



COLLEGE OF COMPUTER AND INFORMATION SCIENCE

Academic Year 2024 - 2025

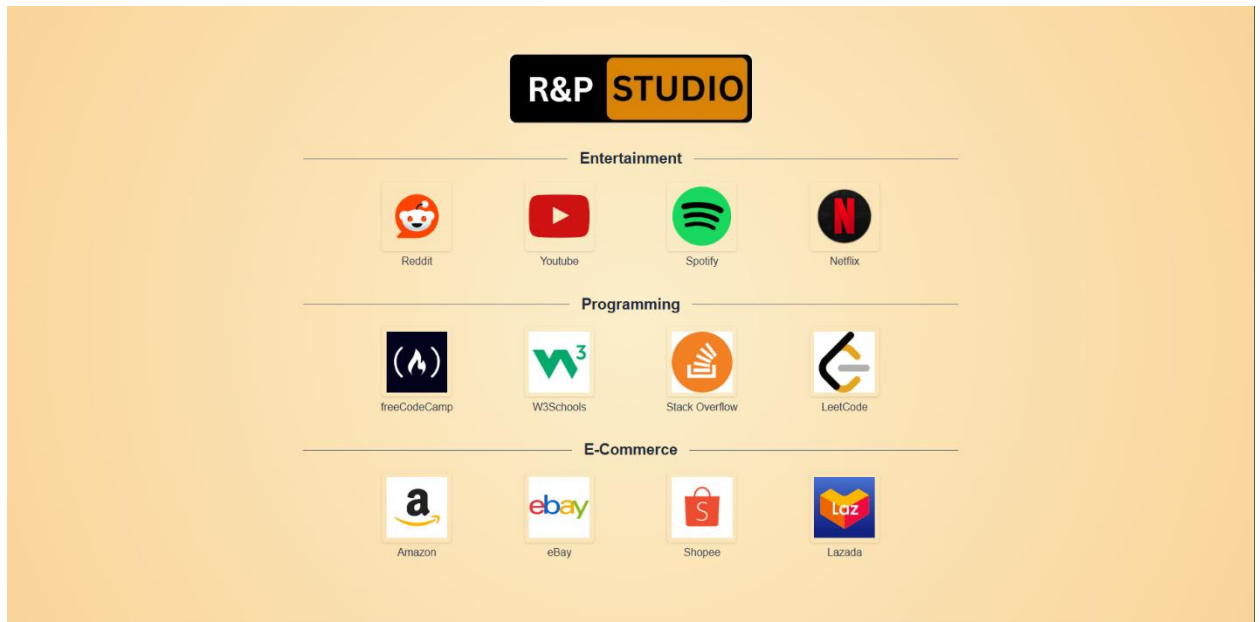
Requirements and Results of Practicum Engagement

Submitted by: Riane Michael D. Rivera

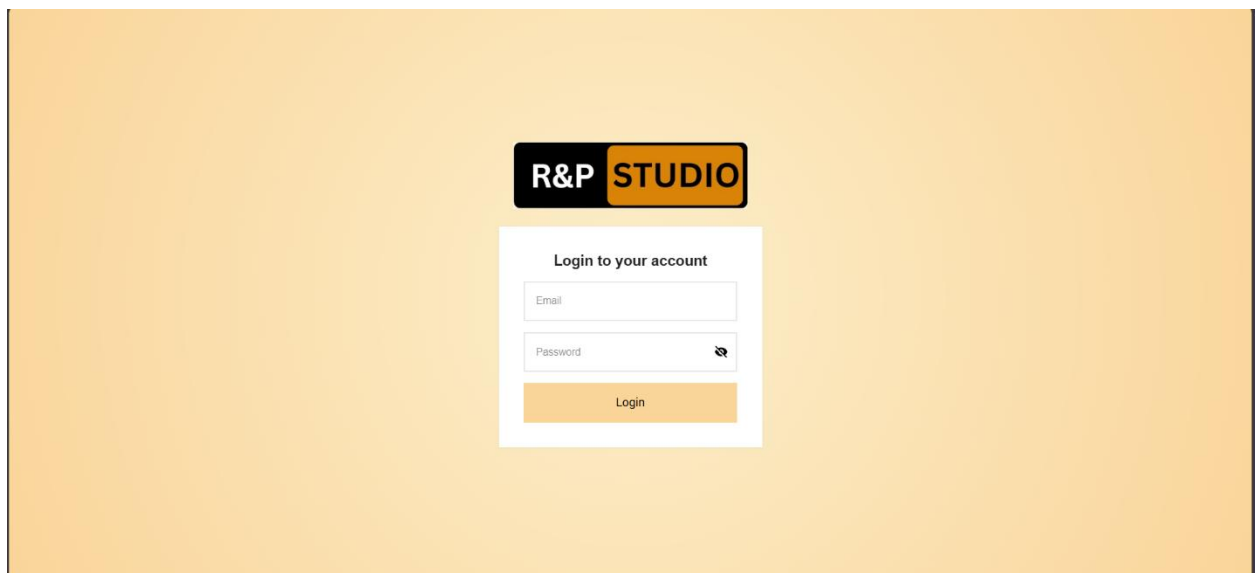
1. Overview of the Practicum Engagement (include company background, nature of assignments or tasks given, total hours rendered, etc.)
 - SUHAY is a Philippine-based business process outsourcing (BPO) company that offers professional services to support the growth and efficiency of small and medium-sized enterprises (SMEs). Operating as a One Person Corporation (OPC), SUHAY is structured to provide solutions across various businesses.
 - Throughout the internship, I was assigned a mix of development, support, and technical maintenance tasks. On the development side, I contributed to the creation and improvement of two web-based systems: R&P Studio, a login and registration website built with PHP and Vite, and AUTOApp, a full-stack internal request approval platform developed using Laravel and React. I was involved in implementing authentication, form handling, status tracking, and role-based access control for admin and superadmin users.

Aside from software-related tasks, I also supported clerical and technical operations, such as hardware inventory auditing for disposal, reformatting desktop units, and applying thermal paste to CPUs as part of maintenance procedures. I also assisted with troubleshooting basic hardware issues and ensuring proper documentation of all disposed or repaired assets.

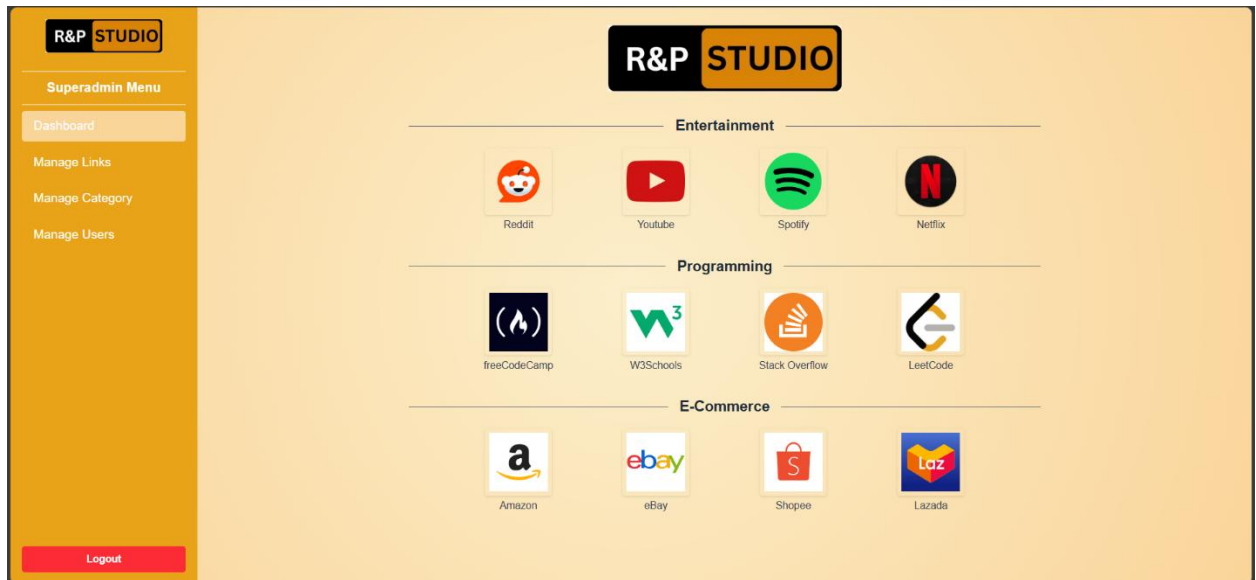
- The total Hours rendered up until today (7/14/2025) is 414 hours today as we go from Monday to Friday with Monday being 8 to 6 and Tuesday to Friday is 8 to 5, thus making my hours rendered as 414 hours with my leave, early out and holidays that is the total hours I've gathered up to this point.
2. Presentation of Output (include a screenshot of modules developed and/or sample tasks given, detailed discussions on the tasks/assignments given)
 - This is the task given to us and is to recreate the launchpad with our own twist, this makes our first project and to let us familiarize with the framework that they are using on the company, with a lot of learning curved we are able to adapt to the framework that they are using.



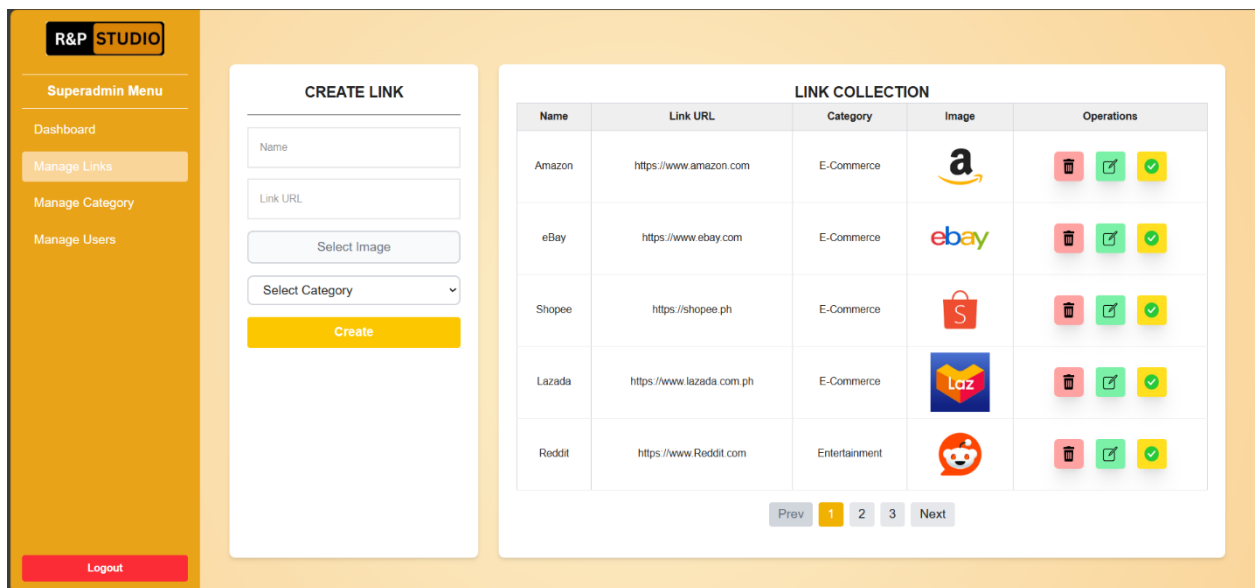
- Here is the dashboard the very first thing that we did and manage to create this with the framework of Laravel, react + vite and together with SSMS(Sql Server Management Studio).



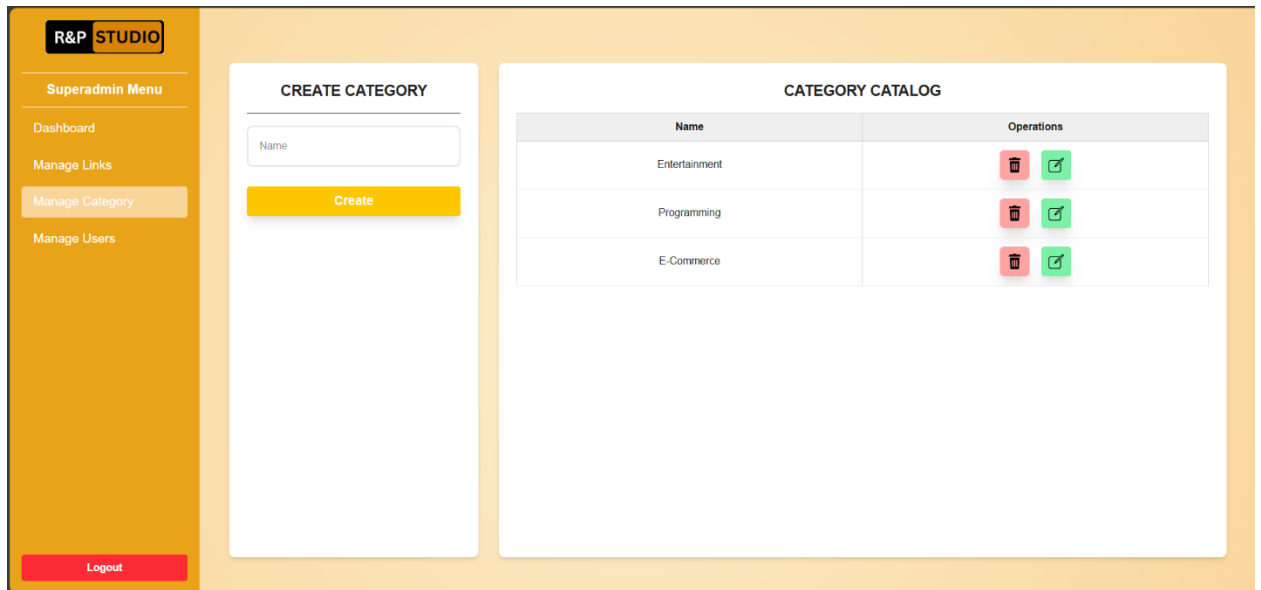
- The next module that was given by our supervisors is to create a log-in page where no users can see only the admins and superadmins can only manage and see.



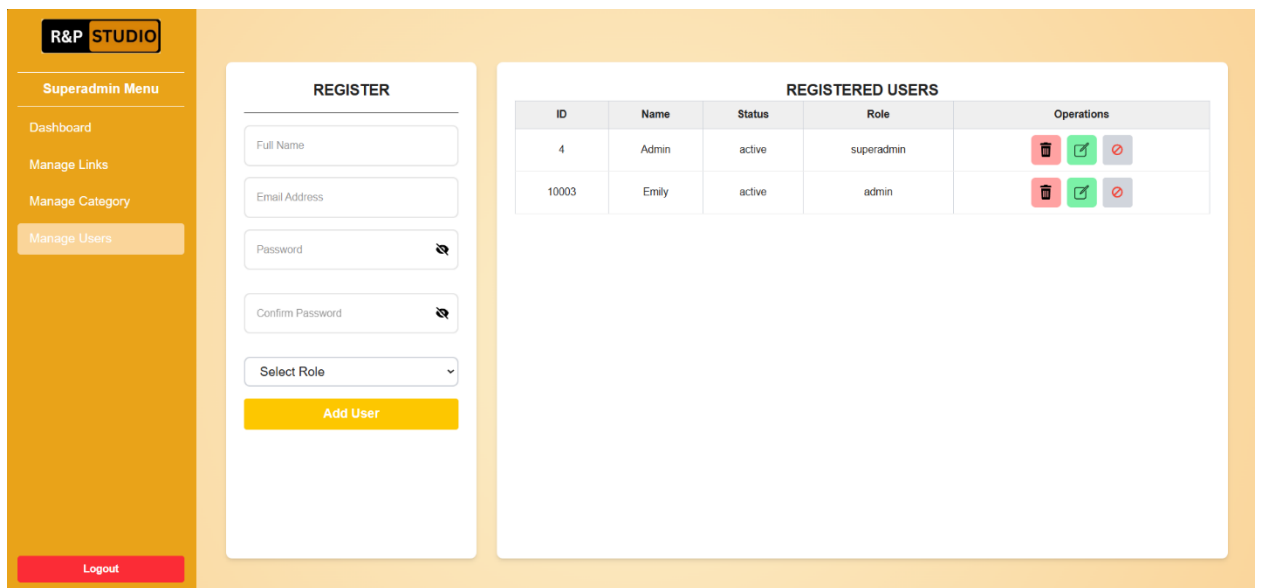
- Here is the next module where the Superadmin can see the dashboard on what the users can see.



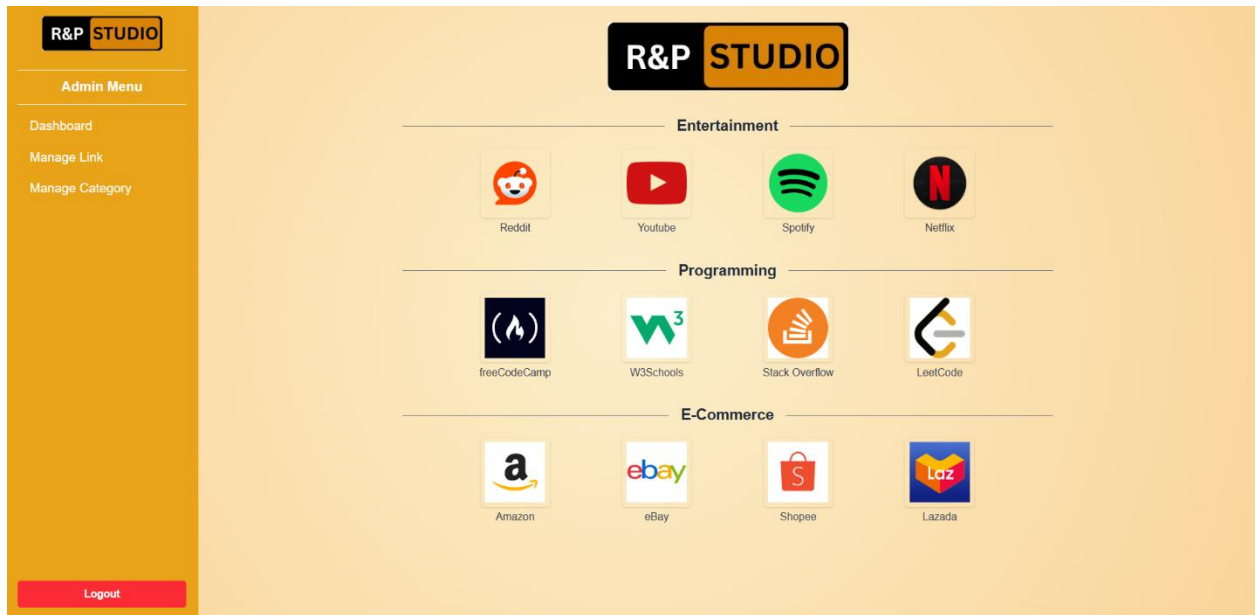
- The next module is the Superadmin can manage the links and put what category of the link that you inserted.



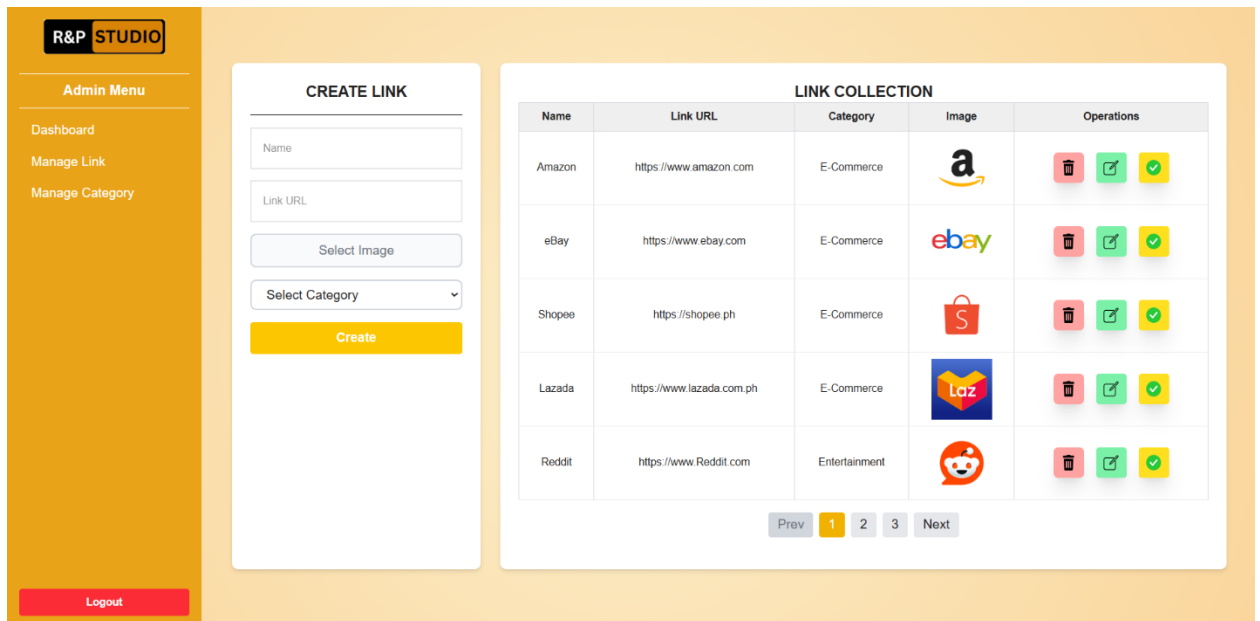
- The third module for the Superadmin is to manage categories where they can delete, edit and add categories.



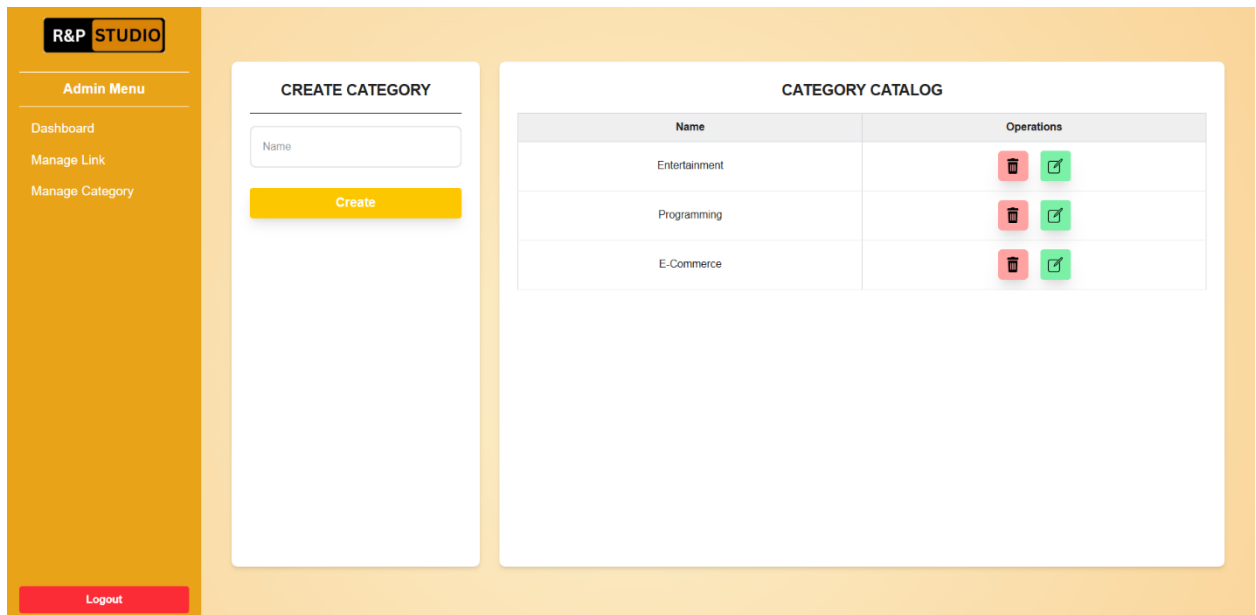
- The last module for the Superadmin is to manage users where he is the one who can add, delete and edit the users who can access to manage the links.



- Here is the admin side where this is the admin dashboard.

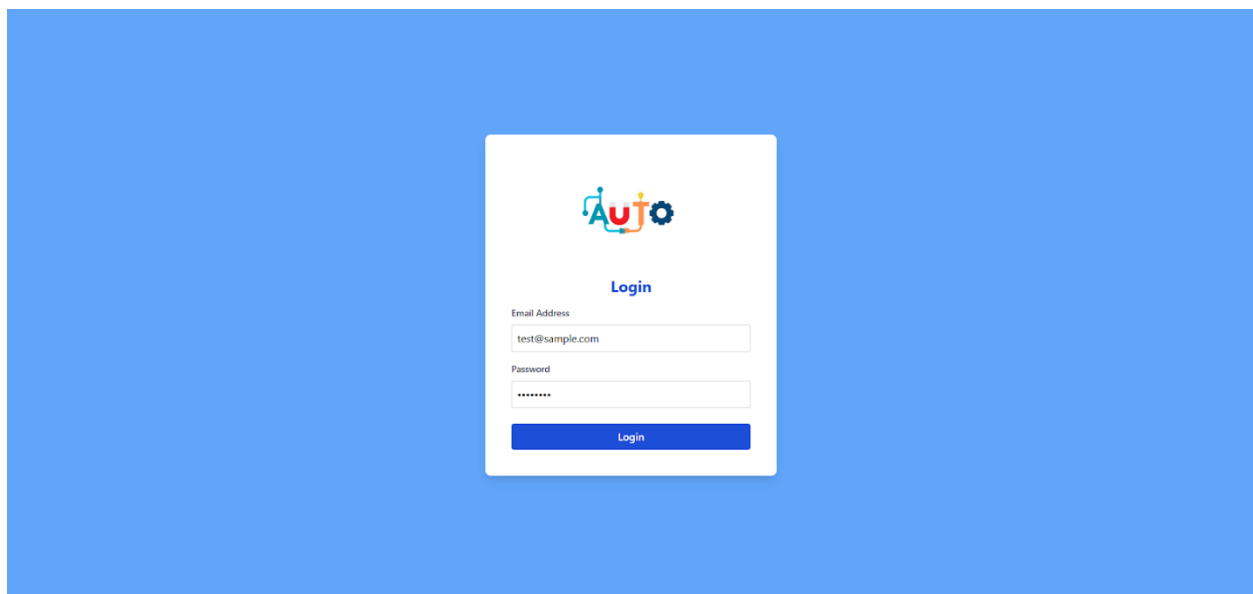


- This is the admin's side where he can manage links.



- Lastly here is the admin's side where he/she can manage categories

Then we have a new project and purely based on the request and the web application is called AUTO app, where users can make a request and will be approve in an incrementing way, this means it will start from the bottom who can approve the request and will follow by a higher employee(immediate head), then will be the Department Head and lastly will be the IT manager.



- Here is the start of our app showing a login module where the uses can log in and will be automatically identified if you are a staff, regular employee, immediate head, department head and IT manager.

The screenshot shows the 'Create AUTO' form in a software interface. The left sidebar has 'Create AUTO' and 'Status of AUTO' options. The main form is titled 'Create AUTO' and 'Information Technology Programming Request Form'. It includes fields for 'Name' (Sample), 'Date' (07/04/2025), 'Preferred title for the Automation' (Automated Report Generation System), 'What are the goals of the project/automation?' (Streamline monthly reporting process, Reduce manual data entry errors, Improve report generation speed), 'What is/are the problem(s) to be solved?' (Current process is time-consuming with manual data entry, High chance of human errors in reports, Difficult to track changes and versions), and 'Who are the people involved in this current process?' (Department Managers, Data Analysts, IT Support Team). The role is 'Department Head & IT Manager'.

- Here's the next module where after you log in, this will be the first thing you will see and you will fill up the required details that you need to make an automation.

The screenshot shows the 'Responsible' module in the software interface. The left sidebar has 'Create AUTO' and 'Status AUTO' options. The main form is titled 'Responsible' and shows a list of requests. The first request is 'Automated Report Generation System' with a status of 'Pending for Approval'. It includes details such as 'Requested by Regular Employee', 'Software Developer', 'Goals' (Streamline monthly reporting process, Reduce manual data entry errors, Improve report generation speed), 'Problems Addressed' (Current process is time-consuming with manual data entry, High chance of human errors in reports, Difficult to track changes and versions), 'People Involved' (Department Managers, Data Analysts, IT Support Team), and 'Budget Details' (No budget required). The role is 'Immediate Head'. At the bottom, there are buttons for 'View Manual Process', 'View Automated Process', 'Approve', and 'Disapprove'. The page number is 'Page 1 of 1'.

- Here is when a request comes in and it will be approved by the immediate head after approving it will be notified to the next person in-charge of approving.

Approve Request



Select Developer *

Software Developer



Fiscal Year *

2026



Quarter *

Q1



Remarks (optional)

Remarks (optional)

Cancel

Approve

- After approving this is where the IT manager will see when he approves the request and will assign to which developer and assign a year and quarter that when will be created


Request to Close



Upload Closure Files

Please upload the updated Project Charter and UAT Form for closure.

 Upload Project Charter (PDF)

 Upload UAT Form (PDF)


Cancel

Send Request





- After everything is done the developers can close the request and will be approved again by the Manager, after that's all done the user can happily use the new AUTOMation that they requested.

Automated Report Generation System pending of closure approval Assigned to Software Developer Start Year: 2026 Start Quarter: Q1 Requested by Regular Employee

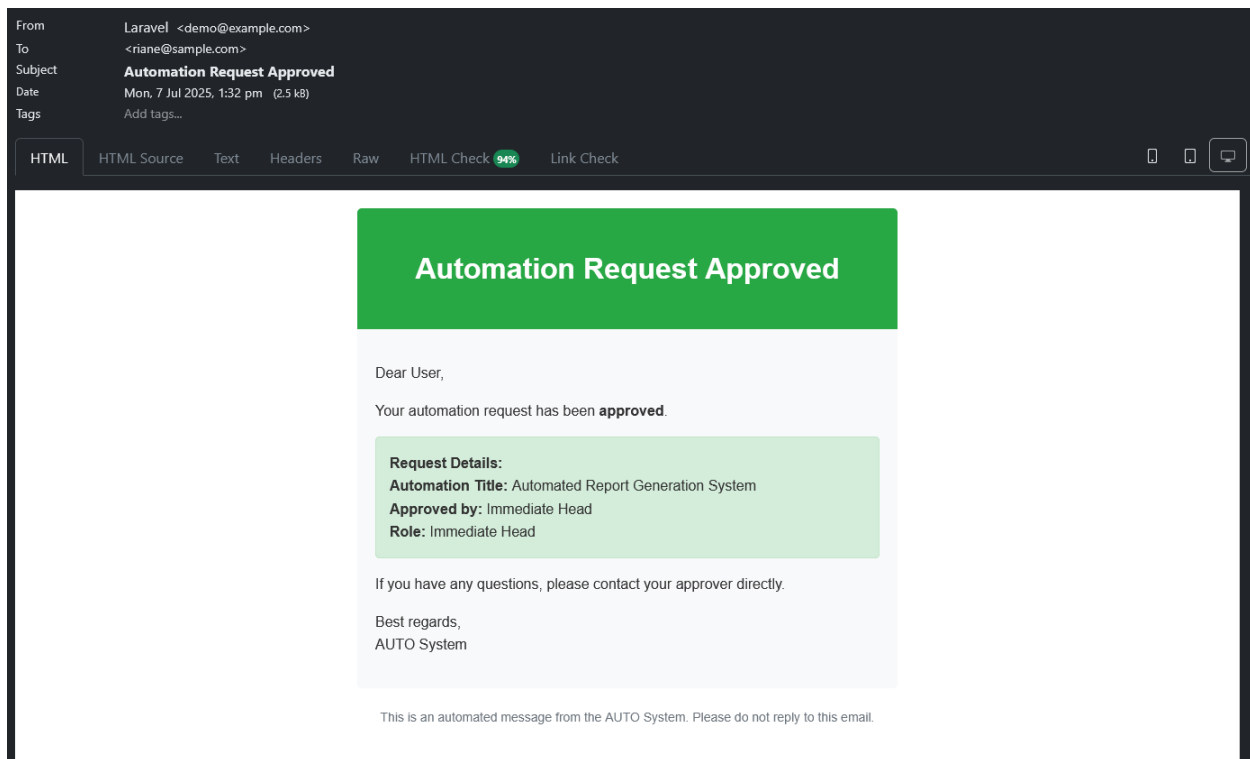
July 7, 2025

 Software Developer Hide Details ^

Goals	People Involved	Remarks
<ul style="list-style-type: none">Streamline monthly reporting processReduce manual data entry errorsImprove report generation speed	<ul style="list-style-type: none">Department ManagersData AnalystsIT Support Team	No remarks
Problems Addressed <ul style="list-style-type: none">Current process is time-consuming with manual data entryHigh chance of human errors in reportsDifficult to track changes and versions	Budget Details No budget required	

 View Manual Process  View Automated Process  View Project Charter  View UAT Form Approve Closure Disapprove Closure

- Then here is the request will look like if everything is complete and will approve by the IT manager if everything is completed in the application that the user requested and the developer accomplished it.



- A feature of the app is when the request comes in or the request is approved it will be E-mailed to the next person who can approve it.

3. Synthesis of the Practicum Engagement (learnings gain from the practicum engagement, realization, and conclusion)

- My OJT experience allowed me to gain practical skills in both software and hardware tasks, helping me understand how IT works in real-world settings. I worked on projects like AUTOApp and R&P Studio, applying frameworks and best practices recommended by my supervisors. I also handled hardware-related assignments like reformatting, thermal paste application, and auditing devices for disposal. These tasks helped sharpen my troubleshooting skills and gave me a strong sense of responsibility.

What stood out most was how involved I felt—like a real part of the team. I wasn't just observing; I was contributing. I realized how important it is to adapt to the company's needs, follow processes, and meet deadlines. I learned that success in the workplace comes from being reliable, curious, and open to feedback.

In conclusion, this practicum helped me grow as a future IT professional. It taught me to enjoy what I do, to keep learning, and to always aim to bring value to the team I'm part of.

4. Appendices: (include only those applicable based on your Practicum Track)

• **1.0 Competency-Based CV**

	RIANE MICHAEL D. RIVERA DEVELOPER/ IT SUPPORT				
<p>+639666194247</p> <p>riane12345.rivera@gmail.com(personal) 2021rianemichael.rivera@gmail.com(school) linkedin.com/in/riane-rivera-96422835a</p> <p>B39 L27 Villa Anthurium Brgy. Dita, Sta. Rosa City Laguna</p>	<p>Profile</p> <p>I am eager to continuously learn and grow in a technological environment. I am driven with passion for exploring innovative solutions and expanding my knowledge about the growing technology. I am committed to ongoing self-improvement and keeping up with the latest technologies in information technology to become a valuable asset.</p> <p>Hard Skills</p> <ul style="list-style-type: none">• C#, Python (Entry Level)• Web Development (HTML)• Database Management (MS Access, PHP)• Embedded Systems (Arduino MicroController) <p>Trainings, Seminars and Certifications</p> <p>Comptia IT Fundamentals+ (ITF+) Certification 2024</p> <p>Using Generative AI to Strengthen and Speed Learning 2024</p> <p>Cloud Computing and Virtualization 2024</p> <p>Ethical Hacking and Pentesting Workshop 2024</p> <p>Google Cloud Skill Badges 2024</p> <p>CCNA: Introduction to Networks 2022</p> <p>References</p> <table><tr><td>Belen Ladesma Mapúa MCL/ Professor Phone: +63 9477877847 Email: bsladesma@mcl.edu.ph</td><td>Cristian Jay L. Delos Santos Mapúa MCL/ Colleague Phone: +63 9273878096 Email: hello@reallygreatsite.com</td></tr><tr><td>Nicca Quintillan Mapúa MCL/ Colleague Phone: +63 9083356963 Email: niccaagnesq@gmail.com</td><td>Curt Badiola Mapúa MCL/ Colleague Phone: +63 9477877847 Email: curtbadiola1013@gmail.com</td></tr></table>	Belen Ladesma Mapúa MCL/ Professor Phone: +63 9477877847 Email: bsladesma@mcl.edu.ph	Cristian Jay L. Delos Santos Mapúa MCL/ Colleague Phone: +63 9273878096 Email: hello@reallygreatsite.com	Nicca Quintillan Mapúa MCL/ Colleague Phone: +63 9083356963 Email: niccaagnesq@gmail.com	Curt Badiola Mapúa MCL/ Colleague Phone: +63 9477877847 Email: curtbadiola1013@gmail.com
Belen Ladesma Mapúa MCL/ Professor Phone: +63 9477877847 Email: bsladesma@mcl.edu.ph	Cristian Jay L. Delos Santos Mapúa MCL/ Colleague Phone: +63 9273878096 Email: hello@reallygreatsite.com				
Nicca Quintillan Mapúa MCL/ Colleague Phone: +63 9083356963 Email: niccaagnesq@gmail.com	Curt Badiola Mapúa MCL/ Colleague Phone: +63 9477877847 Email: curtbadiola1013@gmail.com				
<p>Education</p> <p>Bachelor of Information Technology Mapúa Malayan Colleges Laguna 2021 – present Dean's Lister</p> <p>Dominican College of Sta. Rosa 2016 – 2021 With Honors(Senior High School)</p> <p>Colegio San Agustin Biñan, Laguna 2008 – 2016</p> <p>Soft Skills</p> <p>Adaptability Analytical Skills Communication Customer Support Problem-Solving Quick Learner</p> <p>Language</p> <p>English Tagalog</p> <p>Links</p> <p>Certificate</p>					

• **2.0 Endorsement Letter**

27 March 2025

Alethea Pablo

HRA Manager

Aurotech Corporation

Unit 18 Paseo 4B, Paseo De Sta Rosa, Greenfield City, Santa Rosa City, Laguna

Dear **Ms. Alethea**,

The B.S. in Information Technology program of Mapúa Malayan Colleges Laguna requires their students to undergo Practicum program for a minimum of **486** hours in an academic calendar that will prepare our students to be job-ready after completing their curriculum. This program intends to enable our students to acquire and practice the knowledge and skills expected of a graduate of a B.S. IT program which, in turn, would guarantee continuous supply of IT professionals needed by your company.

We believe that your company can provide the relevant exposure necessary for our students to achieve the intended learning outcomes for the B.S. in Information Technology program. In this regard, I would like to endorse **Mr. Paul Vincent Salarda** to have his practicum activities in your company as requested.

We thank you for your confidence and trust with us and we look forward to a more meaningful linkage that is mutually beneficial to our students and your company.

With warm regards,



ADOMAR L. ILAO, DIT

BSIT Program Chair

College of Computer and Information Science

Mapúa Malayan Colleges Laguna

alilao@mcl.edu.ph

(049) 832-4076

- **3.0 Practicum Acceptance**

PRACTICUM CONFIRMATION AND ACCEPTANCE FORM

IMPORTANT INFORMATION

- STUDENTS ACCEPTED FOR PRACTICUM IN A HOST COMPANY WILL HAVE TO ACCOMPLISH THIS FORM.
- ASK THE PRACTICUM SUPERVISOR/ COMPANY REPRESENTATIVE TO FILL IN THE DETAILS OF THE TRAINING.
- SUBMIT TO THE PRACTICUM ADVISER/COORDINATOR PRIOR TO THE START OF TRAINING.

NAME OF STUDENT	Rigne Michael D. Rivera	STUDENT NUMBER	2021150857
COURSE CODE	IT199F	SY/TERM ENROLLED	2024-2025 / 3rd Term

This is to certify that RIGNE MICHAEL D. RIVERA (name of student-trainee) has been accepted for practicum at CUHA, OR Unit 1B Phase 4B, Baseo de Sta Rosa, Genipich SRL (name and address of establishment) and will be attached to the IT department/s for a minimum of, but not limited to 486 hours. Training will commence on 32 Apr 2025 and is expected to end on July 30, 2025. Attached is the list of requirements.

COMPANY REPRESENTATIVE	
<u>NICKIE A. ALCANTARA</u> Signature over Printed Name <u>HRA DEPARTMENT</u> Department	<u>HR SPECIALIST</u> Official Designation <u>nickie.alcantara@cuha.com.ph</u> Email and Contact Number/s <u>09209515135</u>

NOTED BY	
<u>Admiral Ilao</u> Signature over printed name of Practicum Coordinator	<u>5/2/2025</u> Date

COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM COORDINATOR

FORM OVPA 0308

THIS FORM IS AVAILABLE AT THE OVPA.

• 4.0 Liability Waiver

STUDENT TRAINING AGREEMENT AND LIABILITY WAIVER

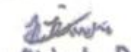
IMPORTANT INFORMATION

- THIS FORM IS TO BE ACCOMPLISHED AND SUBMITTED BY STUDENT TRAINEE TO THE PRACTICUM ADVISER BEFORE STARTING THE PRACTICUM.
- READ AND UNDERSTAND THE PROVISIONS OF THIS AGREEMENT AND WAIVER.
- ENSURE THAT ALL SIGNATORIES SIGN THE FORM.

I, Rhane Michael D. Rivera, and a student of MALAYAN COLLEGES LAGUNA (hereinafter referred to as "MCL", do hereby voluntarily undergo on-the-job training at Suhay, OPC, hereinafter referred to as the "Host Company", located at Pater de Sta. Rosa, Greenfield SRL, under the following terms and conditions:

- That the practicum training will commence on April 22, 2025 and ends on July 20, 2025 and will have to complete a minimum of 486 hours required for the on-the-job training;
- That I shall observe proper decorum and act professionally at all times and abide by the Company's rules and regulations and comply with those imposed for the training program, otherwise, I shall be excluded from further participation;
- That in the course of my training program, I may have access to information which may be of confidential in nature and proprietary to the Company, for which I may be required to execute a confidentiality and non-disclosure agreement as a prerequisite to my participation in the training program;
- That the time I will spend on the training program in the completion of my on-the-job training requirements will not and should not be interpreted or construed as working hours and should be regarded as non-compensable. Provided that, the Company may, as a unilateral act of liberality or generosity on their part, provide me with meal, travel, transportation allowances, accommodations, etc.;
- That I fully understand that notwithstanding the allowances enumerated in the preceding section which I may receive, there exists no labor-management and/or employer/employee relationship between me and the Company where I will undergo my training;
- That I shall exercise due care and diligence in the tasks assigned to me and personally be made answerable for any and all liabilities for damage to property or injury to third person, which may be occasioned by my intentional or negligent acts during the course of my on-the-job training;
- That I shall likewise hold the Host Company and MCL free and harmless from any and all liability and responsibility for any sickness or injury to myself and third parties and damage to property which I may sustain and/or may occur at any time during the training program, including time spent in traveling to and from any and all premises and locations where I may be required to go to as part of my training program;
- That the Company reserves the right to discontinue my training on reasonable grounds upon written notice to MCL and myself. Additionally, in the event my training program is discontinued for reasons attributable only to myself, I may be made to reimburse the Host Company for any/all the allowances, stipends, etc., which I may have received from them during and prior to the termination of my training program;
- That in addition to my liability under section *g* and for the pre-termination of my training program provided for under section *h* hereof, I may be subjected further to disciplinary action in accordance with the school's student manual and/or be a ground for disqualification from graduation;

Signed on this 3rd day of May 2025.


Rhane Michael D. Rivera
Signature over printed name of Student Trainee

WITH OUR CONSENT:

Signature over printed name of Parent/Guardian
(for minors only)

NOTED BY:


Admar Ileo
Printed Name and Signature of Practicum Adviser/ Coordinator


Nickie A. Alcantara HR SPECIALIST
Printed Name and Signature of Host Company Representative

• 5.0 Training Plan

TRAINING PLAN

NAME	Riane Michael D. Rivere	COURSE CODE	IT 199F-1
PROGRAM & STUDENT NO.	BSIT 2021150857	COURSE TITLE	IT PRACTICUM 1

STUDENT OUTCOMES

CO1. Identify, analyze, and design business process solution to the problem faced by the organization.
CO2. Apply the different concepts of systems analysis and design, software engineering, database management, and programming courses in the problem-solving process in the organization, and
CO3. Acquire new knowledge and experience while in the organization.

AREAS / PHASES OF TRAINING AND TIME ALLOTMENT

A. Company Orientation / Training Orientation	- 40 hours
B. Software Development (including but is not limited to development of Gantt Chart, UI/UX Design, and Testing Phase Document)	- 160 hours
C. Documentation	- 100 hours
D. Technical Documentation	- 160 hours
E. Other IT-related training activities	- 26 hours

EVALUATION GUIDELINES & COURSE OUTCOMES

DEMONSTRATION OF SOFT SKILLS (40%)

KEY AREAS

COMMUNICATION SKILLS (20%)

Relate to co-trainees/supervisors terminologies and rules
Recite procedures and instructions needed for the tasks
Identify and describe safety signs and symbols
Ask critical questions related to the tasks
Produce well-written regular and incident reports
Prepares and presents reports using Information and Communication Technology (ICT)

PROFESSIONAL DEPORTMENT (20%)

Observes proper grooming and attire
Reports to work regularly on time and as necessary, even beyond prescribed working hour
Acts according to the job description given by the company
Willing to accept new tasks apart from the usual routine and responsibilities
Delivers quality output on time
Demonstrates respect for different individuals

INITIATIVE (+5%)

Volunteers to perform tasks beyond routine tasks

DEMONSTRATION OF TECHNICAL SKILLS (60%)

KEY AREAS

SOFTWARE DEVELOPMENT SKILLS (20%)

- Able to deliver bug-free modules on time (5%)
- Able to integrate and implement the new modules (10%)
- Able to implement good UI/UX principles in the modules (5%)

DOCUMENTATION SKILLS (20%)

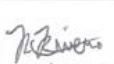
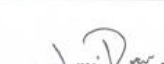


- Able to write Project Scheduling document (5%)
- Able to write Testing Activities documents (5%)
- Able to write User's Manual (5%)
- Able to write Technical Document (5%)

TECHNICAL SKILLS (20%)

- Able to perform Technical Support Skills (10%)
- Able to write Preventive Maintenance Guide (5%)
- Able to do IT-related clerical work such as inventory check and testing of working devices (5%)

INITIATIVE (+5%)

- Volunteers to perform tasks beyond routine tasks

CONFORME	CONSENT (FOR MINORS ONLY)	NOTED BY	ENDORSED BY	APPROVED BY
 Riane Michael D. Rivere 5/26/2025 SIGNATURE OVER PRINTED NAME OF STUDENT / DATE		 JOMAR R. REYES SIGNATURE OVER PRINTED NAME OF PRACTICUM SUPERVISOR / DATE	 Ademar Ilan SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE	 Ademar Ilan 6/2/2025 SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE

- **6.0 Practicum Learning Module Path Proposal**

• 7.0 Complete Weekly Journal



REVISION NO.: 00
REVISION DATE: May 10, 2016

WEEKLY JOURNAL

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 28, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Orientation and Setup	SHIFT/TIME	8:00am – 5:00pm

Within this week the supervisor and I and alongside with another intern get into orientation and what will be the outcomes and what to expect from the company and also the 1st week that we did is to be familiarized on what framework the company is using and what are they doing to improve the company this week also reminds us on what are the rules of what to do and what not to do inside the office or the company. My supervisor showed us on how to use their framework technically Laravel, react JS and PHP which they are using for their development. As the days goes by me and the intern helped each other to setup the things that we need such as setting up the VS code, installing Laravel, installing SQL server management, with this learning we successfully installed what we needed to install to create a system like our supervisors but with all that we face some challenges such as the installer is not installing properly, the setup of each device is a hassle since a small misconfigure of the setup the setup wouldn't work but luckily me and the intern finally faced this challenge and accomplish the setup and installed all the necessary things that we need on our personal laptops. As days goes by we tried to familiarize on how to create a web application using the materials that was installed in our laptops, we learned many things from our supervisor showing on what the Laravel is capable of doing, such as a simpler code, importing code that it will be neater to look at and an easier code to read for each developer. As to end the week the supervisor told us to recreate their launchpad and next week is the start of what we can apply from our supervisors, even we are not that familiar our supervisors gave us materials to work with. All in all, our learning for this week is to familiarize with Laravel and the setup.



TRAINEE'S SIGNATURE



Malayan Colleges Laguna
A MAPUA SCHOOL

REVISION NO.: 00
REVISION DATE: May 10, 2016

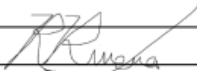
WEEKLY JOURNAL

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.
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DATE	April 29, 2025 – May 5, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Start of the Launchpad	SHIFT/TIME	8:00am – 5:00pm

2nd week is in and the start of our journey of making the launchpad, the purpose of this launchpad is to be familiarized even more with the use of Laravel and react JS, this is to show how can we cope up or adapt to the system that we need to use for the company. This week has a lot of learning curve where we should connect everything to it's path, to access other pages such as editing the models, controllers and view of each page, as we try to learn about connecting everything we succeeded but the code is a mess where everything seems so long and short at the same time, as we progress we design the page using CSS but our supervisors said that we can use tailwind to design the page and we also learn on how to use PHP to connect to the database and reviewed back some of the SQL commands. Since a lot of errors and problems we faced, we asked our supervisor on what we can work on to help us debug and to improve our coding and they told us to try postman the details and check logs like to troubleshoot on the page, this also checks us on the console of the webpage where we see the possible errors that we are facing. So this week we learned a lot on how to manage pages and to troubleshoot the errors that we are facing. As another week had gone by we are still trying to improve day by day and to understand the logic of how the framework works and how we can make our coding neater and can easily read the code.


TRAINEE'S SIGNATURE

WEEKLY JOURNAL

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.
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DATE	May 6, 2025 – May 12, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Progress report and Launchpad	SHIFT/TIME	8:00am – 5:00pm

3rd week is in and we continued making the launchpad and our supervisors told us that we need to have a weekly progress report to showcase on what we have done in our launchpad, I showed one of my supervisors our launchpad and he was impress on what progress we made so far, this boosts our confidence on making the web app.

This week the supervisors told us on what to add on the launchpad where a super admin and admin can login on the launchpad but without knowing other users that they can login, these admins can add, edit or delete a websites or links on the launchpad, this also shows the process of CRUD where we create, read, update and delete. Also during this week the supervisors wants a progress report to showcase as I said earlier that we need to show our progress regarding on the Gannt chart, PWS, daily task monitoring, wins and accomplishments and the resources of help that we need from our supervisors and also our supervisors listen on what part we are having difficulties or do we need any more help regarding about the coding, giving us tips on how we can improve. Our accomplishment here is that we successfully created a launchpad and we are proud on what we have done and to showcase that we are really familiarizing on the framework that they are using.



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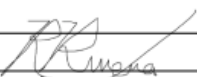
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DATE	May 13, 2025 – May 19, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Presentation and adjustments on website	SHIFT/TIME	8:00am – 5:00pm

4th week is going so well as we learned a lot about using their framework, this also shows that we are adjustable to any circumstances that it shows we can learn even with a little help from our supervisors, our supervisors helped us to manage the login since we couldn't figure out what the problem was and the problem was the auth: sanctum where a cookie based session is applied for each login so that every time the user login it can't go back to the login page and also this is to make the system more secure and safe from our side. Also within this week we did re thermal paste of one of the PC in their main office as it tends to overheat and force shutdown the PC, with the supervisor guiding us we learned even more how to asses problems of the PC or how to troubleshoot a PC and a laptop as the other workers from different departments have problems with their laptop due to the internet connection through their server but we didn't handle the connection issues since it was run by an account based for their network but we tried troubleshooting a laptop that needs to check their drivers and storage. Also with this week we did a presentation where we showed how the launchpad is coming together and how it is almost finished as we successfully implemented the login with auth: sanctum and the CRUD functions, with the help of our supervisor we wouldn't go forward as we are now today so our accomplishment this week is that we almost finished the launchpad and learned a lot on troubleshooting.


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DATE	May 20, 2025 – May 26, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Finalization of launchpad and start a project	SHIFT/TIME	8:00am – 5:00pm

5th week this is where we finally show the output of the launchpad that it is already complete with all the features of the launchpad, as we show to our supervisors that this is complete, our supervisors told us that they can launch the launchpad to their server, with all the configuration that was setup by our supervisor we finally launch the launchpad to the server where it can be seen from the internet, as we are so happy to deploy the launchpad we got into a meeting where the meeting consist of creatin a new website as to our client, our client will be our company that they needed a system that compose of an automation request where from what we learned from our launchpad it will be implemented to the new website. This website will be composed of requesting where the logic is kind of hard but manageable, as the logic goes from immediate head to department head and lastly the IT manager as this confirmation is a bit confusing cause it needs to be accepted by the immediate head before everyone and if no immediate head is present it will process through the department head and lastly to the IT manager. This week I created the front-end of the website as our supervisors gave us materials to use as to be seen by their design and how it should look like, I adjusted to what will be best for them for the website and this is a new start as we focused on creating a website.



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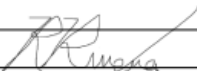
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DATE	May 27, 2025 – June 2, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Continuation of website and clerical task	SHIFT/TIME	8:00am – 5:00pm

6th week is where we had the presentation of our new website for the company and our supervisors love the design and everything and they gave their feedbacks about our website and this is to show what we can improve and what we needed to adjust from the website and one of our supervisor told us to use a easy to use design for the website and this is called "Mantine" our supervisor told us to use this as it is more neater and more eye-catching design and using mantine gave us a new learning curve as we used to do the Tailwind and for managing the mantine we easily adapt and tried using mantine one by one so that we can't be overloaded with the information. This week also one of our supervisors created a database for UMS a user management system that we used to link it for verification and for user management, this helps us a lot to knowing which department of the user is, this is also used to know if he/she is a immediate head, department head or the IT manager, this helps us create a filtering system where every department is different and every user is different so that others cannot see what the other request except for the IT manager that sees all the request since he will be the one who will give the final decision for the automation. By ending this week one of our supervisor also told us about inventory where we checked the old servers, ups and other devices and all of these devices are for disposal as we ended our week/day we accomplished many things this week as the website is coming all together and the inventory check-list is also done.



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DATE	JUNE 3, 2025 – June 9, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Continuation of website and clerical task	SHIFT/TIME	8:00am – 5:00pm

7th week, this is where I filtered each account and verify it using the UMS that was given to me, also in this week I fixed some bugs that were occurring while I was trying to implement the filter and the login function of each user accounts, also within this week I accomplished inputting the approved and disapproved button but without function it is like a place holder of the object and with our progress going so good our supervisors were surprised on how the system looks like and how it turns out, with a little more about their feedback we once again fixed some of their revisions for the system. Within this week as well as we created the system that almost works and the only thing lacking here is about the approval of each head where we need to verify who are the immediate heads since on the UMS the department heads were only given but with that data it's a huge data that we used to proceed with our system. As to ending this week again the supervisors asked for help to do some clerical, to double check with the inventory and to test the servers and UPS if it's working and once we recorded the inventory we input in the excel and since our supervisor asked us to take a picture and apply it to the excel, thus we made sure everything what's on the inventory is there.



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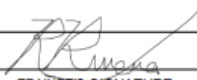
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DATE	JUNE 10, 2025 – June 16, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Continuation of website and clerical task	SHIFT/TIME	8:00am – 5:00pm

8th week, in this week it was a slow progress due to the fact that we are concerned with the logic of other approvers in the code and hopefully to get it fix by next week, with all the weeks that has past we tried to use the advantage of GitHub where we push, pull and create branches for our website to not disrupt the main file of our code, this week also a hard week since we got a little pressure since the code is not that working and might need to fix something for it to work, but as we slowly progress on the code we let the error stay put as we code something else, as during a presentation our supervisor said that once a problem cannot be solve, try solving another since we got burnout on solving one error. Thus making another feature for the website really helps since our mind cannot think of what to do in the situation on what we can't control, so next time or next week we'll ask help from our supervisors since we cannot solve it just yet, we will need their feedback on what we can do to accomplish the code, since this will be useful for their company as well, so we try to perfect every inch of the website and we try to perfect everything to run smoothly and most important, safely since if others can breach the database it's over, so we are really cautious on what we are implementing in this code. All in all in this week, this week feels so slow in progress and so slow in life, but on the other hand the website is coming along nicely.



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DATE	June 17, 2025 – June 23, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Approval Confirmation	SHIFT/TIME	8:00am – 5:00pm

9th week is the week that we made progress, like a lot of progress since last week, cause last week is a slow progress for our team but this week we made a huge progress on solving the issue where the confirmation of each immediate head, department head and IT manager works properly and thus making this a huge success. Also, this week we have our meeting where we were able to present the web application to our supervisors and thus adding more features as they said, but if we couldn't the supervisors are still happy with what we have progressed so far. With the project coming along together we faced another issue where the buttons are not showing from other departments but we still troubleshoot the problems and face the challenged with my team as we brainstorm together, we will manage to add the feature so that our supervisors will be proud since they will deploy our project to their mainframe that will be used by their client and by themselves as well. Within this week, we also tried testing the web application for verifying if each role has its functionality and thus, we saw a lot of more problems within this project to leading one error to another but we didn't give up because we have our supervisors ready to help us anytime that gave us confidence boost and motivates us to accomplishing this project.


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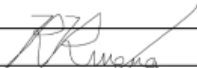
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DATE	JUNE 24, 2025 – June 30, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Additional Feature in the App	SHIFT/TIME	8:00am – 5:00pm

10th week, in this week was a mix of technical work and support tasks for the team. One of our main responsibilities was helping with the audit of hardware scheduled for disposal and we organized, documented, and made sure all units were properly accounted for before removal from inventory. It was a break from our usual coding flow, but it reminded us how our project connects with real-world IT operations. On the development side, we began building a new feature in the AUTO app the request for closure. This lets users formally submit a closure request once their issue has been resolved, which helps keep the system clean and organized. It was one of the suggestions during our meeting with the supervisors, and we saw right away how it could improve the user experience. We also worked on backend adjustments to support this feature and started testing the flow to avoid errors like the request won't show on the user. With this feature it helps the developers to close the request and thus making the request approved and completed by the developer. Although this week wasn't as intense as last week's major approval logic fix, it still felt like steady progress. We're no longer just fixing bugs but we're now improving the app in ways that make it more usable and complete for everyone. By ending the week as we present the project to our supervisors, the supervisors asked us again to add a feature where the IT manager can assign the request to a specific developer and me and my team brainstormed again and will make the assigned feature by next week



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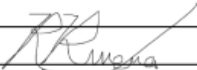
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DATE	JULY 1, 2025 – JULY 7, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Additional Feature in the App	SHIFT/TIME	8:00am – 5:00pm

11th week, in this week This week felt a bit more organized since we finally assigned specific tasks to each developer, which helped us work more efficiently and avoid overlapping work. Everyone had a clearer idea of what they were supposed to focus on, and that definitely helped with our progress. One of the key things we set up this week was Mailpit, which was super useful for testing email notifications without sending out real emails. It made our testing process way easier, especially for the request updates and approval emails. We also started reviewing some parts of the system to see where we could optimize or clean up the code a bit. We also accomplished almost everything in the code but we are still testing if there are still any bugs that we can see and to troubleshoot it immediately so that the project will be clean and working efficiently. On the other hand my supervisor gave me a new task where I went to the main office where I was needed in the Finance Team to create a process flow, within this week I've manage to create 4 or more process flow for the Finance Team and they were very happy on the output that I've created, I was nervous at first but using Visio to create their process flow makes it easy as the Finance Team also helped my on what the process flow should look like. Overall, this week was more about setting things in order and prepping for the next batch of improvements. It wasn't a super heavy coding week, but it felt productive because we're getting more intentional with how we move forward.



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DATE	JULY 8, 2025 – JULY 14, 2025	AREA ASSIGNMENT	Suhay OPC Office
TASK	Simple Instrucvtion	SHIFT/TIME	8:00am – 5:00pm

12th week, in this week was all about making sure everything is clear for future users of the AUTO app. I focused on writing simple, beginner-friendly instructions that guide users through the whole system from logging in and submitting requests to tracking approvals and understanding the request closure flow. I made sure the instructions were easy to follow, avoiding any terms that are hard to understand, and tested everything step-by-step to double-check that the guide matched what users actually see on screen. Doing this reminded me how far we've come since the start of this project—from fixing bugs and broken logic to now having a stable, working system with full approval flows, Mailpit testing, and a smooth user experience. It was a different kind of task, but it really helped me reflect on the progress we made, and it honestly felt good seeing the whole thing come together. As we progress further and further, we still strive to the betterment of our project that will make the application the best version of itself. As we continue the project there are still remaining task for me to accomplish such as the process flow of the Finance Department since they need me to create more of their Process flow but I am happy on what I am doing since we've manage to accomplish everything on the application but this isn't the end since starting this week we will spot each and every detail on the application to make it perfect and to make it more appealing and lastly we will do our best to make it user-friendly as possible so that everyone can use the application on the company.


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