



Our Lady of the Sacred Heart College of Guimba, Inc.

ACCREDITED BY THE PHILIPPINE ACCREDITING ASSOCIATION OF SCHOOLS, COLLEGES AND UNIVERSITIES

Bachelor of Science in Information Technology

olshco47.bsit@gmail.com

**A NARRATIVE REPORT ON THE FIELD PRACTICE CONDUCTED
AT FORTWORTH INC.**

**3/F Legaspi Towers 300,
2600 Roxas Boulevard, Malate, Maynila.**

A Narrative Report
Presented to the Faculty of
Our Lady of the Sacred Heart College of Guimba, Inc.
Guimba, Nueva Ecija

In Partial Fulfillment of the Requirements
for the Program Bachelor of Science in Information Technology

Submitted by:

**Elizor M. Villanueva
Vladimir B. Figueroa**

June 2023





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Lloyd Angelo T. Martinez

June 2023





APPROVAL SHEET

This Narrative Report entitled **A NARRATIVE REPORT ON THE FIELD PRACTICE CONDUCTED AT <<COMPANY NAME>>, <<COMPANY ADDRESS>>** prepared and submitted by <<NAME>> in partial fulfillment of the requirements for the program **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY** is hereby approved.

DOROTHY FAITH M. DEL CAMPO
Member, Advisory Committee

Date Signed

JENNIFER JOY R. DOMINGO
Member, Advisory Committee

Date Signed

MICHAEL DANN D. ALMAZAN
Member, Advisory Committee

Date Signed

ELIZOR M. VILLANUEVA
Chairperson, Advisory Committee

Date Signed

VLADIMIR B. FIGUEROA
Chairperson, Advisory Committee

Date Signed

Accepted in partial fulfillment of the requirements for the degree of **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**.

Practicum Coordinator

Date Signed

JOEL P. ALTURA
Program Head

Date Signed

DR. RUBELYN M. ESPERON
Chair of Tertiary Studies

Date Signed





ACKNOWLEDGMENT

The student intern would like to

Lastly, special thanks to the trainee's parents for extending moral and financial support during the internship and in making this paper.

<STUDENT NAME>





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Application Letter
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Recommendation Letter
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Daily Activity Report
Weekly Activity Journal
Rating Sheet





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LIST OF EXHIBITS

Exhibit 1 – Vaccination card/Booster Card
(Pictures during OJT, Ex.: Exhibit 2 – Developing Website, Exhibit 3 – DTR...)





INTRODUCTION

The Practicum Program

In this section, the students will discuss what an OJT Program is. The citation may be required when giving definitions. The student will also discuss what the Program's CMO says about the Practicum Program – this includes how many hours will it last. Students will also discuss the process they underdone before having their OJT.

Importance of Practicum Program

In this section, the students will discuss how will they be benefited from the OJT Program.

BACKGROUND OF THE COMPANY

Overview of the Company

In this section, the students will briefly introduce the company – this includes identifying the type of company, the location, who owns the company, and other information about the company. This includes the company logo.

History

Insert company History here

Vision

Insert company Vision here

Mission

Insert company Mission here

Core Values

Insert company Core Values here

Organizational Structure

Insert the company's organizational structure here

TRAINING

Hours Worked

In this section, the student will discuss how many hours did s/he complete. In case, that 500 hours were not met, the student must be able to discuss the reason. The student will discuss his/her work schedule on a daily basis. Did s/he work from Monday to Saturday, from 8:00 AM to 5:00 PM? All matters regarding working ours must be discussed here.





Responsibilities Assumed

In this section, the student will discuss in what department s/he was assigned. The student will discuss what were the responsibilities given to him/her – this may include if s/he was asked to lead the whole training team, and relate his/her experiences leading a group.

Task Performed

In this section, the student will discuss the tasks s/he performed throughout his OJT. This must be a comprehensive summary of what is stipulated on his/her Daily Activity Report and Weekly Activity Journal. It is ideal that the discussion must be presented per 100 hours.

SKILLS ACQUIRED

Conceptual Skills

In this section, discuss the conceptual skills you learned at OLSHCO which you have applied and enriched during the OJT program. Students must be able to relate the learning to OLSHCO's Graduate Attributes (Effective Communicator, Design Thinker, Ecological Integrity Advocate, Cultured Citizen, Result-Driven Professional).

Interpersonal Skills

In this section, the student will discuss how s/he learns in terms of communicating and interacting with the company's employees and his/her co-trainees. The student will discuss how s/he developed his/her interpersonal skills. Students must be able to relate the learning to OLSHCO's Graduate Attributes (Effective Communicator, Design Thinker, Ecological Integrity Advocate, Cultured Citizen, Result-Driven Professional).

Technical Skills

In this section, students will discuss the new technical skills s/he have learned during the program. Students must be able to relate the learning to OLSHCO's Graduate Attributes (Effective Communicator, Design Thinker, Ecological Integrity Advocate, Cultured Citizen, Result-Driven Professional).

HUMAN RELATIONS AT WORK

Relationship with Supervisor

In this section, the students will discuss how was his/her relationship with their OJT supervisor. Student will discuss any problem s/he had with his/her supervisor and how s/he dealt with it.

Relationship with Employees

In this section, the students will discuss how was his/her relationship with the company's employees. Student will discuss any problem s/he had with his/her supervisor and how s/he dealt with it.

Relationship with Co-Trainees





In this section, the students will discuss how was his/her relationship with other trainees. Student will discuss any problem s/he had with his/her supervisor and how s/he dealt with it.

PROBLEMS ENCOUNTERED

In this section, the students will discuss all the problems and challenges they faced from the beginning to the end of their OJT.

CONCLUSION

In this section, the students will discuss their realizations about their experiences during their OJT. Students will relate their realization to OLSHCO's Core Values (Filial compassion, Leadership and Accountability, Mary inspired obedience, and Enduring discipleship)

RECOMMENDATION

The OJT Program

In this section, the students will discuss what the trainee recommends for the betterment of the OJT Program. What are the things that the BSIT Department to consider in the implementation of the OJT Program. Recommendations may be based on the problems encountered by the trainee.

Future Trainees

In this section, the students will discuss what the trainee recommends for future trainees. What future trainees must consider having a better OJT experience and how to make the learnings acquired from the training more relevant.

REFERENCES

List of references, citations.





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APPENDICES





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Insert here all OJT documents, (see list of appendices)





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*Insert here pictures/documentation. Include the picture of your vaccination/Booster card.
For the documentation, supply a short caption for each picture.*

