**Work Immersion Experience**

1. Experiences for the first 40-hour work immersion

They teach us how to in/out. We were so very happy because were already working. Next is they teach us what to do in the office. They managed their documents until afternoon. After we managed the documents we eat our lunch. They are very kind to us and they always tell us a joke. When the afternoon comes they let us answer the exams of the high school employee.

We checked the 201 files of the employees. We carefully see the documents that he has and we checked it. At first, we’re very confused because it’s our first time. It’s so very hard but it’s happy because we gain another knowledges and we can bring it when we grow old.

We tear a papers and arrange a BDO files. New day, new knowledge. We also arrange the exams of the employers. We lift the boxes of new deliveries and we put it inside the warehouse and fix it. We also fixed again the 201 files. We’re doing a teamwork to finished it at time. After we finished it we rest and eat biscuits.

After we enter the office we immediately fix the 201 files. We organized it and finished it at a time. We put a label in the folders of the applicants. We fix and organized the papers of the examinees and put it on the other side of table. We also laminate a sign for the office to make people follow the rules. After that we put and kept the other things in a safe place.

Last day of our first week of immersion, We’re very happy because we’re not late at the office. When we enter the office there are so many forms in the table and we need to tear it one by one. They also tell us to organized the uniforms in the stock room and arranged it based on their sizes and colors. After we finished it, they tell us to laminate an ID that we’ll use inside the office. After we eat out lunch we decided to continue organizing the continental files. They also tell me to install Photoshop in their laptops because they will need to use it.

1. Summary of the Work Immersion Experiences

It’s so very happy and very challenging because we did a lot of paper works. I was able to understand what is the rules and what is happening inside of an office. I was able to learn how to communicate with other people. I was able to learn to not rush your work because there’s a possibility that you can put an error to their paper works. I also learned what is the importance and requirements of a manpower agency. We learned how to scan a documents and edit it in MS Word. We learned how to encode their profiles. They also taught us how to interview an applicant and they also say that we should ask what is not in the resume. They also taught us how to use MS Excel and put the names, company, and contact number of the employees. They also taught us how to do an inventory with the uniforms. We organized the colors and sizes of the uniform and arranged it in order.

We learned what is needed when you apply in a company. This includes: SSS, PhilHealth, Resume, TIN, Birth Certificate and more. They were very funny and helpful and I loved to work with them. They oriented us about the Company, how it was started and what is the benefits of working in PIPOLS. They also taught us the cycle of the PIPOLS Synergy. Overall, we were very happy to gain knowledge to them in such a short time.