

CITY COLLEGE OF CALAPAN

(DALUBHASAAN NG LUNGSOD NG CALAPAN)

ALCU COA Accredited - Level 1

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INTERNSHIP LEARNING LOG

Name of Student: Lea Jean V. Ibañez

Course: Bachelor of Science in Information System

Name of the HTE and address: Concentrix CVG Philippines, Ayala North Exchange Tower Two, Makati City

Internship Period: **Start:** 09/04/2023 **End:** 01/31/2024

DATE	September 9, 2023
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WHAT KNOWLEDGE, VALUES AND SKILLS HAVE I LEARNED?

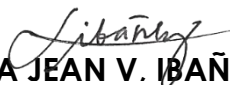
During the first week of our internship, I was completely overwhelmed by the unknown tasks. This week, I learned about computer hardware, which is rarely taught on our course because it is primarily focused on web programming. I've also learnt about asset management by keeping track of the assets ceded by resigned employees and noting the inventory. In line with that, I've gained asset tracking skills by scanning the serial numbers of computer peripherals and ensuring that they are correctly documented. Furthermore, paying attention to details is essential when imaging/reformatting the system unit because one wrong move will compromise the entire process of imaging.

WHAT ISSUES & CONCERNS YOU HAVE ENCOUNTERED?

In terms of my personal experience, the issues that I have faced are both the difficulty in financial and travelling from our home to the company. The travel distance of the company to our house is not that far but because of the heavy traffic in the highways our time travel that is supposedly done in half an hour, it becomes 2 hours or more which is more exhausting than our training.

WHAT RECOMMENDATIONS YOU CAN GIVE TO IMPROVE CCC STUDENT INTERNSHIP PROGRAM?

According to my personal experience, there are documents and papers needs to complete before the OJT. However, in my opinion, it would be preferable if the coordinators/dean tells us the clear instructions and provided us with the paperwork sooner so that we could complete and send them earlier to our target organization. In the previous meeting we are notify that we can have a request company if we are choosing OJT in Manila, but it change during the parent's orientation and it tells that there are just specific company that we can try to apply for the trainings. In that situation, we are somehow confused on what to do, also add the duration of processing our papers when we apply to the company we have no idea if we all passed or not. We are just notify that we passed 3 days before our deployment and we still have a lots of paper that needs to be completed and during that time we are still thinking about our house in Manila.


LEA JEAN V. IBAÑEZ

Name and Signature of Student
Student ID No.: 20-03058

