



University of Cabuyao
(PAMANTASAN NG CABUYAO)
Laguna, Philippines 4025
College of Engineering
INDUSTRIAL ENGINEERING



A PRACTICUM REPORT



Undertaken at **NIDEC PHILIPPINES CORPORATION**
Located at 136 NORTH SCIENCE AVENUE, SPEZ LAGUNA
TECHNOPARK, BIÑAN, LAGUNA

In partial fulfillment of the requirements for the course
COE114: On-the-Job Training (240hrs)

For the Degree of
Bachelor of Science in Industrial Engineering

Presented to the faculty of Engineering
COLLEGE OF ENGINEERING

UNIVERSITY OF CABUYAO (PnC)
Katapatan Homes Subdivision
Banay-banay, City of Cabuyao, Laguna 4025

Submitted by:
ELLISE D. CASTRO
BSIE

Submitted to:
ENGR. EVELYN L. DE CASTRO
OJT Instructor

August 2023



APPROVAL SHEET

A Narrative Report entitled “A Practicum Report” undertaken at NIDEC PHILIPPINES CORPORATION located at 136 NORTH SCIENCE AVENUE, SPEZ LAGUNA TECHNOPARK, BIÑAN, LAGUNA prepared and submitted by ELLISE D. CASTRO in partial fulfillment of the requirements for Bachelor of Science in Industrial Engineering is hereby endorsed by approval.

Accepted and approved in partial fulfillment of the requirements for the degree of Bachelor of Science in Industrial Engineering.

Engr. Evelyn L. De Castro
OJT Instructor

August 2023

Date



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ACKNOWLEDGEMENT

This practicum report would not have been possible without the guidance and the help of individuals in one way, or another that contributed and extended their valuable assistance in the preparation and completion of this internship experience. The intern would like to express her deepest appreciation and gratitude to the following:

To Ma'am Berly Binondo-Lambot, whose guidance in document preparation was invaluable and whose consistency in addressing our concerns provided immense support during our on-the-job training days.

To Ma'am Evelyn De Castro, whose wisdom and assistance guided us through every stage of our training.

To Engineer Von Panganiban, whose assistance made it possible for us to secure our OJT at NIDEC

To Engineer Jimwell Dalafu, whose assistance in our application process was paramount to our successful acceptance into the company.

To Ma'am Charisse Keruvim Alvarez, whose diligent efforts in arranging our document requirements and her initiative in acquainting us with the company's environment made our transition smooth and comfortable.

To Engineer Romerck Sancho, whose insightful feedback helped refine our project proposal and improved the quality of our work.

To Engineer Rose-Ann Verzo, whose mentorship and tips greatly shaped my project proposal about manpower reduction.

To Engineer Jessica Sta. Anna, whose teachings on the essential formulas for Industrial Engineers broadened my knowledge and improved my skillset.



To Ma'am Charlotte Bagayan, whose guidance was crucial in data collection for my project proposal.

To Ma'am Carol Serito, who served as my mentor in the production area and guided me in data collection. Your support and advice were crucial to my learning and understanding of the practical work environment.

To my parents, who demonstrated immense dedication by waking up early each morning to ensure that I reached the shuttle on time. Your unwavering support and sacrifice have not gone unnoticed and are greatly appreciated.

To my classmate, who acted as my sounding board during this time. Sharing the pressures and challenges of the OJT with you provided a necessary outlet for my thoughts and concerns.

To God, who bestowed upon me the strength and wisdom needed to navigate this journey.

Thank you all for your substantial contribution to my personal and professional development.



CHAPTER I

BACKGROUND OF THE COMPANY

This chapter indicates the background information of the company where the intern underwent her on-site practicum training. This includes the company name and logo, its type, description, and location, date established, line of business, mission and vision statement, core values, and the products being offered to the industry.

1.1. Company Profile



NIDEC Philippines Corporation was founded by Mr. Shigenobu Nagamori on July 23, 1973, the company specializes and handles motor application products based on "everything that spins and moves," centering around a motor business that comprises an expansive product line from small precision to supersized motors. On December 1995, NIDEC Philippines Corporation was established and it was located at 136 North Science Avenue, SPEZ Laguna Technopark, Biñan, Laguna.



In 1979, NIDEC revolutionized the tech industry by successfully commercializing the world's first direct drive spindle motor for HDDs using a brushless DC motor. This breakthrough played a pivotal role in enabling the production of significantly smaller computers, a crucial step in the development of the compact devices we use today.

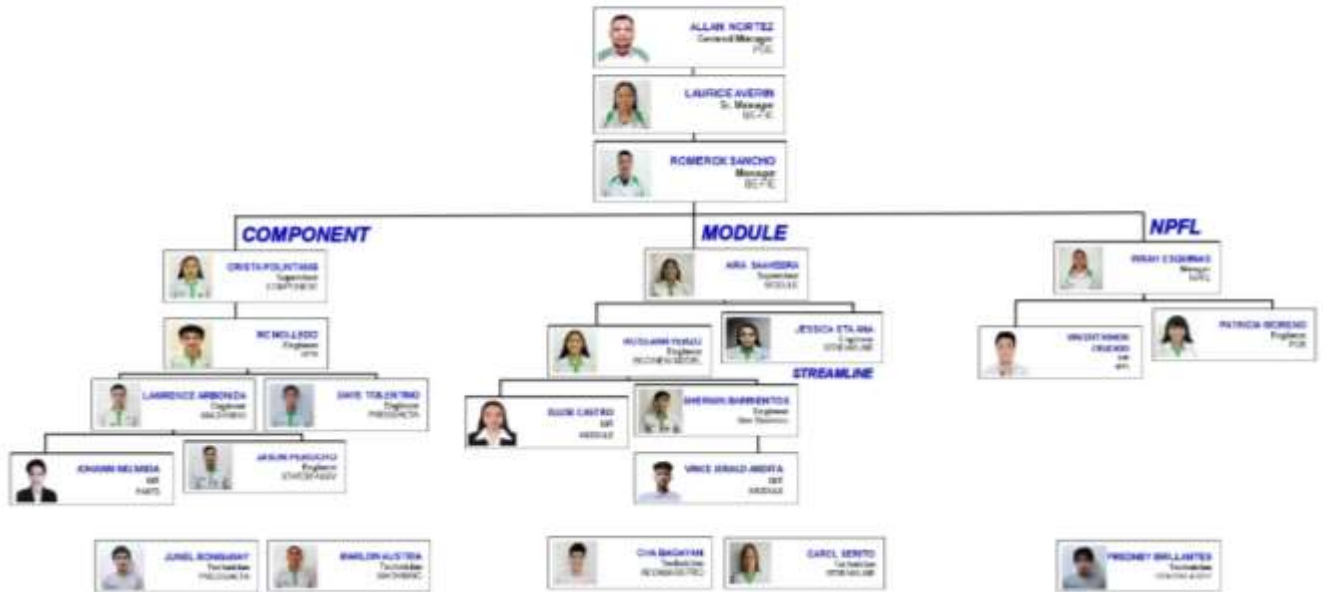
Company Philosophy





1.2. Organizational Chart

BE-FIE ORGANIZATIONAL CHART



Products/Services



HDD Motors and Base Plates



Fans



Small Precision Motors



High-Precision Gears



Press Machine



Drones



CHAPTER II

WEEKLY PROGRESS REPORT

Included in this chapter is the agreed and accomplished training plan for student interns at NIDEC PHILIPPINES CORPORATION, followed by the compilation of weekly journals that is signed by the intern and immediate supervisor.



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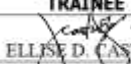




WEEKLY STUDENT INTERNSHIP JOURNAL

STUDENT INTERN: Elise D. Castro	PROGRAM: BS Industrial Engineering
DATE: July 6-7, 2023	

ACCOMPLISHMENT	DIFFICULTIES ENCOUNTERED	NEW LEARNING/ INSIGHTS
<p>July 6, 2023</p> <ul style="list-style-type: none"> Oriented from the rules and policy inside the company. Tour in production 	<ul style="list-style-type: none"> Getting the identification card and shuttle boarding pass. Documents needed to pass before the endorsement. 	<ul style="list-style-type: none"> NIDEC company profile in which they specializes and handles motor application products based on everything that spins and moves. In every clean room, everyone who enters needed to wear bunny suit or smack gown since the units are very sensitive especially to talc.
<p>July 7, 2023</p> <ul style="list-style-type: none"> Before Cleaning Room 4 tour Review IE Module PPTs Line tour in X2427 Cycle time of X2427 	<ul style="list-style-type: none"> Familiarizing how to get elementals and get a takt time using stopwatch. There are so many machines to remember as well as the process included. 	<ul style="list-style-type: none"> There are several products are running in clean room 4 such as x2298, x2427, x1930, x1247 and more that often has same process. Needed to be really attentive and quite detailed when getting the cycle time and elementals. Different formulas needed for line improvement such as line balance efficiency, capacity/shift, and UPH.

STUDENT-TRAINEE	PERSON IN CHARGE	MANAGER
 ELISE D. CASTRO (signature over printed name)	ENGR. ROSE-ANN VERZO (signature over printed name)	ENGR. ROMERCK SANCHO (signature over printed name)

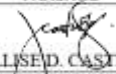
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WEEKLY STUDENT INTERNSHIP JOURNAL

STUDENT INTERN: Elise D. Castro	PROGRAM: BS Industrial Engineering
DATE: July 10-14, 2023	

ACCOMPLISHMENT	DIFFICULTIES ENCOUNTERED	NEW LEARNING/ INSIGHTS
<p>July 10, 2023</p> <ul style="list-style-type: none"> Familiarization of processes involved in model x2427. Assisted getting the cycle time and elemental of auto-listening machine. 	<ul style="list-style-type: none"> There's a lot of machine so as a first timer in production area, I find it difficult to remember it all. 	<ul style="list-style-type: none"> In getting the cycle time and elementals, you have to be attentive and detailed so it can show the area for improvement.
<p>July 11, 2023</p> <ul style="list-style-type: none"> Started my first activity which is the line balance for x2298. Got the cycle time and elementals of x2298, fan assy. 	<ul style="list-style-type: none"> Having a struggle in using a stopwatch while getting the elementals of process. 	<ul style="list-style-type: none"> In getting the line balance efficiency, you have to divide the time by the total headcount multiply by pitch time.
<p>July 12, 2023</p> <ul style="list-style-type: none"> Reviewed the formulas needed e.g. UPH, line balance efficiency, and capacity per shift. Got the cycle time of x1249 Line balance of x1249. 	<ul style="list-style-type: none"> In getting the elementals of process in bearing assy, operators has a lot of movements like in axial gap check to air leak and oil injection process so, it's hard to record it all. 	<ul style="list-style-type: none"> To have at least accurate data, 5 trials must need in machine and 10 trials for man. Learned how to get the elementals in bearing assy.
<p>July 13, 2023</p> <ul style="list-style-type: none"> Reviewed and rechecked the elementals in axial gap check to air leak and oil injection process. Found the area where there is a chance of improvement in bearing assy which is the axial gap check to air leak and oil injection to oven. 	<ul style="list-style-type: none"> Started formulating ideas for improvement in my proposal. It has a lot of computations and needed to be careful in gathering of every data. 	<ul style="list-style-type: none"> I learned that combining two process was not good for target 8.70 UPH. So, I went for simulation 1 and finding what specific movement should I eliminate or combine.
<p>July 14, 2023</p> <ul style="list-style-type: none"> Prepared a weekly report. Finished getting the elementals in bearing assy. Familiarization and had a line tour in fan assy of x1249. 	<ul style="list-style-type: none"> Struggle in recording the time because of fast movements/handling of operators. 	<ul style="list-style-type: none"> Started my proposal in which operator in oil injection has still capacity in loading the unit in air leak machine.

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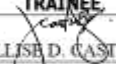
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WEEKLY STUDENT INTERNSHIP JOURNAL

STUDENT INTERN: Elise D. Castro	PROGRAM: BS Industrial Engineering
DATE: July 17-21, 2023	

ACCOMPLISHMENT	DIFFICULTIES ENCOUNTERED	NEW LEARNING/ INSIGHTS
<p>July 17, 2023</p> <ul style="list-style-type: none"> Started editing in a powerpoint presentation for project proposal which included the process flow, line balance, current cycle time and proposed reduced cycle time. Batching (by 6) process in project proposal. Acquired data in x1249 fan assy 	<ul style="list-style-type: none"> Due to limited time of production in x1249 and few machines were only running, cycle time of line is not yet completed. Waiting time of oil injection machine until it has 6 units after unloading from air leak. 	<ul style="list-style-type: none"> Batching by 6 has still a lot flaws and it's not ready to defend for project proposal. Need optimize operator's idle time.
<p>July 18, 2023</p> <ul style="list-style-type: none"> One pager Time plan Simulation 2: Batching by 3 unit 	<ul style="list-style-type: none"> Distance between axial to air leak and oil injection. 	<ul style="list-style-type: none"> In simulation 2, it shows that the operator will need to go back and forth for two times from oil injection to axial gap check which is still has area for improvement..
<p>July 19, 2023</p> <ul style="list-style-type: none"> Time plan is for review by Ma'am Rose. Started the process flow in powerpoint and summarized it. X1249 Man machine elementals. Observed air leak to oil injection in X2298. 	<ul style="list-style-type: none"> Comparing and applying from X2298 what possible sequence of handling I can apply in X1249 axial to oil injection. 	<ul style="list-style-type: none"> From my observation in X2298, batching is one of the most possible answer of one operator can do.
<p>July 20, 2023</p> <ul style="list-style-type: none"> Finalized the flow of proposed elementals in simulation 1 and 2. Helped getting takt time in X1930 air blow. 	<ul style="list-style-type: none"> Rearranging and eliminating the elementals. Ask for assisting what the possible reason why units in X1930 is stucked in air blow process. 	<ul style="list-style-type: none"> Batching by 3 is good but according to my data, it can do better in batching by 4 then 2.
<p>July 21, 2023</p> <ul style="list-style-type: none"> Weekly report to our manager. Elementals in X1249 fan assy. Process flow chart and updating datas in powerpoint for project proposal. 	<ul style="list-style-type: none"> Delayed in getting the whole cycle time in X1249 fan assy. Having a hard time explaining my proposal in English. 	<ul style="list-style-type: none"> Batching by 6 and 3 has still an idle time for operator. OEE (Overall Equipment Effectiveness) identifies the percentage of manufacturing time that is truly productive.

STUDENT- TRAINEE	PERSON IN CHARGE	MANAGER
 ELLISE D. CASTRO (signature over printed name)	ENGR. ROSE-ANN VERZO (signature over printed name)	ENGR. ROMERCK SANCHO (signature over printed name)


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WEEKLY STUDENT INTERNSHIP JOURNAL

STUDENT INTERN: Ellise D. Castro	PROGRAM: BSIE
DATE: July 24-27, 2023	

ACCOMPLISHMENT	DIFFICULTIES ENCOUNTERED	NEW LEARNING/ INSIGHTS
<p>July 24, 2023</p> <ul style="list-style-type: none"> Started to get the distance from axial to air leak and axial to oil injection. Time taken by the operator traveling between these machines. Elementals of continuous process and batching by 3. 	<ul style="list-style-type: none"> Comparing the elementals of continuous process, batching by 3, 6, and 4:2 in oil injection. 	<ul style="list-style-type: none"> From cell 1&2 of oil injection it took 2.26s for the operator to reach axial and 2.10s for cell 3 to 5 which means I need to get rid this repeated movement to avoid fatigue that can affect the process.
<p>July 25, 2023</p> <ul style="list-style-type: none"> By acquiring the data needed from comparing continuous, batching by 3, 6, and 4:2, I am working in finalizing my project proposal powerpoint. 	<ul style="list-style-type: none"> Explaining and defending my project proposal. I sometimes lost in track explaining the data I gathered. 	<ul style="list-style-type: none"> I need the standard work combination table to support my proposal. Batching 4:2 is better idea since it get rid of machine waiting time in air leak machine 2 cell 2.
<p>July 26, 2023</p> <ul style="list-style-type: none"> Standard work combination table Machine process of Axial gap check, Air leak, and oil injection. 	<ul style="list-style-type: none"> The version of excel on my computer is not updated and I struggle putting my data. 	<ul style="list-style-type: none"> From SWCT, it can be seen that the operator has an idle time in machine 3 on process. SWCT helps to find area of improvement and help to balance the workload.
<p>July 27, 2023</p> <ul style="list-style-type: none"> Finalize SWCT and powerpoint. CPF-FPC Matching Takt Time and elementals. Photo documentation 	<ul style="list-style-type: none"> Delayed in getting data from fan assy since the customers were around, technicians, engineers and supervisors were observing too. 	<ul style="list-style-type: none"> SWCT will be an effective supporting tools for my proposal in fan assy. CPF-FPC matching process is manual and it's prone to NG (not good).

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 ELLISE D. CASTRO (signature over printed name)	ENGR. ROSE-ANN VERZO (signature over printed name)	ENGR. ROMERCK SANCHO (signature over printed name)

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CHAPTER III

ASSESSMENT

The content of this chapter includes the assessment where a problem is identified with its possible solutions, and recommendations for the OJT Program.

3.1. Problem and Its Solutions

Problem: Upon gathering data for model, utilizing cycle time, takt time, line balancing, and the standard work combination table, it appears that the operators from machine 1 to machine 3 experience idle time. To address this issue, I propose a manpower reduction, which would have two positive impacts: labor cost savings and increased line balance efficiency.

Alternative Solution: Layout Planning, Automation, and Manpower Reduction

Design/Solution: Manpower reduction is a preferable option, as it is also recommended by NIDEC industrial engineers. In relation to my proposal, one operator will be stationed from the machine 1 to machine 3 process and must perform the correct sequence of handling to avoid "Not Good" outcomes and fatigue. Beyond the solutions already mentioned, this is the most likely solution without incurring excessive costs for automation or altering the workplace layout.

Conclusions: Based on data insights, due to manpower reduction, the operator needs to implement a 4:2 batching process. This strategy maximizes efficiency, eliminating idle periods and machine wait times.



3.2. Recommendations

a. Students

It is highly advised for students seeking substantial internship experiences to consider NIDEC. The real-world exposure and practical learning opportunities offered can contribute significantly to enhancing your career prospects.

b. Internship Program

Programs should seek to emulate NIDEC's approach, which emphasizes direct, hands-on training and immerses trainees in an actual work environment, resulting in a truly effective learning experience.

c. Curriculum

It is suggested that academic institutions incorporate data analysis-focused project proposals into their curriculums. This approach, adopted by NIDEC, can help prepare Industrial Engineering students for the rigors and demands of their future careers.

d. Host Training Establishment

It is suggested that academic institutions incorporate data analysis-focused project proposals into their curriculums. This approach, adopted by NIDEC, can help prepare Industrial Engineering students for the rigors and demands of their future careers.



CHAPTER IV

PERTINENT DOCUMENTS

This section presents the necessary documents accomplished by the intern in regards with the formal application of the on-site practicum training at NIDEC PHILIPPINE CORPORATION.

4.1. Application Letter

Ellise D. Castro
B15 L18 St. Joseph 6 P1 Butong
City of Cabuyao Laguna, 4025
09754438762
castroellise51@gmail.com

June 8, 2023

Human Resource Management Office
Nidec Philippines Corporation
136 North Science Avenue Extension, Technopark
Biñan City Laguna, 4024

Dear hiring manager,

Dangal Greetings!

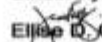
I am writing to express my genuine interest in applying for an internship position at Nidec Philippines Corporation. As a highly motivated and diligent 3rd year Industrial Engineering student at Pamantasan ng Cabuyao, I am excited about the opportunity to gain hands-on experience and contribute to the innovative work carried out by your esteemed organization.

I have developed a strong skill set during my academic journey, which I believe aligns perfectly with the requirements of an intern position at Nidec Philippines Corporation. Some of the skills and qualifications I possess include:

- Proficient in Microsoft Office
- Time management
- Strategy Planning
- Interpersonal skill
- Knowledgeable with time study

Furthermore, I am a regular student with no failed subjects and have actively pursued opportunities to enhance my skills by attending numerous webinars focused on industrial engineering, where I gained valuable insights into industry best practices and emerging trends. These experiences have further fueled my passion for the field and provided me with a broader perspective on the practical applications of my academic knowledge.

I look forward to the possibility of contributing to Nidec Philippines Corporation and being a part of your dedicated team. I have attached my resume for your review, which provides more details about my academic background, skills, and experiences. I appreciate your time and consideration.

Sincerely,

Ellise D. Castro



4.2. Recommendation Letter



Republic of the Philippines
Pamantasan ng Cabuyao
(University of Cabuyao)
Placement, Alumni, and Linkages Department
Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

PNC:SDAS-LE-543.104
June 15, 2023

Alvarez
MS. CHARISSE KERUVIM M. ALVAREZ
Human Resources Department
NIDEC PHILIPPINES CORPORATION

Dear Ms. Alvarez:

Dangal greetings!

Pamantasan ng Cabuyao (University of Cabuyao) is a premiere higher education institution committed to provide quality education and produce value-laden and globally competent graduates that will bring pride and honor to the nation.

Internship is one of the most crucial requirements by the Commission on Higher Education for those who wish to graduate in their programs. The Student Internship Program aims to expose the students into the actual fields of work where they can apply and practice their theoretical knowledge obtained from the four corners of the classroom.

With this, we would like to humbly request your reputable department/company/institution to allow **Ellise D. Castro**, a student of **Bachelor of Science in Industrial Engineering** to undertake his/her internship this semester. He/she is required to render and complete 240 hours of actual training which requires him/her to perform duties and tasks related to the course.

Should there be any concerns, you may call us at 09368619324 or email us at pald@pnc.edu.ph.

We hope that this request will be favorably considered.

Respectfully yours,

Nieva
ENGR. VANESSA TCI M. NIEVA
Placement, Alumni, and Linkages Coordinator,
College of Engineering


Lambot
BERLY BINONDO LAMBOT, LPT
Director, Placement, Alumni, & Linkages Department

bbl/06.15.2023



4.3. Student Internship Acceptance Form


PNC-AA-FO-29 rev.0 02012023



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)
Academic Affairs Division
Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

STUDENT INTERNSHIP ACCEPTANCE FORM

This is to certify that the following students have been accepted in our company/establishment for their internship effective _____ until _____ for a period of 240 hours.


 COMPANY/HOSPITAL/SCHOOL REPRESENTATIVE
 (Signature over Printed Name)

FOR THE HOST-COMPANY (Please fill out):

Name of Company:	NIDEC PHILIPPINES CORPORATION		
Address:	136 NORTH SCIENCE AVENUE, SPEZ LAGUNA TECHNOPARK, BIÑAN LAGUNA		
Name of Internship Supervisor:	AIRA SAAVEDRA		
Position:	SUPERVISOR		
Contact Number/s:	0708 2100 966	Fax No.:	
E-mail Address:	aira.saaavedra@nidec.com		

☒ I agree to the collection and processing of my data for the purpose of facilitating the internship of Pamantasan ng Cabuyao interns. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required to provide truthful information.

FOR THE STUDENT INTERN (Please fill out):

Name:	ELUSE D. CASTRO	AY:	2023-2024
Yr. & Program:	3 RD YEAR BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING	Term:	<input type="checkbox"/> 1 st Sem <input type="checkbox"/> 2 nd Sem
Address:	B15 L18 ST. JOSEPH 6 PHASE 1 BUTONG CABUYAO LAGUNA	<input checked="" type="checkbox"/> Mid-year	
Telephone No.:		Mobile No.:	09754438762
E-mail address:	castroelise51@gmail.com	Contact No:	09358238321
Name of Guardian:	MELANIE D. CASTRO		

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Dangal ng Bayan.
bringing pride and honor to the nation.



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4.4. Certificate of Completion of Training



4.5. Memorandum of Agreement

PNC:SDAS-TOR-225.38



Republic of the Philippines
Pamantasan ng Cabuyao
(University of Cabuyao)
Placement, Alumni, and Linkages Department
Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement made and executed between:

PAMANTASAN NG CABUYAO (UNIVERSITY OF CABUYAO), an educational institution, duly organized and existing under Philippine Laws with office/business address at **KATAPATAN MUTUAL HOMES, BRGY. BANAY-BANAY, CITY OF CABUYAO, LAGUNA** represented herein by **DR. CHARLEMAGNE G. LAVINA** in his capacity as the **UNIVERSITY PRESIDENT**, hereinafter referred to as **PnC**.

and

NIDEC PHILIPPINES CORPORATION a corporation duly organized and existing under Philippine Laws with office/business address at **136 NORTH SCIENCE AVENUE, SEZ, LAGUNA TECHNOPARK, BINAN, LAGUNA** represented herein by **JOJIT P. LARINO** in his/her capacity as **HUMAN RESOURCES GROUP MANAGER**, hereinafter referred to as the **HOST TRAINING ESTABLISHMENT (HTE)**.

Witnesseth:

The parties hereby bind themselves to undertake a Memorandum of Agreement for the purpose of supporting the **PnC's** On-the-Job Training for under the following terms and conditions:

The **PnC** shall:

1. be responsible for screening, selection and briefing the **STUDENT TRAINEE** who intends to conduct practicum exposure in the **HTE** as part of the **PnC's** curriculum;
2. provide the **STUDENT TRAINEE** the basic orientation on proper work ethics and values, behavior, and discipline to ensure smooth cooperation with the **HTE**;
3. issue an official endorsement letter vouching for the well-being of the **STUDENT TRAINEE** which shall be used by the **HTE** for processing the application of the **STUDENT TRAINEE**;
4. issue necessary documents and forms to be accomplished by the **STUDENT TRAINEE** necessary for his/ her completion of training requirements;
5. voluntarily withdraw a **STUDENT TRAINEE** who is found to misbehave and/or act in defiance to existing standards, rules, and regulations of the **HTE** and impose necessary **PnC** sanctions to the said **STUDENT TRAINEE**;
6. make supervisory and instructional visits and or follow ups to the **HTE** during the training period and evaluate the student's progress and discuss training problems;
7. have the discretion to pull out the **STUDENT TRAINEE** if there is an apparent risk and/ or exploitation on the rights of the **STUDENT TRAINEE**;
8. impose the health safety standards as prescribed by the Inter Agency Task Force (IATF) for COVID19 prevention and all the applicable health and safety protocols for the student's welfare. **PnC** has the right to pull out students who are not observing health and safety measures, including but not limited to the **HTE** ensuring the safety of the student trainee in their premises;

The **TRAINING PARTNER**:

1. may grant allowance and/or adequate insurance to **STUDENT TRAINEE** in may accordance with the **HTE's** existing rules and regulations;

MR. ALLAN NORTEZ

MR. JOJIT P. LARINO

DR. FLORANTE A. MAGNAYE

DR. RENELINA MANABO

DR. CHARLEMAGNE G. LAVINA



PNC:SDAS-TOR-225.38



Republic of the Philippines
Pamantasan ng Cabuyao
(University of Cabuyao)
Placement, Alumni, and Linkages Department
Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

2. upon consultation with the PnC, may require qualified students to submit themselves to examinations, interviews, and file pertinent documents to support their application;
3. is not obliged to employ **STUDENT TRAINEE** upon completion of the training;
4. may establish collaborative partnership through the following programs and activities:
 - a) Internship/ On-the-Job-Training;
 - b) Student Plant Tour (if applicable);
 - c) Job Fair/ Other School activities;
 - d) Job Posting; and
 - e) Job Placement/ Employment;
 - f) comply the rules and regulations as maybe provided/required by the IATF, CHED, PnC policy related to OJT.
5. shall comply and meet the goals and objectives of the training, knowledge, skills; attitudes and competencies needed by the **STUDENT TRAINEE**;
6. shall comply with the occupational health and safety standards as issued and required by the proper authority;
7. shall not assign the **STUDENT TRAINEE** not suitable to his/ her program course or educational requirement;
8. shall enhance the **STUDENT TRAINEE**'s work competencies and discipline related to the training requirement.

MR. ALLAN MORTIZ

MR. JOINT P. LARINO

DR. FLORANTE A. MAGNAYE

DR. RENELINA MANABO

Under this **On-the-job training Program**, the following terms and conditions are likewise included;

1. There will be no employer-employee relationship between **HTE** and the **STUDENT TRAINEE**
2. The **STUDENT TRAINEE** will be personally responsible for any and all liabilities for damage to property or injury to third persons, which may be occasioned by their intentional or negligent acts while in the course of their training.
3. Every party will use their best efforts to stop the disclosure of any of the opposite party's confidential information to any other party after termination of this Agreement.
4. Any intellectual property owned by the parties prior to this **AGREEMENT** shall continue to be owned by them. The **STUDENT TRAINEE** cannot use any confidential information or data from the company to create intellectual property without the express written approval of the company.

Any violation of the foregoing covenants will warrant the cancellation of the Memorandum of Agreement by the **HTE** within ten (10) days upon notice to the **PnC**.

This Memorandum of Agreement shall become effective upon signature of both parties and implementation will begin immediately and shall continue to be valid hereafter until written notice is given by either party fifteen (15) days prior to the date of intended termination.

In witness whereof the parties have signed this Memorandum of Agreement at
CITY OF CABUYAO, LAGUNA this _____ day of JUL 15 2023.

DR. CHARLES MAGNAYE G. LAVINA



PNC:SDAS-TOR-225.38



Republic of the Philippines
Pamantasan ng Cabuyao
(University of Cabuyao)
Placement, Alumni, and Linkages Department
Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

MR. JOJIT P. LARINO
Human Resources Group Manager

DR. CHARLEMAGNE G. LAVIÑA
University President

SIGNED IN THE PRESENCE OF:

MR. ALLAN NORTEZ
Production Development Center
General Manager

DR. RENELINA D. MANABO
VP for Academic Affairs

DR. FLORANTE A. MAGNAYE
VP for Student Development and Auxiliary Services

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF CABUYAO) S.S

BEFORE ME, a Notary Public, at the above stated locality, on this JUL 15 2023 day of _____, personally appeared the following:

Name	TIN
DR. CHARLEMAGNE G. LAVIÑA	172-841-768
DR. RENELINA D. MANABO	209-777-107
DR. FLORANTE A. MAGNAYE	170-334-099
JOJIT P. LARINO	UMID: CRN-0004-1311553-7
ALLAN NORTEZ	

Who have presented to me an integrally complete Memorandum of Agreement consisting of 3 pages, including this acknowledgment page and are known to me or identified by me through competent evidence of their identities as the same persons they support to be, and represented to me that their signatures on the foregoing Agreement were voluntarily affixed by them and that at the same time is their own respective free and voluntary act and deed with authority to sign in that capacity as well as the free act and deed of the corporations and individuals they represent and that they further swear under oath to the truth of the contents of the said Agreement, under penalty of law.

WITNESS MY HAND AND SEAL, on the date and in the place written.

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Page No. : 64
Book No. : LXXXIV
Series of : 2023

ATTY. ALEX MACADOR
NOTARY PUBLIC, Until December 31, 2024
Roll No. 52750 / Notarial Commission No. 05-KC-2022
MP No. 23-073 (09-27-2022) / PTR No. 5004792 (01-09-2023)
MCLE Compliance No. V9-0000866
Unit 206B, 2/F, Centennial Plaza Bldg.,
Brgy. San Isidro, Cabuyao City, Laguna



4.6. Student Internship Consent Form

PNC-AA-FO-28 rev.0 02012023

Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)
Academic Affairs Division
Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

NOTARY
NOTARYO
VICE LEIP OPIÑA

STUDENT INTERNSHIP CONSENT FORM

I, Elisa D. Castro, a BSIE student of
(Student Name) (Program)
Pamantasan ng Cabuyao, will have my Student Internship at
Nidec Philippines Corporation at 136 North Science Avenue, SPEZ Laguna Technopark
(Name and Address of Company)
Biñan Laguna in order to acquire professional or work experience related to the
academic training I learned from the University.

In addition, I agree to work on the following terms and conditions:

- That I shall abide by the rules and regulations of the host training establishment (HTE) and shall comply with what is stipulated in the Memorandum of Agreement/LOA;
- That I shall be responsible for whatever duties or tasks assigned to me, particularly those that are contained in the Student Training Plan Form;
- That I shall be reasonably liable for all the damages in properties or facilities I will incur while performing my duties;
- That I will not hold Pamantasan ng Cabuyao liable for any damage or injury that I may suffer due to my own negligence in connection with my internship in the company;
- That the company shall not be liable for the injury I will cause myself due to my negligence while performing my duties;
- That I will not demand that the company hire me after my training;
- That I will not require the company any compensation, salary, allowances, and/or any form of incentives as payment for my services as a trainee. However, if the company has provision for allowance or other related monetary benefit for internship, I shall welcome it; and
- That the company has the right to withdraw or terminate my training should I fail to comply with the company's rules and regulations and the aforementioned terms and conditions.

Issued this JUN 22 2023, 20__ at City of Cabuyao, Philippines.

WITH OUR CONSENT AND APPROVAL:

MELANIE D. CASTRO
Signature over Printed Name
PARENT/GUARDIAN OF THE STUDENT

CONFORME:

ELISA D. CASTRO
Signature over Printed Name
STUDENT-TRAINEE

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF LAGUNA) S.S.

BEFORE ME, a Notary Public for and in the Province/City of City of Cabuyao, Philippines,
personally appeared: ELISA D. CASTRO with Residence Certificate/Passport No. 1500351
issued at PAMANTASAN NG CABUYAO on _____ and
_____ with Residence Certificate/Passport No. _____ issued at
_____ on _____. All known to me by the same persons who
executed the foregoing instrument and they acknowledge to me that the same is their free act and
voluntary deed. This instrument consisting of 1 page has been signed on each and every page thereof by
the parties hereof and their witnesses and sealed with material seal.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, this JUN 22 2023
_____ day of City of Cabuyao, 20__ ATTY. LEIP L. OPIÑA
Notary Public



4.7. Medical Certificate

PNC AF-FO-02 rev.0 02012023

Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)
Administration and Finance Division
University Health Department
Katapatan Mutual Homes, Brgy. Banay-Ibanay, City of Cabuyao, Laguna 4025

MEDICAL CERTIFICATE
_____ semester, Academic Year _____

Date of Examination: JUNE 5, 2023 Age: 11 Gender: F
Name: CASTRO, ELLIE D. Program/Department: BS INDUSTRIAL BUSINESS
Position/Year Level: 1ST YEAR
Emergency Contact Name: MELANIE D. CASTRO Tel/CF No. 095 855 8392
Relationship: MOTHER

To whom it may concern,

This is to certify that Mr./Ms. ELLIE D. CASTRO 11 years old, from BLK 108 ST. JOSEPH U. MITIONA CABAUYAO LAGUNA was seen and examined on _____.

Diagnosis/impression: _____

☐ Advised to take medications and rest for _____

Purpose:
☐ Excuse Slip ☐ Off school activity ☒ OJT ☐ Sports ☐ ROTC ☐ Other: _____

Recommendation/s:
☐ Return to Class ☐ Sent home ☐ To hospital of choice

☒ Physically fit/ Cleared without restrictions at the time of examination
☐ Cleared, with recommendations for further evaluation or treatment for _____
☐ Not Cleared: ☐ All sports ☐ Certain sports ☐ Activity, please specify: _____

JONARD A. NAVARETE, RN, UT
UP NO. 857391
Signature Over Printed Name School Nurse
License Number: _____
PTR No: _____

Alnel Isaac Gurimao MD
Occupational Medicine, Pediatrics, Public Health
License number 120800
Signature Over Printed Name School Physician
License Number: _____
PTR No: _____

In compliance with the requirements of Data Privacy Act of 2012, Pamantasan ng Cabuyao commits to ensure that all personal information obtained will be secured and remain confidential. Collected personal information will only be utilized for purposes of documentation and research, if applicable, and facilitation of future transaction. The personal information shall not be shared or disclosed with other parties without consent unless the disclosure is required by, or in compliance with applicable laws and regulations.

Dr. Alnel Isaac Gurimao
Occupational Medicine, Pediatrics, Public Health



4.8. Psychological Certificate



Republic of the Philippines
Pamantasan ng Cabuyao
(UNIVERSITY OF CABUYAO)
Guidance and Counseling Department
Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna 4025

CERTIFICATION OF PSYCHOLOGICAL FITNESS FOR INTERNSHIP

This is to certify that ELLISE DELOS REYES CASTRO, a student taking Bachelor of Science in Industrial Engineering, is emotionally fit to undergo their program's respective internship/on-the-job training course.

This certification is being issued as one of the internship requirements based on the CHED Memorandum Order No. 102, s. 2017.

Issued this 5th day of June 2023, at Pamantasan ng Cabuyao, Katapatan Mutual Homes, Brgy. Banay-banay, City of Cabuyao, Laguna.


MS. ANGELA B. TAN, RGC, LPT
Guidance Counselor



University of Cabuyao
(PAMANTASAN NG CABUYAO)
Laguna, Philippines 4025
College of Engineering
INDUSTRIAL ENGINEERING



4.9. Work Samples/Outcomes



4.10. Photos



Orientation and Endorsement



Familiarization to each assigned area



Time out of compressed schedule



Production tour



Time out of compressed schedule



IE Team Lunch at Cafeteria



Time out of compressed schedule



Time out of compressed schedule



University of Cabuyao
(PAMANTASAN NG CABUYAO)
Laguna, Philippines 4025
College of Engineering
INDUSTRIAL ENGINEERING



4.11. Supervisor's Evaluation



4.12. Curriculum Vitae



CONTACT

✉ castroellise51@gmail.com

☎ 09754438762

📍 B15 L18 St. Joseph 6 Phase 1
Butong, City of Cabuyao
Laguna

EXPERTISE

- Computer Literate (MS Word, MS Excel, and MS PowerPoint)
- Time management
- Strategy Planning
- Interpersonal skill
- Knowledgeable with Time Study

REFERENCES

Ms. Karen Joy Tandayag
Faculty Member | De La Salle
-College of Saint Benilde
+63995-652-3844

Mrs. Emiliana R. Gamundoy
Midwife | Butong Health
Center
+63908-114-5746



PNC:AA-FO-27 rev.0 02012023

ELLISE D. CASTRO

A driven and goal-oriented individual who is eager to excel in the internship by applying her theoretical knowledge and gaining valuable hands-on experience in industrial engineering practices. Committed to working with unwavering dedication and continuously improving her skills to support her career aspirations.

EDUCATION

Bachelor of Science in Industrial Engineering	Present
Pamantasan ng Cabuyao	
Secondary	2020
Pamantasan ng Cabuyao – Senior High School	
• With Honors	
Cabuyao Integrated National High School	2018
• With Honors	
Elementary	2014
Cabuyao Central Elementary School (CCES)	
• Honor Student	

WORK EXPERIENCE

ASSISTANT (SPES)	2022
Public Employment Service Office – Cabuyao City	
• Record the Home-Based Maternal Record (HBMR)	
• Assisted in COVID Vaccination	
• Family Planning Assistant	
DATA ENCODER (SPES)	2021
Public Employment Service Office – Cabuyao City	
• Encode Cabuyenos Work Resumes	
INTERN (WORK IMMERSION)	2020
Cabuyao City Disaster Risk Reduction and Management Office	
• Assistant	

LATEST SEMINAR ATTENDED

Pamantasan ng Cabuyao – 5S Engineering Team

IKNOWvation: Recalibrating the Next Generation of Industrial Engineers

- February 25, 2022

Three Corners of Operation Management: Converting Inputs to Outputs with Desired Outcome of Maximizing Profit

- October 1, 2022