OJT JOURNAL
ANDRIQ KLYNE T. AJIDO
BSCS-III

DAY 01
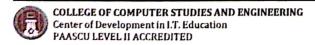Hours: 08/240

DATE: 06/18/2024

I delivered documents to the regional director's office at the request of Mrs. OFIANA. Then later, we had a meeting with our Intern supervisor, Sir Justin, to discuss our final output. We reviewed and discussed our skills and strengths in order for us to know our roles. After the meeting, Sir Justin asked us to connect our devices to the photo-copy machine in our office (ITSM UNIT) for future use. Sir Justin also discussed with us what DOST will offer us and what we will expect to do while we are here at DOST. He told us that there will be a lot of graphic designing. After that, Sir Justin instructed us to edit some name-plates using photoshop. It was my first time using photoshop, and luckily i have workmates that thought me the basics.

Later in the afternoon, I practiced more photoshop basics. I Also installed drivers in my device in order for me to fully use the functions of the printer, like scanning, and printing wirelessly. After that, we chatted with Ma'am Ofiana about the DOST workplace, Job opportunities, Demand for IT professionals, and the Salary difference between Government and Private sectors. Overall, Day one was fun and DOST truly helped us to easily adjust to their environment.
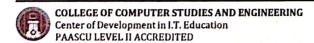
DAY 02
HOURS : 16/240
DATE : 06/19/2024

In the morning, I practiced using photoshop, as graphic design was highlighted in our meeting with Sir Justin yesterday. Following this, I practiced my coding skills and logic thinking in Leetcode to enhance my problem-solving skills.

In the Afternoon, The Regional Standards and Testing Laboratories (RSTL) requested IT assistance with their printer. We then transported the printer in our office to further inspect what was wrong with it. We diagnosed the issue using intensive browsing and youtube Tutorials. We identified the problem, and it was in the ink pad of the printer. We then removed the ink pad and cleaned it. We dried it out in the sun, then after that, we assembled it back together. Maira trouble shooted it and when it is fully working, we took it back to the RSTL. Jovan and I cleaned the ink mess in the RSTL office, and tested the printer again to ensure that it is truly working.

DAY 03
Hour : 24 / 240
Date : 06 / 20 / 240

    In the morning, I assisted Sir Gamoso in transporting IT equipments to the Main Purpose Hall (MPH), where we set up the tables, microphones, and check the sound of the mics for an upcoming interview. I also helped cut, laminate, and resize DOST guess medals.

    In the afternoon, I continued to help in laminating and cutting guess medals. While doing so, Sir Castigo requested help with text encoding, which I provided befor returning to the medal work. Later, Sir Gamoso asked me to set up a computer near his desk, but we couldn't finish the task because the HDMI was broken. I then helped set up a printer at the desk of a staff in the DOST library. Finally, Sir Justin called for a meeting to discuss further our final output. We were divided into 2 groups and my group was tasked to create a website for the HR department of DOST using Wordpress.

DAY 04

Hour : 32/240

Date: 06/21/240

In the morning, after entering the office, I joined the DOST staffs and helped carry their items. After I timed in, I went to the ITSM unit where Maira, Gael, and I discussed our final output. We researched websites for references and watched tutorials to understand our project better, then started conceptualizing designs in Figma.

Later, Sir Justin asked us in our group chat to list IT items/equipments from different units. We began in the STLR (Library) room, noting the devices, brands, models, specs, and serial numbers for each staff member. After finishing there, we moved to the supply unit with Gael to list the items. Next, we went to the FO unit, but we weren't able to finish as there are too many items.

After lunch, we continued listing items in the FO unit. Once done, we went back to the ITSM unit and entered our listed items into a spreadsheet. I then continued to work on my Figma design. Jovan later asked for help, so we assisted him with listing items in the TSD unit before returning to the ITSM unit to type up more items.