



GUIDELINES FOR SUBMISSION OF HARD AND SOFT COPIES OF OJT PORTFOLIOS

2nd Semester, School Year 2024–2025

I. GENERAL REMINDERS

1. All students enrolled in the **On-the-Job Training (OJT)** program are **required to submit both hard and soft copies** of their OJT Portfolio as part of their course completion requirements.
2. Ensure that all required documents are **complete, accurate, and well-organized**.
3. Observe professionalism in formatting and content.

II. FORMAT AND CONTENT

1. Soft Copy Requirements: (follow the format provided below)

- File Format: **PDF**
- Filename Format: LastName_FirstName_OJT Portfolio
(e.g., Santos_Ana_OJT Portfolio)
- Must include the following:
 - Cover Page
 - Table of Contents

Checklist of Requirements:

- Notarized Memorandum of Agreement (MOA),
- Endorsement Letter,
- Internship Agreement,
- Consent Form,
- Comprehensive Resume/Profile,
- Daily Attendance Report (DTR) Duly Signed by the Training Supervisor,
- Weekly Accomplishment/Progress Report/Learning Diary,
- Professional Readings (optional),
- Certificates from Networking and Linkages participation such as local/national/international webinars/trainings/conferences (optional),
- Evaluation Forms Accomplished by the Employer/Training Supervisor,
- Evaluation Forms Accomplished by the Student-Intern for the HTE and Training Supervisor,
- Internship Experience Summary Report (overall review and analysis of internship experience in narrative form),
- Photo Documentation of the Actual Training/Output, and
- Certificate of Completion issued by HTE.

Note:

Working students are not required to submit the MOA, endorsement letter, consent form and internship agreement; however, they must submit a certificate of employment and company profile, a job description attesting that their job is in line with their specialization, and a company ID, if applicable.

2. Hard Copy Requirements: (follow the format provided below)

- All OJT requirements should be printed on legal bond paper
- Use a **long folder with a transparent cover**.
- All pages should be clean, readable, and properly labeled.
- The following are the **colors** for each department in the long transparent folder:
 - OM and IT – **Purple**
 - Computer and Electronics – **Blue**
 - Electrical and Mechanical – **Yellow**
 - Civil and Railway – **Black**



III. SUBMISSION DETAILS

Type	Mode	Deadline	Submission To
Soft Copy	Google Drive (provided by the OJT Coordinator)	<i>To be announced</i>	OJT Coordinator
Hard Copy	Physical submission to the assigned OJT Adviser (followed with the Color provided per Department)	<i>To be announced</i>	OJT Adviser will submit to OJT Coordinator

For soft copy:

- OJT Coordinator will provide a Google Drive link to the OJT Adviser for uploading of all OJT Portfolio in pdf format

For hard copy:

- Class presidents/representatives must coordinate with their OJT Adviser regarding the submission date for hard copies of OJT portfolios.
- The OJT Adviser will review and validate the portfolio's contents, assessing them based on the OJT Portfolio Checklist and the Internship Evaluation forms.
- Upon completion of the portfolio, the OJT adviser will tabulate the evaluation forms (evaluation for student-intern, HTE, and training supervisors) to be uploaded in the same Google Drive link provided.
- The OJT Adviser will submit the OJT portfolios to the OJT Coordinator for record keeping.

OTHER REMINDERS

- Double-check all documents before submission.
- Keep backup copies of your work.
- Seek guidance from your OJT Adviser / OJT Coordinator if you have concerns or need clarifications.

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Notarized Internship Agreement	XX
Notarized Memorandum of Agreement	XX
Daily Time Record	XX
Trainee Performance Evaluation	XX
Company/Training Supervisor Evaluation Report	XX
Host Training Establishment Performance Evaluation	XX
Photocopy of Certificate of Completion	XX
Medical Certificate	XX
Insurance	XX
Comprehensive Resume	XX



HARD COPY FORMAT:

STUDENT INTERNSHIP PROGRAM
AT
<NAME OF HTE>

An Internship Report Presented to
The Faculty of the **Civil Engineering Technology**
Institute of Technology
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Mabini Campus

In Partial Fulfillment of the
Requirements for the Program
DIPLOMA IN CIVIL ENGINEERING TECHNOLOGY

<NAME OF STUDENT>
DCET 3-1

Submitted to:

<NAME OF OJT ADVISER>

June 2025



APPROVAL SHEET

In compliance with the requirements of **Subject Code and Description**, this Student Internship Program Report submitted by **<Name of Student>**, a **Diploma in Civil Engineering Technology** student at this university, is hereby accepted and approved.

<NAME OF OJT ADVISER>
OJT ADVISER



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THE HOST TRAINING ESTABLISHMENT

Location of the Host Training Establishment

The National Grid Corporation of the Philippines (NGCP) is a privately-owned corporation that was established on January 15, 2009, through RA 9511. It is a consortium of three corporations, namely Monte Oro Grid Resources Corporation, Calaca High Power Corporation, and the State Grid Corporation of China.

NGCP where I was assigned is located at Binan, Laguna.

Profile of the Host Training Establishment

NGCP is a privately owned corporation in charge of operating, maintaining, and developing the country's state-owned power grid, an interconnected system that transmits gigawatts of power at thousands of volts from where it is made to where it is needed.

The company performs its mandate as transmission service provider with the full awareness of its nature as a public utility, and in full compliance with the rules and regulations of the regulator, and existing laws governing its transmission operations.

The possibilities are endless for a developing nation backed by a strong power transmission network. By delivering bulk power in the most efficient and best way possible, NGCP empowers the people. NGCP provides every Filipino the opportunity of enjoying safe, efficient, and affordable electricity.

Vision and Mission Statements of the Host Training Establishment

VISION: To build the strongest power grid and maintain the best power utility practice in Southeast Asia, with the collective efforts of a world-class professional work force

MISSION: To contribute to the nation's social and economic development and satisfy our stakeholders' needs by efficiently developing and adequately operating the power grid to provide reliable electricity transmission service.

Goals and Objectives of the Host Training Establishment

FUNCTIONS

Operations and Maintenance

GCP's task is to ensure that the country's transmission assets are in optimal condition to convey safe, quality, and reliable electricity. NGCP does this through regular inspection and repair of lines and substations, clearing of Right-of-Way obstructions, and timely restoration during and after natural disasters.

System Operations

Reliability of power is the company's utmost priority so it closely monitors the grid and immediately responds to any system disturbance. NGCP acts as System Operator that balances the supply and demand of power to maintain the quality of electricity that flows through the grid.

Planning and Engineering

Building new transmission lines and expanding substation capacity are equally important as increasing power supply. NGCP ensures that the grid is prepared whenever new plants come online and when the demand for power in a certain area increases by anticipating these scenarios and constructing new facilities. All of NGCP's projects are well laid out in its 10-year Transmission Development Plan.

Organizational Structure of the Host Training Establishment

Figure 1. Organization structure of NGCP



THE TRAINING AREA

Department/Unit Function

The Logistics Department is integral to ensuring that products move smoothly from production to the end consumer. This department manages the coordination and management of transportation, warehousing, and inventory control. Its primary function is to streamline the supply chain by optimizing routing, reducing lead times, and ensuring that inventory levels are aligned with production and customer demands. By implementing effective logistics strategies, the department aims to minimize costs while maximizing efficiency and customer satisfaction.

Organizational Structure of the Department

The Logistics Department is structured to facilitate efficient management of all logistics activities. The organizational setup is depicted in Figure 2 below.

Figure 2. Organizational Structure of the Department

The Logistics Department is organized to effectively manage various logistics activities. At the top of the hierarchy is the Logistics Manager, who oversees the entire operation and ensures that logistics strategies align with the company's objectives. Reporting to the Logistics Manager is the Transportation Coordinator, who handles the scheduling and optimization of transportation routes, coordinates with carriers and drivers, and manages the logistics of moving goods. The Warehouse Supervisor is responsible for overseeing warehouse operations, managing inventory, and ensuring proper storage and handling of products. Supporting these roles is the Inventory Analyst, who monitors inventory levels, performs stock audits, and forecasts demand to avoid overstocking or stockouts. Lastly, the Logistics Clerk handles administrative tasks, including documentation, data entry, and coordination among departments. The organizational setup is designed to facilitate effective communication and efficient management of logistics functions.



THE TRAINING EXPERIENCE

Overall Summary of the Task Assigned and Performed

During my internship in the Logistics Department, I was involved in a variety of tasks that provided hands-on experience and insight into the department's operations. One of my primary responsibilities was to assist with inventory management, which involved monitoring stock levels, conducting regular audits, and updating inventory records to ensure accuracy. I also participated in optimizing transportation routes by analyzing data on delivery schedules and carrier performance, which helped in improving efficiency and reducing costs. Another key task was to support the implementation of new warehouse management systems, where I assisted in data entry, system testing, and training staff on new procedures. Additionally, I was assigned to prepare reports on logistics performance metrics, which required analyzing data trends and providing recommendations for improvements. Throughout these tasks, I documented my activities with photos, capturing key moments such as data analysis sessions and system testing.

Weekly / Daily Journal

Day 1: 1 July 2024; 8 hours

On my first day, I was introduced to the Logistics Department and given an overview of its operations. I shadowed the Inventory Analyst, who explained the inventory management system and the process for conducting stock audits. This introduction helped me understand the department's workflow and the importance of accurate inventory records, contributing to SO7, as I began to grasp engineering management principles related to inventory control and economic decision-making. I also participated in a team meeting, where I observed how the department functions as a cohesive unit, contributing to SO8 by witnessing effective teamwork and communication within a multidisciplinary setting.

Day 2: 2 July 2024; 8 hours

Today, I worked on optimizing transportation routes by analyzing data on delivery schedules. I collaborated with the Transportation Coordinator, who guided me through the process of evaluating route efficiency and making recommendations for improvements. This task enhanced my ability to apply reasoning informed by contextual knowledge to solve complex problems, contributing to SO4. Additionally, I took part in a training session on the new warehouse management system, which highlighted the importance of engaging in continuous learning and adapting to technological advancements, supporting SO6.

APPENDICES