**MCL**
**Malayan Colleges Laguna**
A MAPÚA SCHOOL

**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 | April 22, 2025 – April 25, 2025 | AREA ASSIGNMENT | ICTO |
|---|---|---|---|
| TASK | Pre Assement | SHIFT/TIME | 8am – 5pm |

During the first week of our OJT, from April 22 to April 25, 2025, we began with an orientation on Day 1, where we were introduced to the organization's workflows, tools, and expectations. On Day 2, we started the pre-assessment to evaluate our existing skills, which continued through Days 3 to 5. Day 6 was dedicated to checking our pre-assessment outputs, ensuring that our work aligned with coding standards and project requirements. On Day 7, we engaged in further exploration of the tasks we encountered during the pre-assessment phase. Throughout the week, we worked primarily with CodeIgniter 4, using PHP and Bootstrap to build basic web with admin side.

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| DATE | April 28, 2025 – May 2, 2025 | AREA ASSIGNMENT | ICTO |
|------|------------------------------|-----------------|------|
| TASK | Website Development | SHIFT/TIME | 8am – 5pm |

During the second week of our OJT, from April 28 to May 2, 2025, we officially began working on our assigned project. I was grouped with a team of fellow interns to help update the official website of Biñan. We explored the website to understand its current structure and functionality and began implementing improvements. My specific task was to work on the department page section, where I focused on organizing and presenting department-related information clearly and effectively. Throughout the week, we collaborated closely while using CodeIgniter 4, PHP, and Bootstrap for development.

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| DATE | May 5, 2025 – May 9, 2025 | AREA ASSIGNMENT | ICTO |
|------|---------------------------|-----------------|------|
| TASK | Website Development | SHIFT/TIME | 8am – 5pm |

During the third week of our OJT, we continued our work on the Biñan City website project, maintaining the same development workflow as the previous week. I focused on adjusting the layout of the "Mayor's Corner" section to improve its appearance and structure. We also updated the existing "News and Events" section to enhance its readability and organization. Additionally, we tested previously implemented features on the admin side to ensure they were functioning correctly. Throughout the week, we continued using CodeIgniter 4, PHP, and Bootstrap for all development tasks.

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| DATE | May 12, 2025 – May 16, 2025 | AREA ASSIGNMENT | ICTO |
|------|------|------|------|
| TASK | Website Development | SHIFT/TIME | 8am – 5pm |

During the fourth week of our OJT, we continued with the website development project for the City of Biñan, with a stronger focus on refining the frontend side. Our team worked on improving the layout, responsiveness, and visual consistency of the interface to ensure a better user experience. We adjusted based on design feedback and testing results, aiming to make the site more intuitive and visually appealing. As with previous weeks, we utilized CodeIgniter 4, PHP, and Bootstrap in our development process.

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

**FORM OVPAA 030G**

THIS FORM IS AVAILABLE AT THE OVPAA.

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| DATE | May 19, 2025 – May 23, 2025 | AREA ASSIGNMENT | ICTO |
|------|------|------|------|
| TASK | Website Development | SHIFT/TIME | 8am – 5pm |

During the fifth week of our OJT, we continued with the same development process as in the previous weeks, focusing on frontend refinement and overall improvements to the Biñan City website. Our team remained consistent in enhancing layout design, fixing interface issues, and ensuring that the site was responsive across different devices. We also continued testing to maintain functionality and user experience. Development was carried out using CodeIgniter 4, PHP, and Bootstrap.

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

**FORM OVPAA 030G**

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| DATE | May 26, 2025 – May 30, 2025 | AREA ASSIGNMENT | ICTO |
|---|---|---|---|
| TASK | Website Development | SHIFT/TIME | 8am – 5pm |

During the sixth week of our OJT, we presented our progress to our supervisor, showcasing the features and refinements we had made to the Biñan City website. This included updates to the frontend layout, improved responsiveness, and enhancements to existing sections. We discussed the work completed over the past weeks and received feedback for further improvement. Our development continued to use CodeIgniter 4, PHP, and Bootstrap.

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| DATE | May 26, 2025 – May 30, 2025 | AREA ASSIGNMENT | ICTO |
|------|------|------|------|
| TASK | Website Development | SHIFT/TIME | 8am – 5pm |

During the seventh week of our OJT, we continued refining various sections of the Biñan City website to enhance both visual design and user experience. This included updates to key areas such as the homepage, careers page, and mission & vision page. We improved layouts, adjusted content alignment, and ensured mobile responsiveness across all these sections. Our team focused on making the pages more informative, visually appealing, and consistent with the city's branding. All updates were implemented using CodeIgniter 4, PHP, and Bootstrap.

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| | | | |
|---|---|---|---|
| DATE | June 2, 2025 – June 6, 2025 | AREA ASSIGNMENT | ICTO |
| TASK | Website Development | SHIFT/TIME | 8am – 5pm |

During the eighth week of our OJT, we continued with the same development process on the Biñan City website project. Our team focused on polishing previously worked-on sections and making minor adjustments based on feedback. We ensured consistency in design, fixed small layout issues, and continued testing for functionality and responsiveness. As in the previous weeks, we used CodeIgniter 4, PHP, and Bootstrap throughout the development process.

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