards. Seemingly small decisions, such as renaming columns, formatting fields, or replacing null values, played a major role in enhancing clarity and user experience. The layered nature of business analytics became more apparent as the student aligned datasets with business rules and reporting needs, showing how technical work must always serve a practical purpose. The practicum also reinforced the importance of user-friendly design in reporting, as visuals must be tailored to different roles within an organization. Power BI proved especially powerful when used with interactive

components like slicers and the Q&A visual, offering flexible ways for users to explore data. Overall, the experience provided deeper insight into how structured, well-designed reporting solutions can drive smarter decision-making across a business.

Conclusion

In Conclusion, the practicum engagement at OGIS Philippines, Inc. provided a well-rounded experience that allowed the student to apply both foundational knowledge and newly acquired technical skills in a real-world business environment. From the initial training phases to the execution of live reporting tasks, the practicum offered exposure to a range of tools and workflows used in the analytics field. Key areas of learning included Power BI development, data transformation, DAX calculations, and dashboard design tailored to various business roles. The opportunity to work on structured tasks and a comprehensive case study helped reinforce how clean, well-modeled data is crucial for producing effective and reliable reports.

In addition to technical exposure, the practicum also strengthened essential soft skills and professional work habits. The student developed effective time management strategies, learned the importance of attention to detail, and became accustomed to delivering outputs within defined deadlines. Engagement with actual business scenarios introduced the student to workplace norms, such as responding promptly to time-sensitive emails, following communication protocols, and aligning with team expectations. These experiences fostered discipline, accountability, and adaptability in a real-world work environment.

Overall, the practicum shaped the student to be job-ready by bridging the gap between academic learning and industry application. It provided the opportunity to develop both the technical competencies and workplace professionalism expected in today's data-driven roles. The experience served as a strong foundation for future growth in the field of business intelligence and analytics.

Appendices

Appendix A

Competency-Based CV

KEANA MARIE GILLERA

+639664595773 · kmgillera@gmail.com

SUMMARY

A driven BS Computer Science graduate with experience across business intelligence, programming, and web development. Adaptable and quick to learn, with a strong foundation in tools like Power BI, SQL, and Python. Ready to contribute to tech teams and grow as a well-rounded professional.

PROJECTS

Fake news detection model

- A web-based system used to analyze and detect fake news using sentiment analysis and deep learning models.
- Technologies used: Python, Flask, HTML, CSS, JavaScript

Smart attendance system

- A system that automatically logs attendance into excel using real-time facial recognition.
- Technologies used: Python, Excel Automation, OpenCV

Ticketing System Web Application

- A web-based ticketing system for purchasing and managing event tickets and merchandise within the school.
- Technologies used: C#, ASPX, JavaScript, CSS, Microsoft Access

EDUCATION

Mapua Malayan Colleges Laguna **2021 to 2025**

BS Computer Science

- Deans Lister - 2024

WORK EXPERIENCE

OGIS Philippines, Inc. **May 2025 to July 2025**

Business Analytics Technical (OJT)

- Worked on Power BI to prepare data, build data models, and create interactive dashboards for business analysis.

SKILLS

- Microsoft Office (Word, Excel, Power BI)
- Programming (Python, C#, C++)
- Web Development (HTML, CSS, Javascript, Bootstrap)
- Database Management (SQL, Microsoft Access)
- Mobile Development (XML)

CERTIFICATIONS & BADGES

- Cisco Certified: CPA - Programming Essentials in C++
- Cisco Certified: CPP - Advanced Programming in C++
- COMPTIA IT Fundamentals (ITF+)
- Google Cloud
  - Baseline: Data, ML, AI
  - Networking Fundamentals in Google Cloud
  - Baseline: Infrastructure
  - Google Cloud Essentials
- AWS Cloud Foundations

Appendix B

Endorsement Letter

MAPÚA MALAYAN COLLEGES LAGUNA

CCIS COLLEGE OF COMPUTER AND INFORMATION SCIENCE
MAPÚA MALAYAN COLLEGES LAGUNA

10 May 2025

MS. MERRY ANN TROSA
Codex Program Coordinator, OGIS Philippines, Inc.
10/F, The Valero Tower, 112 Valero St.
Salcedo Village, Makati City, Philippines 1227

Dear Ms. Trosa,

The BS Computer Science program of Mapúa Malayan Colleges Laguna requires their students to undergo a Practicum program for a minimum of 324 hours during the third term of our academic calendar.

We would like to request that Ms. Keana Marie Gillera be permitted to have her training in your company. We believe that your company can provide the relevant exposure necessary for our students to achieve the intended learning outcomes for the BS Computer Science program. We are confident that she will be able to acquire the practical knowledge and skills expected from a Computer Science graduate which, in turn, would guarantee a continuous supply of CS professionals needed by your company.

We thank you for your favorable action and we look forward to a more meaningful linkage that is mutually beneficial to our students and your company.

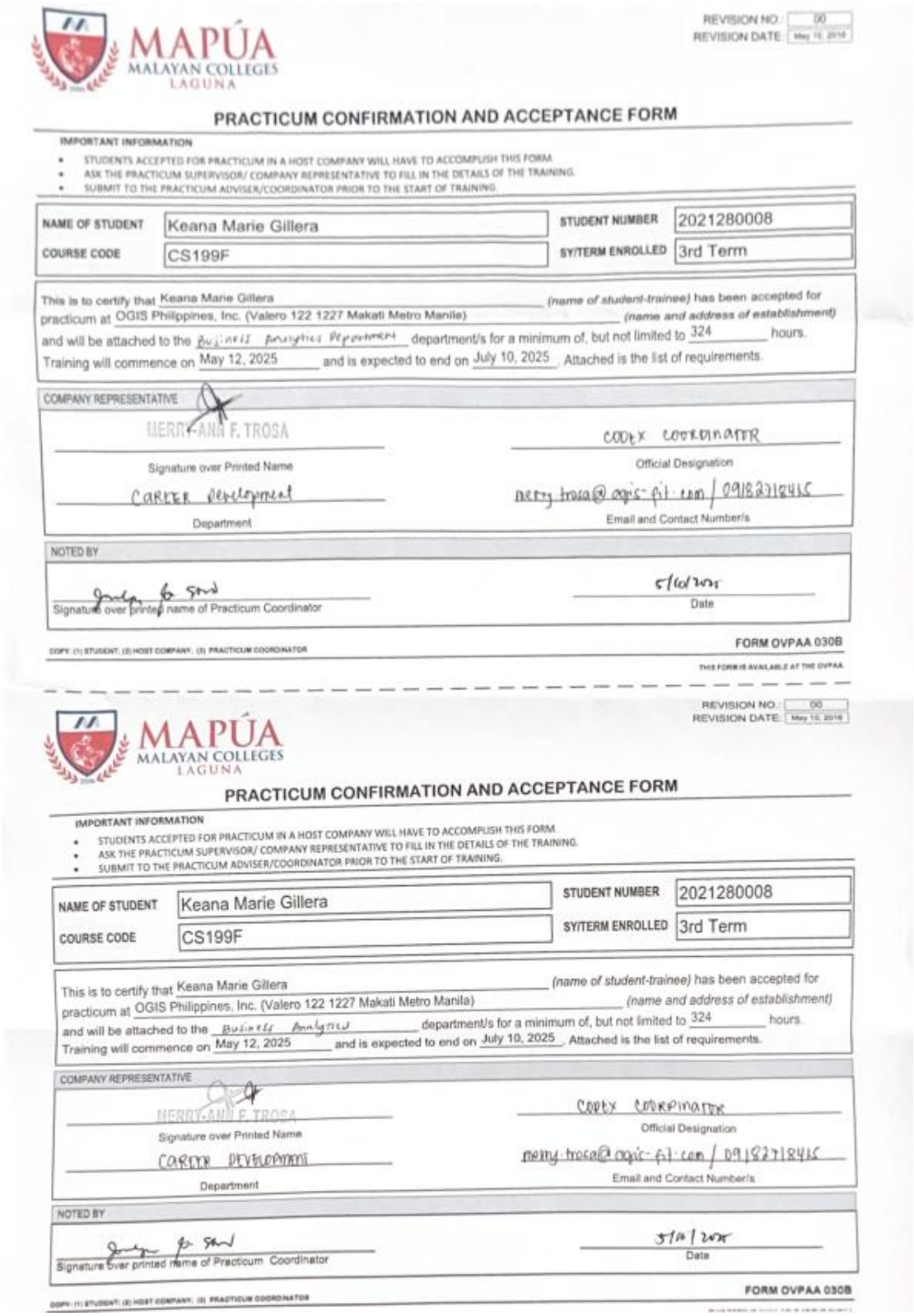
With warm regards,

JONALYN G. EBRON
BS Computer Science Program Chair
College of Computer and Information Science
Mapúa Malayan Colleges Laguna

jgberon@mcl.edu.ph
(049) 832-4076

Appendix C

Practicum Acceptance



MAPÚA MALAYAN COLLEGES LAGUNA

REVISION NO.: 00
REVISION DATE: May 10, 2016

PRACTICUM CONFIRMATION AND ACCEPTANCE FORM

IMPORTANT INFORMATION
- STUDENTS ACCEPTED FOR PRACTICUM IN A HOST COMPANY WILL HAVE TO ACCOMPLISH THIS FORM.
- ASK THE PRACTICUM SUPERVISOR/ COMPANY REPRESENTATIVE TO FILL IN THE DETAILS OF THE TRAINING.
- SUBMIT TO THE PRACTICUM ADVISER/COORDINATOR PRIOR TO THE START OF TRAINING.

NAME OF STUDENT	Keana Marie Gillera	STUDENT NUMBER	2021280008
COURSE CODE	CS199F	SY/TERM ENROLLED	3rd Term

This is to certify that Keana Marie Gillera *(name of student-trainee)* has been accepted for practicum at OGIS Philippines, Inc. (Valero 122 1227 Makati Metro Manila) *(name and address of establishment)* and will be attached to the Business Analytics Department department/s for a minimum of, but not limited to 324 hours. Training will commence on May 12, 2025 and is expected to end on July 10, 2025. Attached is the list of requirements.

COMPANY REPRESENTATIVE

MERRY-ANN F. TROSA
Signature over Printed Name

CODEX COORDINATOR
Official Designation

CAREER Development
Department

merry.trosa@ogis-fil.com / 09182718415
Email and Contact Number/s

NOTED BY

Signature over printed name of Practicum Coordinator

5/10/2025
Date

COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM COORDINATOR

FORM OVPAA 030B

THIS FORM IS AVAILABLE AT THE OVPAA

MAPÚA MALAYAN COLLEGES LAGUNA

REVISION NO.: 00
REVISION DATE: May 10, 2016

PRACTICUM CONFIRMATION AND ACCEPTANCE FORM

IMPORTANT INFORMATION
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- ASK THE PRACTICUM SUPERVISOR/ COMPANY REPRESENTATIVE TO FILL IN THE DETAILS OF THE TRAINING.
- SUBMIT TO THE PRACTICUM ADVISER/COORDINATOR PRIOR TO THE START OF TRAINING.

NAME OF STUDENT	Keana Marie Gillera	STUDENT NUMBER	2021280008
COURSE CODE	CS199F	SY/TERM ENROLLED	3rd Term

This is to certify that Keana Marie Gillera *(name of student-trainee)* has been accepted for practicum at OGIS Philippines, Inc. (Valero 122 1227 Makati Metro Manila) *(name and address of establishment)* and will be attached to the Business Analytics department/s for a minimum of, but not limited to 324 hours. Training will commence on May 12, 2025 and is expected to end on July 10, 2025. Attached is the list of requirements.

COMPANY REPRESENTATIVE

MERRY-ANN F. TROSA
Signature over Printed Name

CODEX COORDINATOR
Official Designation

CAREER DEVELOPMENT
Department

merry.trosa@ogis-fil.com / 09182718415
Email and Contact Number/s

NOTED BY

Signature over printed name of Practicum Coordinator

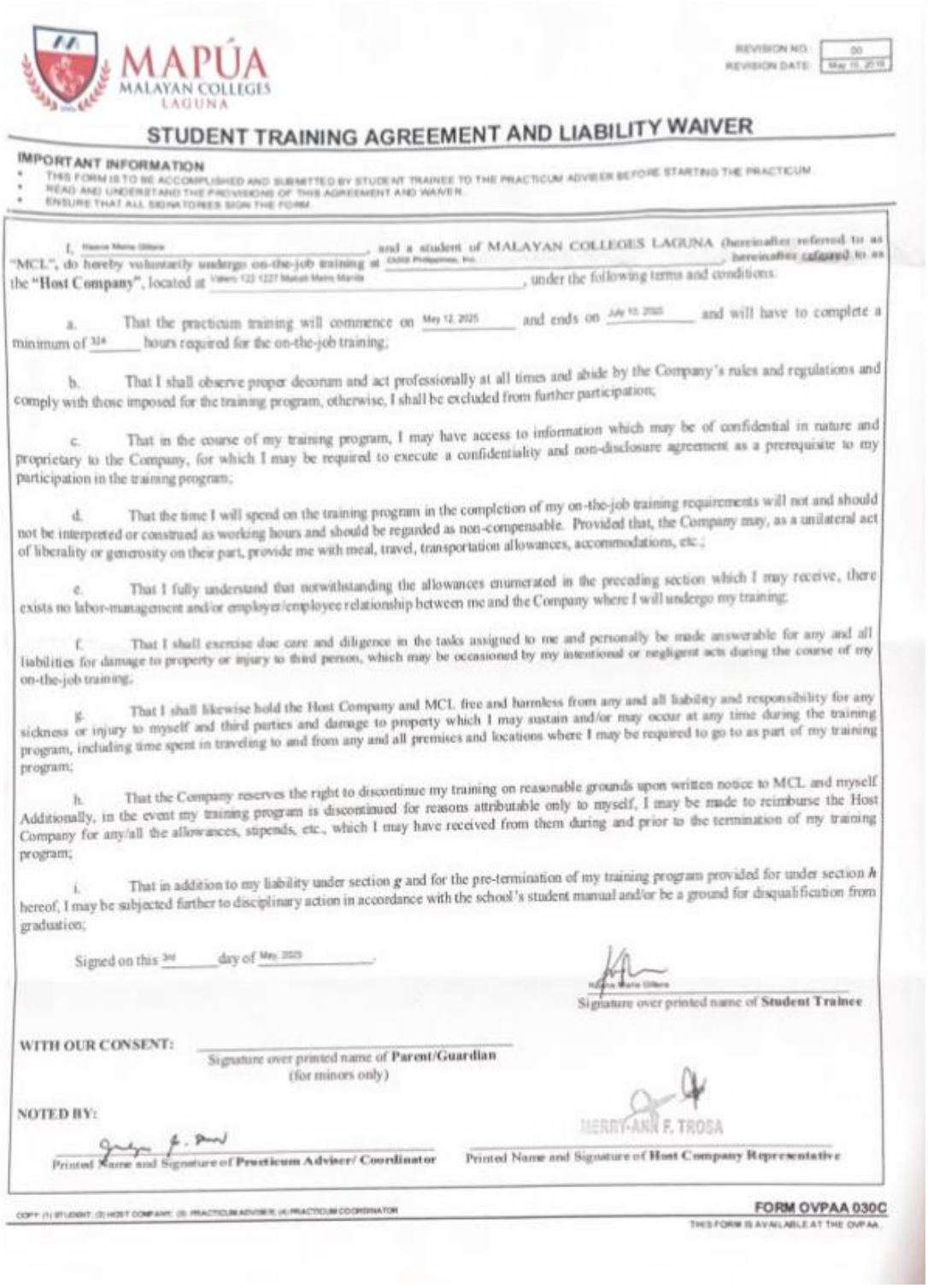
5/10/2025
Date

COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM COORDINATOR

FORM OVPAA 030B

Appendix D

Liability Waiver



MAPÚA
MALAYAN COLLEGES
LAGUNA

REVISION NO: 00
REVISION DATE: May 10, 2016

STUDENT TRAINING AGREEMENT AND LIABILITY WAIVER

IMPORTANT INFORMATION

- THIS FORM IS TO BE ACCOMPLISHED AND SUBMITTED BY STUDENT TRAINEE TO THE PRACTICUM ADVISER BEFORE STARTING THE PRACTICUM
- READ AND UNDERSTAND THE PROVISIONS OF THIS AGREEMENT AND WAIVER.
- ENSURE THAT ALL SIGNATORIES SIGN THE FORM.

I, [illegible], and a student of MALAYAN COLLEGES LAGUNA (hereinafter referred to as "MCL", do hereby voluntarily undergo on-the-job training at [illegible], hereinafter referred to as the "**Host Company**", located at [illegible], under the following terms and conditions:

a. That the practicum training will commence on May 12, 2025 and ends on July 10, 2025 and will have to complete a minimum of 324 hours required for the on-the-job training;

b. That I shall observe proper decorum and act professionally at all times and abide by the Company's rules and regulations and comply with those imposed for the training program, otherwise, I shall be excluded from further participation;

c. That in the course of my training program, I may have access to information which may be of confidential in nature and proprietary to the Company, for which I may be required to execute a confidentiality and non-disclosure agreement as a prerequisite to my participation in the training program;

d. That the time I will spend on the training program in the completion of my on-the-job training requirements will not and should not be interpreted or construed as working hours and should be regarded as non-compensable. Provided that, the Company may, as a unilateral act of liberality or generosity on their part, provide me with meal, travel, transportation allowances, accommodations, etc.;

e. That I fully understand that notwithstanding the allowances enumerated in the preceding section which I may receive, there exists no labor-management and/or employer/employee relationship between me and the Company where I will undergo my training;

f. That I shall exercise due care and diligence in the tasks assigned to me and personally be made answerable for any and all liabilities for damage to property or injury to third person, which may be occasioned by my intentional or negligent acts during the course of my on-the-job training;

g. That I shall likewise hold the Host Company and MCL free and harmless from any and all liability and responsibility for any sickness or injury to myself and third parties and damage to property which I may sustain and/or may occur at any time during the training program, including time spent in traveling to and from any and all premises and locations where I may be required to go to as part of my training program;

h. That the Company reserves the right to discontinue my training on reasonable grounds upon written notice to MCL and myself. Additionally, in the event my training program is discontinued for reasons attributable only to myself, I may be made to reimburse the Host Company for any/all the allowances, stipends, etc., which I may have received from them during and prior to the termination of my training program;

i. That in addition to my liability under section *g* and for the pre-termination of my training program provided for under section *h* hereof, I may be subjected further to disciplinary action in accordance with the school's student manual and/or be a ground for disqualification from graduation;

Signed on this 3rd day of May, 2025.

[illegible]
Signature over printed name of **Student Trainee**

WITH OUR CONSENT:

Signature over printed name of **Parent/Guardian**
(for minors only)

NOTED BY:

[illegible]
Printed Name and Signature of **Practicum Adviser/ Coordinator**

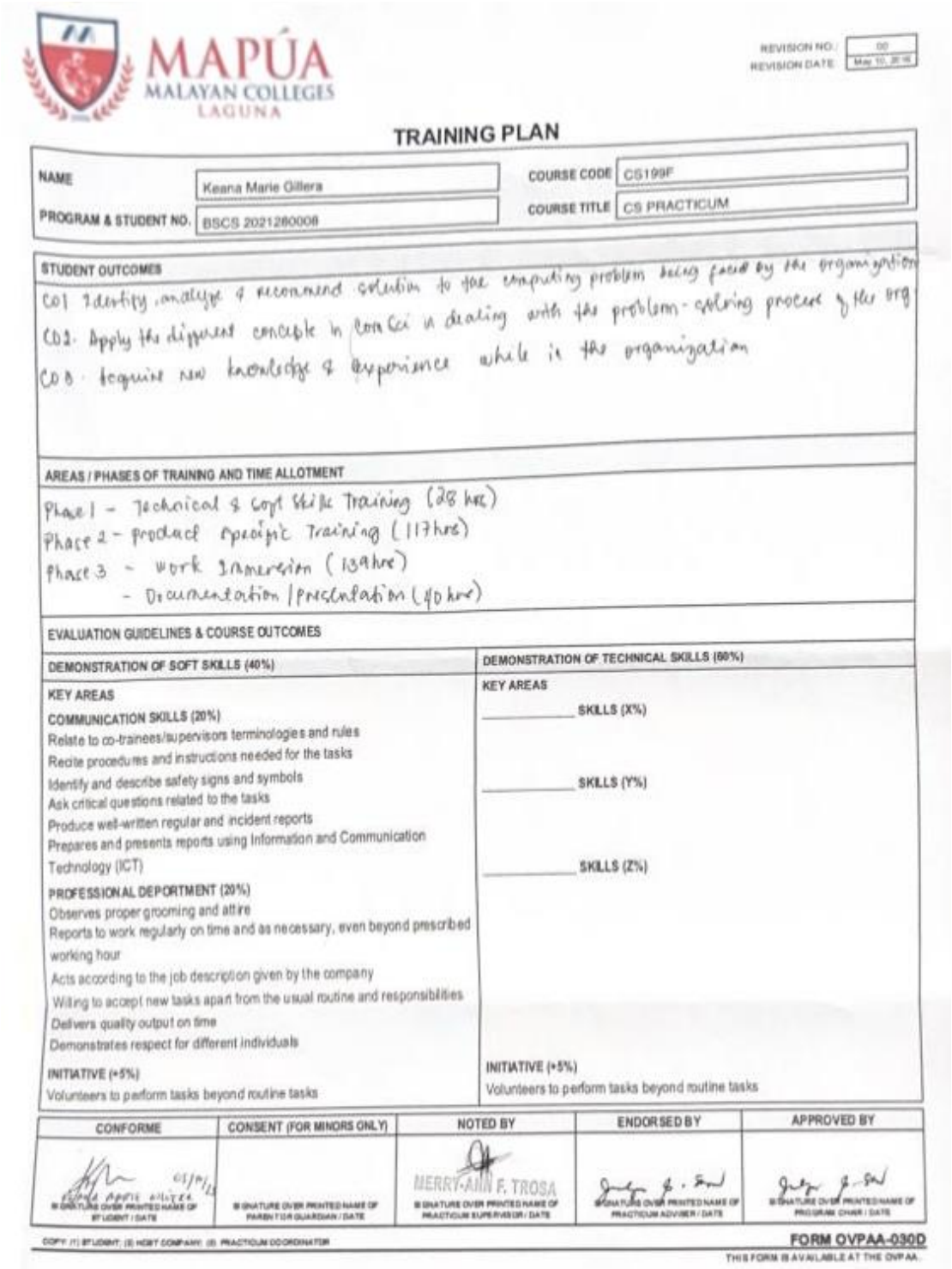
HERRY-ANN F. TROSA
Printed Name and Signature of **Host Company Representative**

COPY (1) STUDENT, (2) HOST COMPANY, (3) PRACTICUM ADVISER, (4) PRACTICUM COORDINATOR

FORM OVPAA 030C
THIS FORM IS AVAILABLE AT THE OVPAA

Appendix E

Training Plan



MAPÚA MALAYAN COLLEGES LAGUNA

REVISION NO.: 00
REVISION DATE: May 10, 2016

TRAINING PLAN

NAME	Keana Marie Gillera	COURSE CODE	CS199F
PROGRAM & STUDENT NO.	BSCS 2021280008	COURSE TITLE	CS PRACTICUM

STUDENT OUTCOMES

CO1 Identify, analyze & recommend solution to the computing problem being faced by the organization
CO2. Apply the different concepts in CompSci in dealing with the problem-solving process of the org
CO3. Acquire new knowledge & experience while in the organization

AREAS / PHASES OF TRAINING AND TIME ALLOTMENT

Phase 1 - Technical & Soft Skills Training (28 hrs)
Phase 2 - Product Specific Training (117hrs)
Phase 3 - Work Immersion (139hrs)
- Documentation / Presentation (40 hrs)

EVALUATION GUIDELINES & COURSE OUTCOMES

DEMONSTRATION OF SOFT SKILLS (40%)	DEMONSTRATION OF TECHNICAL SKILLS (60%)
KEY AREAS COMMUNICATION SKILLS (20%) Relate to co-trainees/supervisors terminologies and rules Recite procedures and instructions needed for the tasks Identify and describe safety signs and symbols Ask critical questions related to the tasks Produce well-written regular and incident reports Prepares and presents reports using Information and Communication Technology (ICT) PROFESSIONAL DEPORTMENT (20%) Observes proper grooming and attire Reports to work regularly on time and as necessary, even beyond prescribed working hour Acts according to the job description given by the company Willing to accept new tasks apart from the usual routine and responsibilities Delivers quality output on time Demonstrates respect for different individuals INITIATIVE (+5%) Volunteers to perform tasks beyond routine tasks	KEY AREAS _____ SKILLS (X%) _____ SKILLS (Y%) _____ SKILLS (Z%) INITIATIVE (+5%) Volunteers to perform tasks beyond routine tasks

CONFORME	CONSENT (FOR MINORS ONLY)	NOTED BY	ENDORSED BY	APPROVED BY
01/9/22 SIGNATURE OVER PRINTED NAME OF STUDENT / DATE	SIGNATURE OVER PRINTED NAME OF PARENT / GUARDIAN / DATE	MERRY-ANN F. TROSA SIGNATURE OVER PRINTED NAME OF PRACTICUM SUPERVISOR / DATE	SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE	SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE

COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM COORDINATOR

FORM OVPAA-030D
THIS FORM IS AVAILABLE AT THE OVPAA.

OGIS
PHILIPPINES

DEMONSTRATION OF TECHNICAL SKILLS

1. Assessment Exams on General IT, Soft Skills, and System Skill

Complete all the self-paced courses required in the CODEX Program. Pass all the assessments included in the CODEX Program.

The online learning included in the program contains General IT and Soft Skills Training and Product-Specific Training. After running through all the courses and hands on exercises, an assessment will be given to the student to assess their progress.

- Result of assessment on General IT Skills on topics such as IT fundamentals and Microsoft Tools
- Result of assessment on Soft Skills on topics such as Effective Communication and Consulting
- Result of assessment on specific system/tool assigned to the student (ie. SAP, Netsuite, Power BI, AWS)

2. Capstone Project

Complete the case study, present, and perform live demo of the system.

A capstone project that simulates how a consultant works. The student needs to perform the system tasks and requirements in the case study such as configuration or programming or creating reports. The student needs to document using a presentation material and discuss the solution to the case and perform live demonstration of the system.

- Understanding and execution of all the requirements in the system
- Presentation of correct or precise results or output
- Familiarity in the system or tool and use of best practice/methodology
- Documentation, Communication and Presentation skills
- Confidence, Organization and Preparedness

3. Work Immersion

Perform the tasks given during work immersion.

The task that will be provided to the student are activities in an internal or external project.

- Technical competence
- Quality and quantity of finished work
- Dependability, reliability, and resourcefulness
- Cooperation and effectiveness as part of a team
- Courtesy and interpersonal relationship
- Perseverance and industriousness
- Attendance and punctuality

MERRY ANN F. TROSA
CODEX Program Coordinator

Appendix F

Complete Weekly Journal

Malayan Colleges Laguna
A MAPÚA SCHOOL

REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY 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.
- SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.
- HARD COPIES OF THIS FORM SHOULD BE COMPILED AS PART OF THE STUDENT'S PORTFOLIO.

DATE	May 12, 2025 to May 16, 2025	AREA ASSIGNMENT	Business Analytics Techinal
TASK	General IT Skills and Soft Skills Training	SHIFT/TIME	9am to 6pm

My first week at OGIS Philippines began on Tuesday, due to a Monday holiday. The day started with an orientation where I met our Codex Program Coordinator and was introduced to the company and its three-phase structure of the internship program. We were briefed on our responsibilities and general company policies. I was assigned to the Business Analytics Technical role, which was also displayed on the company's internal website. We were provided with accounts and tasked to explore the website to familiarize ourselves with the tools and information provided.On day 2, our training started with a module reviewing programming fundamentals, focusing on PHP and MySQL. The exercises helped reinforce logic structures used in back-end. I encountered challenges when working with nested loops in PHP, which I addressed by revisiting previous examples and adjusting my approach to variable scope. Day 3 focused on Relational Database Management Systems. I learned about data normalization, primary and foreign keys, and practiced basic data retrieval and manipulation using SQL commands. This included all the sql statements, and an introduction to stored procedures. I had difficulty understanding how stored procedures are executed, but after going through hands-on practice, I was able to write a simple procedure successfully.On Day 4, we transitioned to CompTIA Cloud Essentials+, where we covered key cloud concepts such as virtualization, resource pooling, and different service models. I found the discussion on cloud security particularly helpful, and understanding how data is protected in multi-tenant environments. This week gave me a strong start in the program, I acquired knowledge in programming, databases, and cloud computing. Im looking forward to continuing with Excel training and further business analytics tools next week.

TRAINEE'S SIGNATURE

COPY: (1) STUDENT; (2) PRACTICUM ADVISER

FORM OVPAA 030G

THIS FORM IS AVAILABLE AT THE OVPAA.

Malayan Colleges Laguna
A MAPÚA SCHOOL

REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY 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	May 19, 2025 to May 23, 2025	AREA ASSIGNMENT	Business Analytics Techinal
TASK	General IT Skills and Soft Skills Training	SHIFT/TIME	9am to 6pm

Day 1 of my second week I began with training on Advanced Microsoft Excel. The session covered functionalities such as understanding and resolving error codes, and utilizing advanced functions like XLOOKUP. It included data validation using dropdown menus, conditional formatting, and explored data visualization using Excel' s built-in chart tools. Toward the end of the session, I was introduced to pivot tables and given a basic overview of Macros for simple task automation inside Excel.

Day 2, I tackled modules that introduced Microsoft Visio, communication skills, and consultant roles. For Visio, we learned how to use the interface, add/connect shapes, arrange diagram layouts. In the communication module, we discussed professionalism, proper email construction and etiquette, the importance of timeliness, and workplace behavior. The final segment was focused on consultants, the different types, and the attitude and mindset needed to be effective in a consulting environment.

Day 3 focused on understanding the Fundamentals of ERP. We discussed the history and evolution of ERP systems, their advantages and disadvantages, and some of the common myths about how they work. The session emphasized how ERP solutions are used to unify business processes and data flow.

Day 4, I learned about Accounting for Non-Accountants,the module covered basic accounting principles, common financial terms, and accounting processes. I initially struggled with some of the concepts, but I was able to understand better after revisiting and reviewing the examples provided. Day 5 was for reviewing all modules from the past two weeks in preparation for the Phase 1 assessment. We were given time to study topics such as programming fundamentals, SQL, cloud computing, Microsoft Excel, Microsoft Visio, communication skills, and ERP systems. The exam was held from 2:00 PM to 4:00 PM, and the review time helped me reinforce everything I had learned. This week helped strengthen both my technical abilities and soft skills, which are essential in business analytics.

TRAINEE'S SIGNATURE

Malayan Colleges Laguna
A MAPÚA SCHOOL

REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY JOURNAL

IMPORTANT INFORMATION

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DATE	May 26, 2025 to May 30, 2025	AREA ASSIGNMENT	Business Analytics Techinal
TASK	Product Specific Training	SHIFT/TIME	9am to 6pm

Day 1 of my third week began when I was notified that I passed the Phase 1 Assessment and could now proceed to Phase 2 of our internship training, focused on product-specific topics. I was assigned to modules primarily involving Power BI, but I also learned introductory concepts related to SAP and Cloudera. We were advised to email the appropriate contact to request our SAP account. While waiting for access, I began exploring Power BI. On Day 2, for Power BI, we were given several hands-on exercises and access to a Google Drive folder where we would submit our outputs. The first module introduced us to Data Analysis Expressions, where we had hands-on training after the lesson. We then moved on to a Power BI introduction, its building blocks, and how to design and create effective reports. After that, we had another hands-on activity focused on layout design and best practices for building dashboards. Day 3, we proceeded to a hands-on session using actual datasets to apply visualization techniques. I learned how to clean and transform data using Power Query Editor. This was followed by another hands-on exercise to reinforce data cleaning and transformation skills. On Day 4, after completing the Power BI portion, the next module was about the Cloudera Data Platform. It included a public cloud overview, a walkthrough of Cloudera Data Warehouse, and how to optimize data warehousing processes. It also introduced modern data fundamentals, which gave context to how platforms like Cloudera support big data workflows. On Day 5, alongside those modules, I also read short lessons on Data Warehousing, Introduction to Data Analytics, and Data Visualization to strengthen my understanding. These helped connect the hands-on tools to the bigger picture of how analytics solutions operate in real-world environments. This week marked the start of specialized training and gave me practical experience with tools I'll likely use.

TRAINEE'S SIGNATURE

Malayan Colleges Laguna
A MAPÚA SCHOOL

REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY JOURNAL

IMPORTANT INFORMATION

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DATE	June 2, 2025 to June 6, 2025	AREA ASSIGNMENT	Business Analytics Techinal
TASK	Product Specific Training / Case Study	SHIFT/TIME	9am to 6pm

Day 1 of my fourth week at OGIS Philippines began with me learning how to register for OpenSAP, and I successfully received my student ID. I then proceeded to take a module titled SAP Business Objects Introduction, which focused on expanding, extending, and innovating business intelligence and analytics through the SAP platform. Afterward, I moved on to the next module, SAP Business Objects Web Intelligence, where I learned about the BI Launchpad, how to log in to it, and the fundamentals of Web Intelligence tools and features.

On Day 2, I revisited every module I previously studied to reinforce what I learned in preparation for the Phase 2 Assessment Exam. This included Power BI, Cloudera, SAP, and related analytics concepts. The exam was scheduled from 4:00 PM to 6:00 PM. I used most of the day for focused review and mental preparation to ensure I could pass. Day 3, I got an email notifying me that I had passed the Phase 2 Assessment and could now move forward with the case study and work immersion phase. Later that day, the HR officer contacted us to coordinate a brief meeting. After checking our availability, we met at 5:00 PM. The meeting lasted 30 to 45 minutes.

On Day 4, we were advised to send a message to our assigned supervisor and introduce ourselves. The supervisor would be the one to assign us to consultants who would give us tasks for the internship. While waiting for a consultant to be assigned, I took the initiative to explore and study more about Power BI so I could be helpful and ready once actual work begins.

Day 5, we were briefed with the details regarding our case study and instructed to begin working on it while waiting for our assigned consultant. I started outlining a step-by-step plan on how I would approach my case study based on the tools and techniques I've learned so far. This week was a turning point as I transitioned from training into the actual work immersion phase of the internship.

TRAINEE'S SIGNATURE

Malayan Colleges Laguna
A MAPÚA SCHOOL

REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY JOURNAL

IMPORTANT INFORMATION

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DATE	June 9, 2025 to June 13, 2025	AREA ASSIGNMENT	Business Analytics Techinal
TASK	Case Study / Work Immersion	SHIFT/TIME	9am to 6pm

Day 1 of my fifth week at OGIS began with the actual start of my case study work involving Power BI. Since I already had a step-by-step plan ready, I began by reviewing the materials provided to us. We were given 7 Excel files from the sales team, and was tasked to find a strategy for managing and connecting them efficiently. Even though I already had an idea of what to do, I had to rethink my plan and test out a few different techniques first before proceeding. On day 2, after tesing a few approaches I decided that putting all the files into my OneDrive account would be the best solution. This allowed Power BI to connect to the source files in a centralized location and also made it easier for different sales groups to access shared reports. I uploaded all seven Excel files into my school's OneDrive and connected them to Power BI. On Day 3, I started loading the data from the excel files. I opened each workbook and pulled the tables I needed by navigating through the "Binary" column. I experimented with 2 methods: writing M code to access all tables or using the binary clicking technique. After testing both, I found that using the binary method was more manageable, so I continued with that method. Day 4, I checked every table and cleaned the datasets. This included removing unnecessary columns, deleting empty rows, promoting first row as headers, and general clean-up tasks since the Excel files were quite messy. One problem I faced was that null values didn't show up easily due to Power Query only displaying the first 1000 rows. After researching, I learned that Power BI still loads all rows, it just cant display everything in the preview, so I managed to clean hidden nulls with that in mind. On day 5, I was assigned to my consultant. I immediately messaged her to introduce myself professionally. I mentioned my name, role, and offered to take on any task she needed help with. She replied kindly and told me I could either continue with my case study or chill until we meet next Monday. She seemed approachable and easy to work with, which made me feel more excited moving forward.

TRAINEE'S SIGNATURE

Malayan Colleges Laguna
A MAPÚA SCHOOL

REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY JOURNAL

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- SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.
- HARD COPIES OF THIS FORM SHOULD BE COMPILED AS PART OF THE STUDENT'S PORTFOLIO.

DATE	June 16, 2025 to June 20, 2025	AREA ASSIGNMENT	Business Analytics Techinal
TASK	Work Immersion	SHIFT/TIME	9am to 6pm

Day 1 of my sixth week began when I received a message from my consultant around 9:00 AM asking if I was available at 10:00 AM to discuss my first assigned task. During the meeting, she asked me to share my screen and instructed me to log in to their Power BI account so I could work using an account that had full access. She explained what needed to be done, and I took notes throughout the call. After the meeting, I created a list of clarifying questions to confirm my understanding. She reassured me that everything I noted was correct. I then downloaded all 7 Power BI files from their workspace and created an example report to confirm if I was proceeding correctly. On Day 2, my consultant asked how I was progressing. I told her I had completed one of the seven tasks, which involved the PowerBI report called Land Preparation. Each file contained around 8 to 12 tables. I also created a report that captured the latest date from the available data using proper DAX measures. On Day 3, I moved on to the Estimate Power BI file. One of my tasks was to return the value 'No Data' if there were nulls present. But some columns contained number/date values, I couldn't directly replace them. For numbers, I converted the nulls to 0. For dates, I used DAX to display 'No Data' in the matrix if a date field was null. On Day 4, I was tasked with refreshing the Power BI reports regularly, at least once a day, to ensure the latest data was always reflected. I completed two more reports that day. Originally, these were in separate Power BI files, but I was advised it would be better to merge everything into a single file. On Day 5, I created a new Power BI report where I pulled all seven datasets directly from their Azure database. I started fresh and combined all the separate reports into one workspace. I built a page that displayed all max date matrices together. After completing the final file, I reported my output to my consultant and she thanked me. She mentioned that feedback would be given on Monday next week. This week was first experience working directly with their data environment and receiving real tasks.

TRAINEE'S SIGNATURE

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FORM OVPAA 030G

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Malayan Colleges Laguna
A MAPÚA SCHOOL

REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY 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	June 23, 2025 to June 27, 2025	AREA ASSIGNMENT	Business Analytics Technical
TASK	Work Immersion	SHIFT/TIME	9am to 6pm

Day 1 of my seventh week at OGIS Philippines began with updated instructions from my consultant. She told me to follow the report names as seen on the Power BI app when organizing visual outputs, i was also asked to rename columns in a clear and standardized way across all the datasets used. Additionally, I was instructed to use the short date format "Mmm dd yyyy" on all relevant visuals.

On Day 2, I reviewed each Power BI file and began renaming the columns accordingly for consistency, I applied the short date formatting to all charts, ensuring the visuals displayed it uniformly. Every change made followed the naming convention and formatting required by my consultant.

On Day 3, I focused on applying the conditional formatting for the date fields across the visuals, this made it easier to highlight data freshness and draw attention to outdated or missing dates. I also started compiling all the visuals into a single page as instructed, organizing by report name.

On Day 4, I finalized the layout of the consolidated report page and checked if all elements aligned. I reviewed the charts one last time, confirming column names, date formats, and design consistency, I made sure every report followed the same structure for clarity and ease of analysis. After that I reported back to my consultant and sent her the file and she approved of my work.

On Day 5, I returned to my case study and focused on the ETL process using Power BI and OneDrive, I loaded data directly from my OneDrive folder into Power BI and performed necessary data cleaning. After that, I worked on modeling by building a star schema, setting relationships, and hierarchies. This week helped me reinforce Power BI formatting practices and apply practical data modeling concepts.

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Malayan Colleges Laguna
A MAPÚA SCHOOL

REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY 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	June 30, 2025 to July 4, 2025	AREA ASSIGNMENT	Business Analytics Technical
TASK	Work Immersion	SHIFT/TIME	9am to 6pm

Day 1 of my eighth week at OGIS Philippines started with an error we encountered in Power BI. My consultant asked me to look into it, and after checking, I found that the date field from the Azure Database had been converted into a string type, which caused the issue. I converted it back to a proper date type, and the error was immediately resolved.

Day 2 began with a new task from my consultant. It was similar to the previous one I worked on but used a different database. This new task involved 13 Power BI files, and from each file, I needed to pull one to two tables and extract their max dates. I was expected to follow the same steps as before: match the report names to those on the Power BI app, change column names, apply the short date format "Mmm dd yyyy," implement conditional formatting, and compile everything on one page.

Day 3 was spent downloading all 13 Power BI files and setting them up in one consolidated report. Instead of working in separate files, I created a new Power BI file where I referenced each of the 13 files From each, I pulled only the necessary details: the report name, the Synapse table, and the max date.

Day 4 was focused on cleaning up each referenced table. I applied the formatting rules one by one, renaming columns, formatting dates, and adding conditional formatting. I also made sure to change any null or empty values to display "No Data" where applicable.

Day 5 was spent finalizing the visuals. I created 13 matrices, each showing the report name, associated table, and its latest data date. Everything was compiled into one report page, designed for clarity and quick reference. I reviewed the final layout and ensured all requested formatting was applied before informing my consultant that it was ready for feedback.

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REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY 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	July 7, 2025 to July 11, 2025	AREA ASSIGNMENT	Business Analytics Technical
TASK	Work Immersion/Case Study Presentation	SHIFT/TIME	9am to 6pm

Day 1 of my final week at OGIS Philippines began with a task from our coordinator to attend a meeting introducing new technologies — Qlik and Talend. After the meeting, we were asked to submit a report about what we learned, which I completed and submitted by the following day.

Day 2 was dedicated to finishing my case study, specifically focusing on the data visualization aspect. I created multiple dashboards in PowerBI, including customer, product, territory, reseller, and main sales dashboard. I incorporated visual tools such as bar charts, cards, matrices, decomposition trees, maps, Q&A visuals, and interactive elements like sliders and buttons using bookmarks. Each report was designed not just to present helpful insights but to also be visually appealing.

Day 3 was spent preparing for the upcoming case study presentation. I created a PowerPoint that explained the background of the company’s problem, outlined my objectives, and walked through my solutions. Most of my time was focused on polishing both the content and delivery to ensure a smooth and professional presentation.

Day 4 was the actual case study presentation, held on July 10. I presented everything I had worked on, the dashboards, the design process, and how I addressed the sales team's problems. I received a few comments and suggestions but was ultimately congratulated for a job well done and told that I did a great job.

Day 5 was the final wrap-up of the internship. I sent out all required emails, including those for submitting my bank details for the allowance, requesting completion documents, and filling out post-training evaluation forms. The rest of the day was spent waiting for the final evaluation results and reflecting on the past nine weeks. This last week felt like a culmination of everything I learned throughout the program, and I'm proud of what I was able to accomplish.

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Appendix G

DTR

MAPÚA MALAYAN COLLEGES LAGUNA

REVISION NO.: 00
REVISION DATE: May 10, 2016

DAILY TIME RECORD*

NAME OF STUDENT	Keana Marie Gillera	NAME OF HOST COMPANY/ DEPARTMENT ASSIGNED TO	Ogis Philippines, Inc.
MONTH	May 2025	MONTH	June 2025

DATE	TIME-IN	TIME-OUT	TOTAL HOURS	MGR/SPVSR INITIALS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13	9:00am	6:00pm	8hrs	
14	9:00am	6:00pm	8hrs	
15	9:00am	6:00pm	8hrs	
16	9:00am	6:00pm	8hrs	
17				
18				
19	9:00am	6:00pm	8hrs	
20	9:00am	6:00pm	8hrs	
21	9:00am	6:00pm	8hrs	
22	9:00am	6:00pm	8hrs	
23	9:00am	6:00pm	8hrs	
24				
25				
26	9:00am	6:00pm	8hrs	
27	9:00am	6:00pm	8hrs	
28	9:00am	6:00pm	8hrs	
29	9:00am	6:00pm	8hrs	
30				
31				

DATE	TIME-IN	TIME-OUT	TOTAL HOURS	MGR/SPVSR INITIALS
1				
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VERIFIED BY

MERRY ANN F. TROSA — 07/17/2025

Signature over printed name of Practicum Supervisor — Date

** To be validated once a week by the Practicum Adviser/ Coordinator*
*** This may be replaced by the DTR officially used by the company*

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OGIS
PHILIPPINES

Name: Keana Marie Gillera
Deparment: Business Analytics Department
Total Hours: 240

	DATE	TIME IN	TIME OUT	TOTAL HOURS (LESS LUNCH)	SIGNATURE (HEAD)
1	5-30-25	9:00 am	6:00 pm	8 hrs	
2	6-2-25	9:00 am	6:00 pm	8 hrs	
3	6-3-25	9:00 am	6:00 PM	8 hrs	
4	6-4-25	9:00 am	6:00 PM	8 hrs	
5	6-5-25	9:00 am	6:00 PM	8 hrs	
6	6-6-25	9:00 am	6:00 PM	8 hrs	
7	6-9-25	9:00 am	6:00 PM	8 hrs	
8	6-10-25	9:00 am	6:00 PM	8 hrs	
9	6-11-25	9:00 am	6:00 PM	8 hrs	
10	6-12-25	HOLIDAY			
11	6-13-25	9:00 am	6:00 PM	8 hrs	
12	6-16-25	9:00 am	6:00 PM	8 hrs	
13	6-17-25	9:00 am	6:00 PM	8 hrs	
14	6-18-25	9:00 am	6:00 PM	8 hrs	
15	6-19-25	9:00 am	6:00 PM	8 hrs	
16	6-20-25	9:00 am	6:00 PM	8 hrs	
17	6-23-25	9:00 am	6:00 PM	8 hrs	
18	6-24-25	9:00 am	6:00 PM	8 hrs	
19	6-25-25	9:00 am	6:00 PM	8 hrs	
20	6-26-25	9:00 am	6:00 PM	8 hrs	
21	6-27-25	9:00 am	6:00 PM	8 hrs	
22	6-30-25	9:00 am	6:00 PM	8 hrs	
23	7-1-25	9:00 am	6:00 PM	8 hrs	
24	7-2-25	9:00 am	6:00 PM	8 hrs	
25	7-3-25	9:00 am	6:00 PM	8 hrs	
26	7-4-25	9:00 am	6:00 PM	8 hrs	
27	7-7-25	9:00 am	6:00 PM	8 hrs	
28	7-8-25	9:00 am	6:00 PM	8 hrs	
29	7-9-25	9:00 am	6:00 PM	8 hrs	
30	7-10-25	9:00 am	6:00 PM	8 hrs	
31	7-11-25	9:00 am	6:00 PM	8 hrs	
32					