	Pamantasan ng Lungsod ng Valenzuela	Document No.:
	INTERNSHIP PLAN	CEIT-OJTF-002
		Number of Pages: 2
College:	College of Engineering and Information Technology	Revised: 09/28/2025

Name of Intern: Havana, Russel G.   **Course/Student No.:** 22-3118

Name of Company: Northgate Technologies Inc.

Company Address: 59 Tinagan St. San Jose Quezon City 1115

Site Internship Supervisor: Mr. Carl Jayvie F. Manatad   **Contact Details:** 09287358884

Accomplish in computerized format. Please add additional sheets, if necessary.

I. GENERAL INFORMATION

a. Company assignment (Indicate department/production site/s where the Student Intern is assigned.)	
b. Reporting schedule (Indicate time and day of reporting of the Student Intern.)	€ Monday Time: 8:00 AM to 6:00 PM € Tuesday Time: 8:00 AM to 6:00 PM € Wednesday Time: 8:00 AM to 6:00 PM € Thursday Time: 8:00 AM to 6:00 PM € Friday Time: 8:00 AM to 6:00 PM
c. Site location (Address/es of site/s where will the Student Intern be assigned.)	**59 Tinagan Street, San Jose Quezon City. Philippines 1115**

II. LEARNING INFORMATION

| a. Agreed program of work for placement. (Provide outline of expected duties to be performed by the Student Intern.) | Set up and maintain hardware test benches for QA testing of UPS units (650VA / 1000VA), laptops, desktops, and digital signages (43" / 49"). Conducted Quality Assurance by cross-checking unit specifications with Sales Orders before opening hardware packages, ensuring accuracy of delivered products and preventing mismatches in configuration. Performed functionality, performance, and acceptance checks on hardware systems (e.g., battery backup for UPS, display calibration for signages, and stress/load testing for laptops and desktops), Perform basic configuration and validation such as OS installation, driver updates, firmware/BIOS flashing, and performance benchmarking. Assist in QA testing of desktops, tablets, and UPS units. Conduct system checks on performance, display quality, responsiveness, and physical conditions. Document serial numbers and MAC addresses for inventory and tracking. Perform setup and configuration of IT devices (e.g., Asus ExpertCenter All-in-One PCs). |

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	• Support inventory preparation and quality validation for client orders (e.g., McDonald's corporate order). • Participate in troubleshooting and basic technical support.
b. Agreed learning aims. (Please outline specific learning aims of the Student Intern.)	• Develop technical knowledge in IT hardware and System Testing. • Gain hands-on experience in QA processes and documentation. • Enhance problem-solving skills through troubleshooting activities. • Learn workplace discipline, time management, and teamwork.
c. Agreed on-placement learning opportunities. (Please provide brief details of projects to be undertaken by the Student Intern during placement.)	• Exposure to real-world QA operations in IT hardware. • Participation in bulk setup projects for corporate clients. • Use of QA checklists, technical reports, and documentation procedures. • Mentorship and supervision under the QA Department Head.
d. Describe the structure of supervision. (How will the Student Intern be supervised throughout the program?)	• The Student Intern will be directly supervised by the Site Internship Supervisor, who will assign daily and weekly tasks, provide technical instructions, and evaluate performance. • The Supervisor will conduct regular progress checks to ensure compliance with QA protocols, documentation standards, and company procedures. • The Intern will be encouraged to seek guidance and clarification on tasks, promoting an open line of communication for technical and procedural concerns. • The Supervisor, together with other senior staff, will provide mentorship and skills coaching to enhance the intern's knowledge in hardware testing, troubleshooting, and documentation. • Feedback sessions will be scheduled to identify strengths, address areas for improvement, and reinforce professional growth throughout the internship. • The OJT Coordinator will coordinate with the Supervisor to ensure that the internship aligns with academic objectives and institutional requirements.
e. Describe the range of experiences planned for the Internship. (Describe the planned and programed sequence of training activities that provide breadth and quality of training)	• Week 1–2: Orientation and introduction to company protocols, QA processes, and inventory documentation. Perform guided hardware checks (e.g., desktops, UPS units, and tablets) under close supervision. • Week 3–4: Assist in bulk equipment setup and configuration, including software installation and system responsiveness testing. Begin documenting results with accuracy and consistency. • Week 5–6: Take responsibility for specific QA areas such as display validation, performance benchmarking, physical condition checks, and data logging (serial/MAC addresses). • Week 7–8: Collaborate with the QA team on large-scale client projects, supporting regression-style testing, troubleshooting, and ensuring quality

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	compliance before deployment.
	• Final Week: Consolidate testing reports, summarize learning outcomes, and provide recommendations for QA improvements. Present findings to the Site Internship Supervisor and OJT Coordinator.

Site Internship Supervisor: *(Signature Over Printed Name)*	Mr. Carl Jayvie F. Manatad
Student Intern: *(Signature over printed name)*	Havana, Russel G.
OJT Coordinator: *(Signature over printed name)*	Ms. Sherilene Pamintuan