



## **COLLEGE OF COMPUTER AND INFORMATION SCIENCE**

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**Academic Year 2023 – 2024**

### **PRACTICUM REPORT DOCUMENT**

Maritoni V. Benjamin

Submitted to the Faculty of Mapua Malayan Colleges Laguna

In Partial Fulfillment of the Requirements for the degree of

Bachelor of Science in Information Technology

## **Overview of the Practicum Engagement**

### **Company Background**

**Company Name:** Suhay, OPC.

**Location:** Unit 18, Paseo 4B, Paseo de Sta. Rosa, Greenfield City, Sta. Rosa, Laguna Philippines 4026

Suhay (su-hay) means brace or support, representing the company's mission to bear the weight of its clients' strategic management needs. Suhay OPC specializes in delivering high-quality, tailored solutions to meet the unique demands of each client. Despite being a small company, Suhay OPC has established itself in the competitive business consultancy sector by focusing on personalized, high-quality services.

The company's core offerings include Human Resources & Administration, Finance, Planning, Legal & Quality Management, Advertising & Promotions, and Information Technology. Human Resources & Administration provides organizational structure and manages the company's most valuable resources—its employees. The Finance department ensures efficient resource allocation to meet organizational goals, maintaining high standards in financial management and offering strategic counsel to enhance decision-making. The Planning, Legal & Quality Management Service guides the organization towards achieving short and long-term goals while ensuring adherence to legal and regulatory requirements. Governance ensures compliance with statutory and regulatory policies through audits, training, and risk

management. Advertising & Promotions helps business units generate revenue through branding, advertising, marketing, digital initiatives, events, corporate communications, and market research. The Information Technology department specializes in the consultation, advisory, control, and management of the organization's technical innovations and security systems, managing hardware, software, applications, and network infrastructure, and automating processes for other departments.

Suhay OPC's proactive approach to problem-solving and dedication to industry trends ensure that clients are prepared to face future challenges and seize new opportunities. The company's commitment to excellence and innovation has built a reputation as a trusted partner within the business community. Suhay OPC has partnered with companies like Alibata, KKM, and Greenchem, spanning various industries and demonstrating its versatility. Through its keen business insight and dedication to client satisfaction, Suhay OPC continues to empower businesses, helping them achieve lasting success in an ever-changing world.

**Mission:** Innovate through advisory services by experienced and trusted professionals and deliver outstanding customer experience through invigorating talent and technology.

**Vision:** We are strategic partner in value adding services and business solutions.

**Core Values:**

*INTEGRITY:*

- We are trusted professionals who are ethical, transparent, and honest.
- We are role models consistent in our thoughts, words, and actions at all times.

*COMMITMENT:*

- We are competent strategic partners who pursue continuous development.
- We promote best practices mindful of human dignity, and compliance to standards, rules, and regulations.

*PROFESSIONALISM:*

- We are accountable for delivering consistent quality service.
- We build positive relationships with our stakeholders.

*GOVERNANCE:*

- We create innovative business solutions, systems, and structures to uphold fair and just business practices.

## Presentation of Output

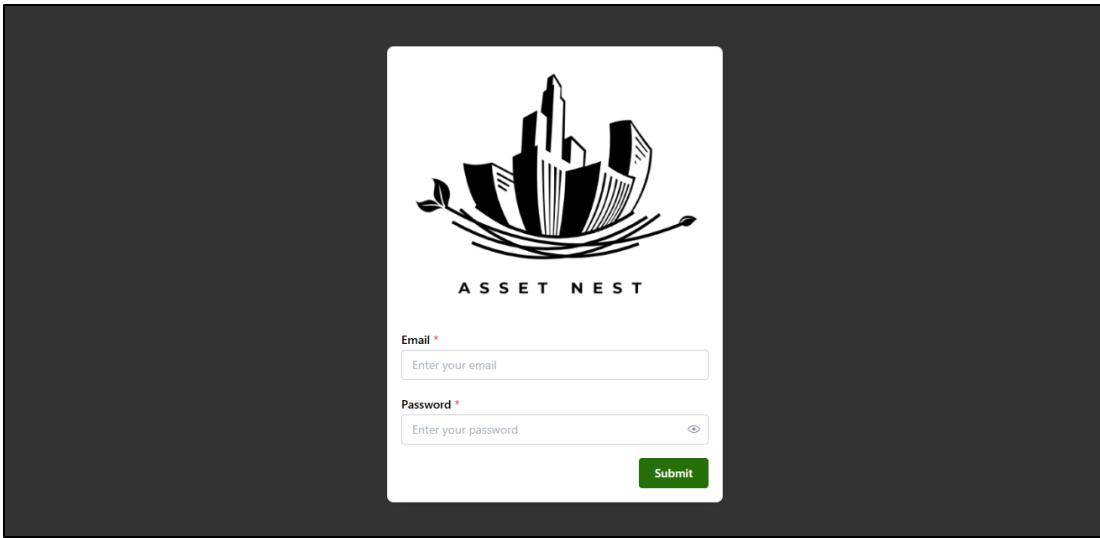
### Tasks Given

Toni was assigned to develop a comprehensive asset management system designed to effectively track and log all company assets, named Asset Nest. This system aims to streamline asset management processes, enhance accountability, and optimize resource allocation. Key benefits include increased efficiency through automated asset tracking and management, cost savings by identifying and eliminating unnecessary expenditures, status monitoring for each asset, and scalability to handle a growing number of assets without compromising performance.



*Figure 1: Asset Nest Logo*

Figure 1 illustrates the logo that Toni created for the system. She incorporated the imagery of a company nestled within twigs, symbolizing the secure and organized management of assets within the business. Asset Nest reflects the system's purpose of safeguarding and efficiently managing company assets.



*Figure 2: Login System*

The system includes a secure login feature, as shown in Figure 2, which allows access only to authorized company accounts. These authorized accounts are stored in a separate database, which the system accesses using Laravel. The login interface includes input fields for both email and password. Upon entering the correct credentials, the user submits the form, which then verifies the information against the stored database entries. If the credentials are valid, the system grants access and redirects the user to the main page. This ensures that only authenticated users can enter the system, maintaining high security and data integrity.

Asset Tag	Equipment Type	Brand	Model	Status	Date Acquired	Action
KKLGHW-0035	Ergonomic Mouse	Logitech	M240 Bluetooth	SCRAP	2024-07-25	
ACLGEL-0001	HR phone	Apple	Iphone 13	GOOD	2024-07-19	
SOLGFU-0006	Ergonomic Chair	MUSO	EG Chair	SOLD	2024-07-18	

Figure 3: List of Office Equipment

Figure 3 illustrates the List of Office Equipment, where the asset details are displayed. The interface includes an "Add Equipment" button for users to input new assets into the system. For each asset, users have the options to view, hide, or edit the details, providing flexibility in managing the office inventory.

On the left side of the screen, a navigation bar is visible, which facilitates easy access to different sections of the system. Additionally, there is a dark mode button, allowing users to toggle between light and dark themes for better visual comfort. The account button, located on the top right corner, enables users to log out of their accounts securely.

Figure 4: Add Equipment

Figure 4 illustrates the Add Equipment modal, which is displayed when the user clicks the "Add Equipment" button. In this modal, users can select a company from a list retrieved from the company's database. Based on the selected company, the system dynamically lists the locations and asset areas related to that company. This conditional selection is also applied to the category and subcategory fields. Additionally, users can input details such as equipment type, brand, model, item serial number, purchase order number, invoice number, supplier name, acquisition date, price, quantity, file attachment, and remarks.

When the user clicks the submit button, the asset details are automatically inserted into the list, provided all required fields are completed. An asset tag is also generated, consisting of the company, location, category of the asset, and an incrementing ID value.

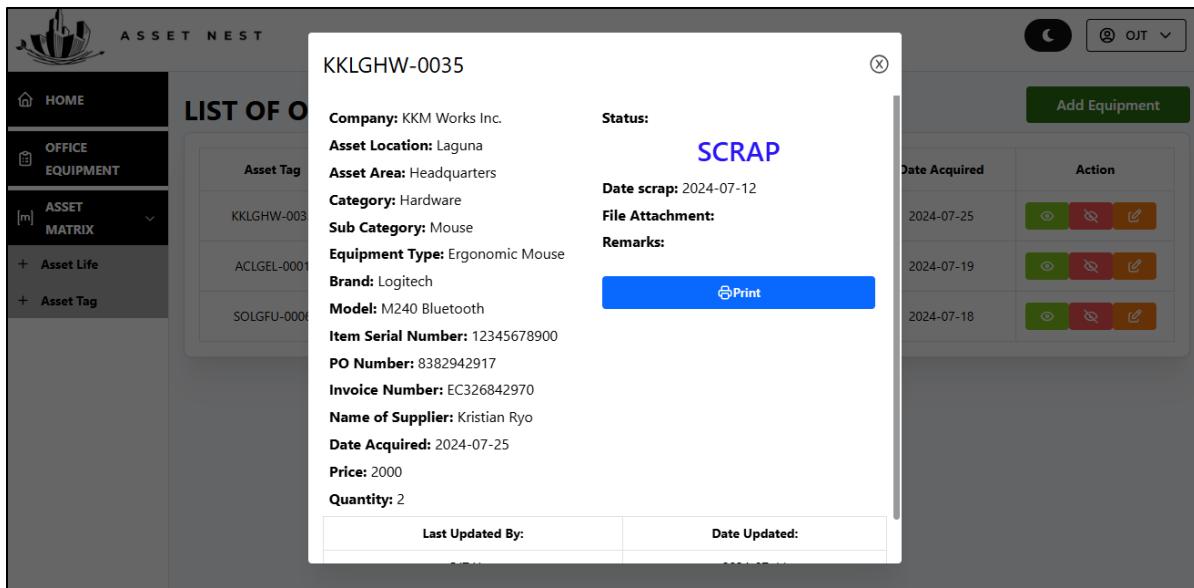


Figure 5: View Equipment

Figure 5 illustrates the View Equipment modal, which is displayed when the user clicks the view button for a specific asset. In this modal, the asset details are presented along with a print button, allowing users to print a generated barcode for the asset. At the bottom of the modal, a table is included that shows the user who last updated the asset and the date of the last update.

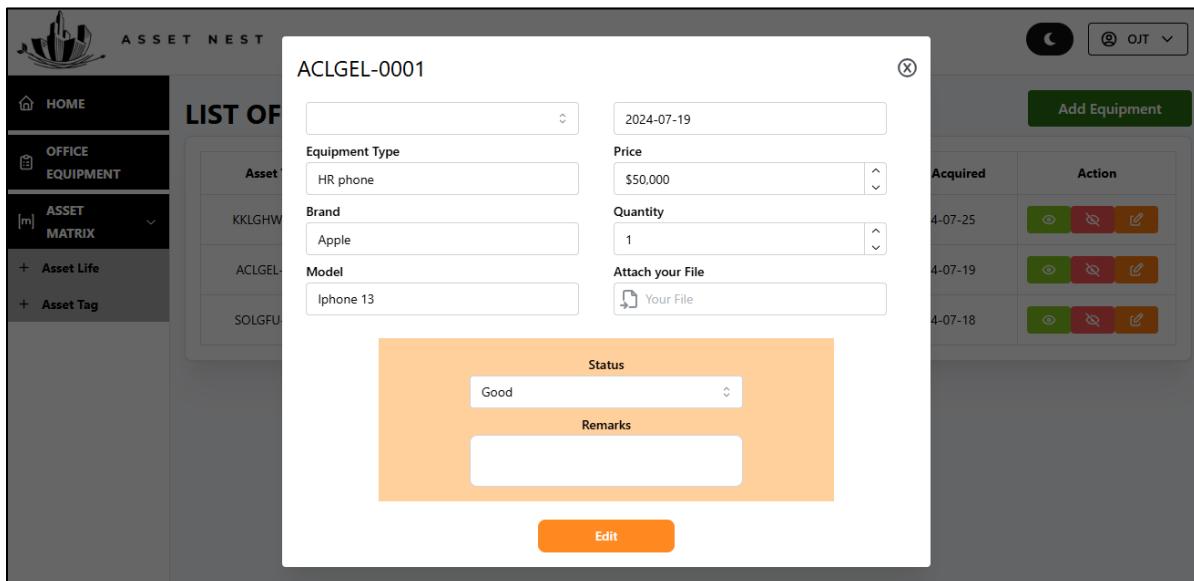


Figure 6: Edit Equipment

Figure 6 illustrates the Edit Equipment modal, which is displayed when the user clicks the Edit button for their desired asset. In this modal, users can update various asset details such as company, location, category, and more, which will be automatically reflected on the asset tag. At the bottom of the modal, users have the option to change the status of the asset to indicate whether it has been scrapped or sold. If the user selects "scrapped," an additional input field for the scrap date will be displayed. Once the user clicks the edit button, all changes made to the asset details and status will be automatically updated and reflected in the system, ensuring the asset information is current and accurate.

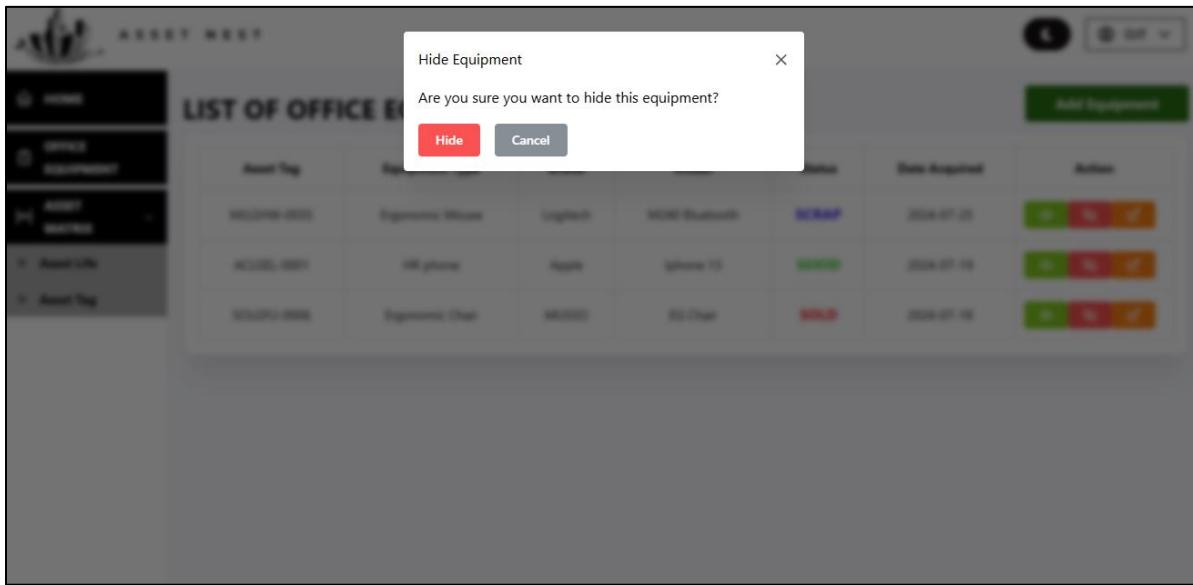


Figure 7: Hide Equipment

Figure 7 illustrates the Hide Equipment modal, which is displayed when the user clicks the Hide button for a specific asset. In this modal, there are two buttons: Cancel and Hide. Clicking the Cancel button will close the modal and return the user to the list of office equipment page. Clicking the Hide button will hide the selected asset from the list but will not delete it from the database. This allows the asset to be removed from view without losing its data.

Asset Tag	Employee Name	Brand	Model	Status	Issued Date	Action
KKLGM-0003	Kyla Erestain	Apple	Iphone 13	SOLD	2024-07-23	
ACLGMP-0001	Kristian Ryo	Apple	Iphone 15	ISSUED	2024-07-24	

Figure 8: List of Mobile Phone

Figure 8 illustrates the List of Mobile Phones, which is displayed when the user clicks on the Mobile Phone option in the navigation bar. The interface includes the mobile phone details and an "Add Mobile Phone" button, allowing users to input new mobile phone details into the system. For each mobile phone unit, users have options to view, hide, or edit the details.

Figure 9: Add Mobile Phone

Figure 9 illustrates the Add Mobile Phone modal, which appears when the user clicks the "Add Mobile Phone" button. In this modal, users can select a company from a list retrieved from the company's database. Based on the selected company, the system dynamically displays related locations. Users can also input details such as employee name, user order, brand, model, serial number, account number, mobile number, start and end dates of the plan, type of plan, issued date, and file attachment.

When the user clicks the submit button, the asset details are added to the list, provided all required fields are completed. Additionally, an asset tag is generated, incorporating the company, location, mobile phone (MP) identifier, and an incrementing ID value.

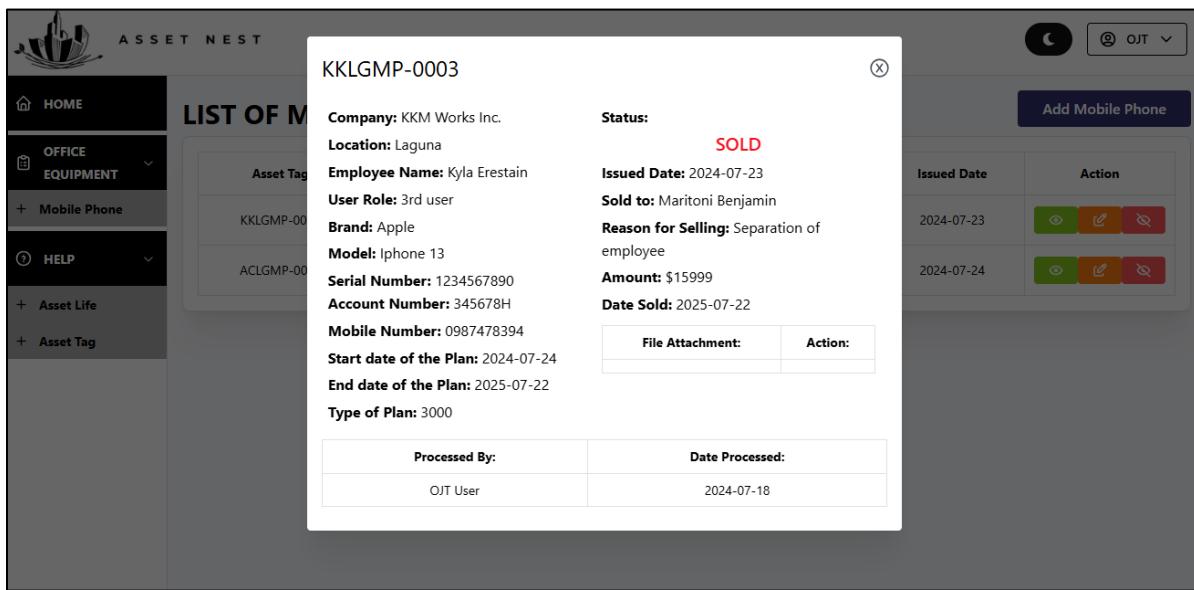


Figure 10: View Mobile Phone

Figure 10 illustrates the View Mobile Phone modal, which appears when the user clicks the view button for a specific mobile phone unit. In this modal, the mobile phone details are displayed. Users can see detailed information about the mobile phone, including all the entered data fields. Additionally, the modal includes a file attachment

table where users can upload and manage file attachments related to the mobile phone. At the bottom of the modal, a table is provided that shows the details of the user who last processed the mobile phone unit, along with the date and time of processing. This ensures traceability and accountability for any changes made to the mobile phone records.

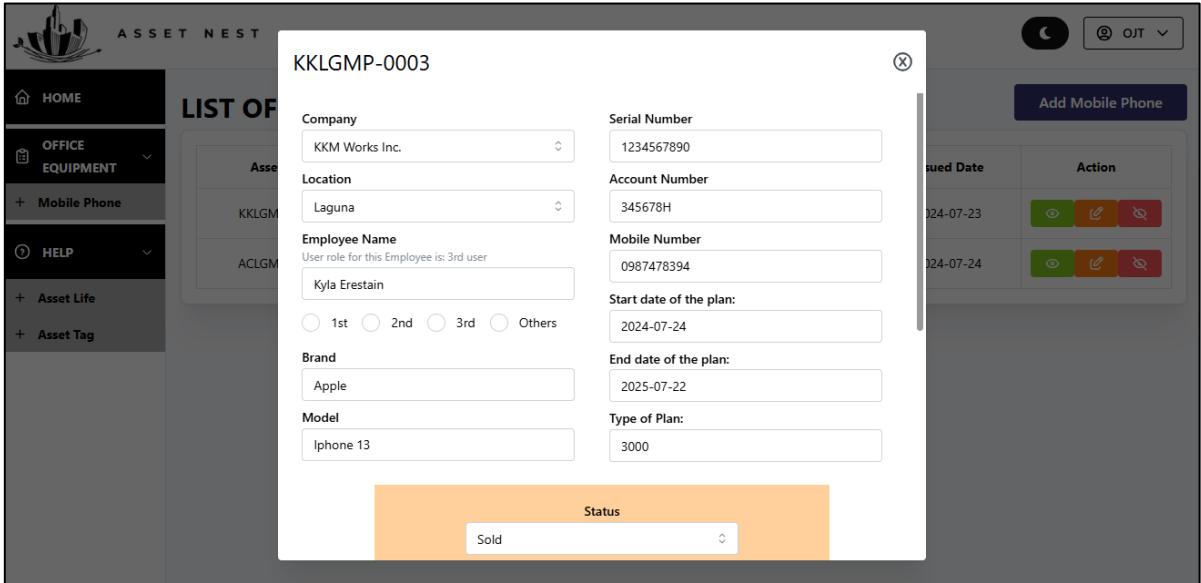


Figure 11: Edit Mobile Phone

Figure 11 illustrates the Edit Mobile Phone modal, which is displayed when the user clicks the Edit button for a specific mobile phone unit. In this modal, users can update various mobile phone details such as company, location, and other relevant information, which will be automatically reflected on the asset tag. At the bottom of the modal, users have the option to change the status of the asset to indicate whether it is "issued" or "sold." If the user selects "sold," additional input fields for the sold-to person, reason, amount, and date sold will appear. Once the user clicks the edit button, all changes made to the mobile phone details and status will be automatically updated in

the system.

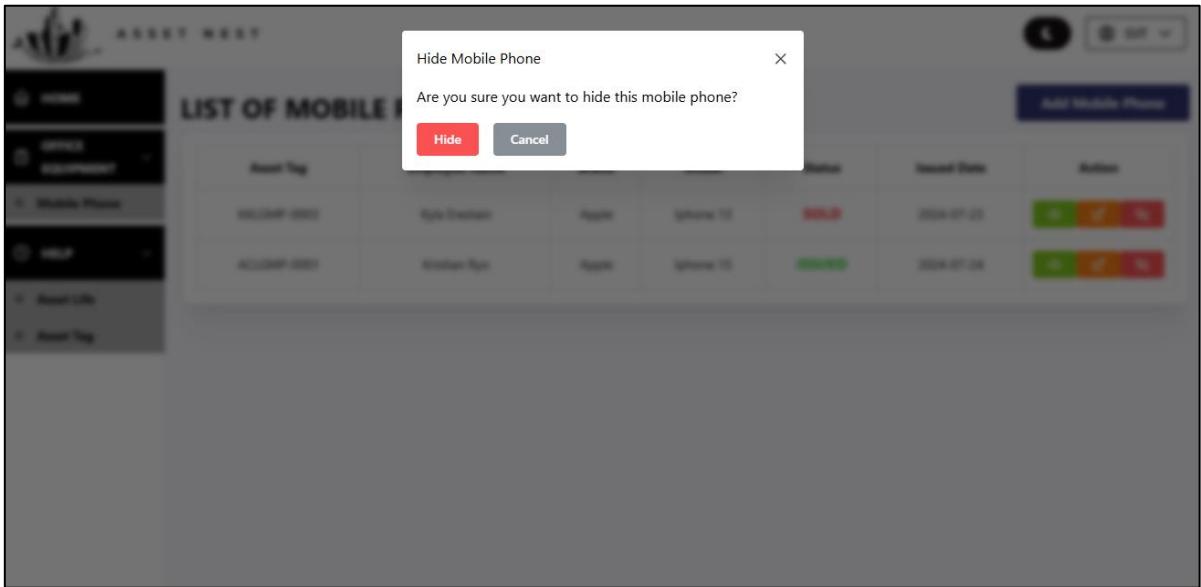


Figure 12: Hide Mobile Phone

Figure 12 illustrates the Hide Mobile Phone modal, which is displayed when the user clicks the Hide button for a specific mobile phone unit. In this modal, there are two buttons: Cancel and Hide. Clicking the Cancel button will close the modal and return the user to the List of mobile phone page. Clicking the Hide button will hide the selected mobile phone from the list but will not delete it from the database. This allows the mobile phone details to be removed from the list without losing its data.

### Nature of Assignments or Tasks Given

During her internship, Toni was tasked with developing a comprehensive Asset Management System, a project designed to challenge and expand her full-stack development skills. This assignment required her to engage with modern programming technologies, including React for the frontend, Node.js for the backend, and Laravel for server-side scripting.

The project granted Toni considerable independence, allowing her to manage her time and resources effectively to meet the phases of the project deadlines. This comprehensive responsibility required her to exercise strong time management skills and maintain organization to ensure timely and successful completion. She was responsible for the entire development lifecycle of the system, encompassing everything from designing the process flow and overall UI layout to coding, testing, and deployment. Throughout the development process, Toni faced various technical and logistical challenges. With her supervisor's guidance and support, she was able to navigate these obstacles, which in turn improved her problem-solving abilities. The experience also provided her with opportunities to refine her soft skills, particularly in teamwork and communication, as she frequently collaborated with her supervisor to address issues and implement solutions.

Overall, the internship not only enhanced Toni's technical expertise but also prepared her to work effectively in collaborative environments. The practical experience gained from this project equipped her with a well-rounded skill set, positioning her to excel in future professional roles in the rapidly evolving technology landscape.

### **Total Hours Rendered**

As part of the course practicum requirement, Toni was required to complete a minimum of 486 hours. The project was structured into four distinct phases to fulfill this requirement effectively. The first phase, Code Familiarization, comprised 82 hours. During this period, Toni was introduced to various systems previously developed within the company. She dedicated this time to studying the intricacies of React and Laravel, gaining a deeper understanding of these technologies. Meetings with her practicum

supervisor were held to provide guidance on using these software tools effectively. Additionally, Toni was tasked with creating a simple CRUD (Create, Read, Update, Delete) system to apply and test her newly acquired knowledge. Following the Code Familiarization phase, the project moved into the Software Development and Deployment phase, which accounted for 287 hours—nearly half of the total practicum hours. In this stage, Toni initially focused on designing the process flow of the system. She presented her design to the IT Manager and System Coordinator, who provided valuable feedback and suggested necessary adjustments. Subsequently, Toni proceeded with the actual development of the system. This involved setting up the routing for all pages, implementing authentication mechanisms, and managing office equipment and mobile phones, including functionalities for adding, editing, viewing, and hiding these items. The third phase, Testing, Debugging, and Auto Backup, took up 82 hours. During this period, Toni was responsible for thoroughly testing and debugging the system. Her supervisors reviewed the developed system, offered feedback, and highlighted areas needing enhancements or fixes. Toni addressed these recommendations to improve the system's functionality and reliability. In the final phase, Technical Documentation, which took 41 hours, Toni prepared detailed documentation for the system. This included creating a user manual and a developer guide, which serve as essential resources for future users and developers of the system. This structured approach ensured that Toni not only met the practicum hour requirement but also gained comprehensive experience across all critical stages of project development.

## **Synthesis of the Practicum Engagement**

### **Learnings**

During the student's OJT training as an IT intern, she had the opportunity to significantly enhance her development skills across both front-end and back-end domains. This experience allowed her to understand the full spectrum of software development phases within a professional work environment. The student gained firsthand experience by being assigned to an individual project that involved planning the process flow, designing, developing, testing, and deploying a comprehensive system. This hands-on approach equipped her with critical skills and practical knowledge, preparing the student for the formal working environment in the IT industry.

One of the most valuable aspects of the student's training was the exposure to modern technologies that are currently prominent in the IT field. She worked extensively with React for front-end development, Node.js for server-side programming, and Laravel for robust back-end solutions. This exposure not only deepened her technical expertise but also kept her informed of industry trends and best practices.

The student's experience was not limited to technical skills alone. The internship also provided opportunities to develop her soft skills. She was involved in various engagements within the company, which emphasized the importance of effective communication and collaboration in a professional setting. Regular interactions with my practicum supervisor and team members helped her appreciate the value of a supportive and communicative work environment. This aspect of the student's training underscored

the importance of teamwork and interpersonal skills, which are crucial for a successful project execution and career growth.

Furthermore, the project-based nature of the student's internship taught her essential time management and organizational skills. Balancing multiple tasks and meeting deadlines required her to plan meticulously and prioritize effectively. This experience has been instrumental in shaping the student's ability to manage projects efficiently and work independently when required.

Overall, the OJT training was a comprehensive learning experience that significantly enhanced her technical capabilities and soft skills. It provided a realistic glimpse into the software development process within a professional setting, equipping her with the knowledge and confidence to tackle future challenges in the IT industry. This training has laid a strong foundation for the student's career, ensuring that she is well-prepared to contribute effectively in any team or project environment.

## **Realization**

One of the most significant realizations the student had during her OJT training as an IT intern was the importance of meticulously handling each task or project assigned. Before diving into development, it is crucial to establish a clear and correct process flow within the team. This step helps prevent issues and misunderstandings during the development phase. She learned that open communication among team members is essential for ensuring the development process runs smoothly and efficiently.

Another key realization was the importance of managing self-pressure when working with peers. She recognized that every team member brings a unique set of skills and expertise to the table. Some may excel in full-stack development, while others might specialize in front-end or back-end development. This diversity in skills should not be a source of discouragement but rather a motivation to learn and grow. Understanding that being behind in certain areas is not a setback but an opportunity for improvement was a valuable lesson. This practicum also highlighted the significance of leveraging individual strengths within a team to achieve the best outcomes. She realized that while she might not be the strongest in every aspect of development, she has a particular strength in web design. This discovery has shaped her future career aspirations, as she now plans to focus more on web design in her professional endeavors.

Additionally, the internship underscored the importance of adaptability and continuous learning. The dynamic nature of the IT industry means that technologies and methodologies are constantly evolving. Staying updated with these changes and being willing to adapt is crucial for long-term success. Finally, her experience emphasized the value of a supportive and collaborative work environment. Regular interactions with her supervisor and team members reinforced the importance of teamwork and effective communication. These soft skills are just as important as technical skills in ensuring successful project execution and fostering a positive work culture.

Overall, her OJT training was an enlightening experience that provided her with profound insights into both the technical and interpersonal aspects of a career in IT. These realizations have equipped her with a well-rounded perspective, preparing her to contribute effectively in any team or project environment.

## **Conclusion**

The opportunity to serve as an IT intern has been invaluable in bridging the gap between academic knowledge and real-world applications. Exposure to industry-standard tools and processes has provided the student with a comprehensive understanding of the role of a developer. Actively contributing to the development of a system allowed her to hone her technical skills and foster effective communication, both of which are essential for success in the IT field.

The IT internship provided the student with a well-rounded perspective, preparing her to contribute effectively in any professional setting. The combination of technical skills, effective communication, and a collaborative mindset positions her for success in the IT industry. This practicum has laid a solid foundation for her career, enabling her to work efficiently and confidently in future roles.

## Appendices

### Appendix A

#### Competency-Based CV



**MARITONI V. BENJAMIN**

+63995-018-2143      benjaminmaritoni@gmail.com  
582 Tiongco Subdivision, Brgy. Tagapo, City of Santa Rosa, Laguna

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#### SUMMARY

Seeking an OJT opportunity to gain practical experience and enhance my skills in Web design (UI/UX), Front-end Development, and Quality Assurance. I am dedicated to collaborating with a diverse team of individuals to leverage my existing knowledge whilst contributing to IT projects. Through this experience, I am eager to further develop my expertise in these fields and make meaningful contributions to the team's success.

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#### EDUCATION

**Mapua Malayan Colleges Laguna**  
2020 - 2024  
Bachelor of Science in Information Technology  
• General Weighted Average: 1.29

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#### PROJECTS

**UI Designer and Quality Assurance**  
ZERINE: A Smartwatch-Based Epilepsy Alert System of Vital Signs and GPS Coordinates  
Notification via SMS  
• Designed the UI to optimize user experience  
• Provided thorough documentation throughout the development process,  
• Conducted various testing procedures, including unit testing and usability testing  
• Collaborated with team members to assess the needs of individuals diagnosed with epilepsy

**Full-stack Developer**  
Drops Of Hope - Blood Bank Monitoring System  
• Head Front-end developer of the web application via ASP.NET, CSS, and JavaScript  
• Developed the Account Management Module

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#### WORK EXPERIENCE

**Special Program for Employment of Students (SPES) - 2019**  
Barangay Tagapo, Santa Rosa Laguna 2019

**E-Commerce Co-Founder**  
La Elegante  
• Responsible for auditing and coding order description on Spreadsheet;  
• Responsible for editing and posting photos or videos for posting;  
• Social Media management;  
• Content Creation.

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#### ABILITIES

**Information Technology :**

- UI/ UX design principles ★★★★★
- HTML/CSS ★★★★★
- JavaScript, Python ★★
- C# ★★★★
- PHP, MySQL ★
- Visual Prototyping with Figma & Canva ★★★★★
- WebFlow and WordPress ★★★★★

**Others :**

- Adobe Photoshop and Microsoft Office ★★★★★ Suite
- Sprint Planning, Scrum Methodology, ★★★ and Agile Development
- Delivering presentations (public ★★★★★ speaking, and visual aids)

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#### TRAININGS

- **NSE 1 Network Security Associate**
  - Fortinet - March 2023
- **CompTIA**
  - A+ Training - October 2023
  - IT Fundamentals + - March 2023
- **CCNA**
  - Routing and Switching 1 - August 2021
  - Switching, Routing and Switching 1 - August 2022
- **CodeChum**
  - Python Course - March 2021

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#### AWARDS

- **Enrique T. Yuchengco Institutional Scholarship Program (ETYISP) grant** (2020-2024)
- **Dean's List Award** (2020-2023)
- **President's List Award** (Second Term A.Y. 2021 - 2022)
- **Academic Scholarship (100% TF and L/F/D Discount)** (2020 - 2021)

## Appendix B

### Endorsement Letter



**MAPÚA**  
MALAYAN COLLEGES  
LAGUNA



COLLEGE OF COMPUTER  
AND INFORMATION SCIENCE  
MAPÚA MALAYAN COLLEGES LAGUNA

25 April 2024

**Flordeliza C. Gloria**

**Recruitment Specialist**

SUHAY, OPC

Unit 18, Paseo 4B, Paseo de Sta. Rosa, Greenfield City

Paseo de Sta. Rosa, Laguna

Dear Ms. Gloria,

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 **Ms. Maritoni V. Benjamin** to have her 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,

A handwritten signature in black ink.

**ADOMAR L. ILAO, DIT**

BSIT Program Chair

College of Computer and Information Science

Mapúa Malayan Colleges Laguna

[alilao@mcl.edu.ph](mailto:alilao@mcl.edu.ph)

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Fax : +63 (49) 832-0017, +63 (2) 8520-8975

Email : mclinfo@mcl.edu.ph

[mcl.edu.ph](http://mcl.edu.ph) MapuaMCL mapuamcl

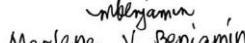
## Appendix C

### Practicum Confirmation and Acceptance Form

<b>MCL</b> Malayan Colleges Laguna A MAPUA SCHOOL		REVISION NO.: 00 REVISION DATE: May 10, 2016	
<b>PRACTICUM CONFIRMATION AND ACCEPTANCE FORM</b>			
<b>IMPORTANT INFORMATION</b>			
<ul style="list-style-type: none"><li>STUDENTS ACCEPTED FOR PRACTICUM IN A HOST COMPANY WILL HAVE TO ACCOMPLISH THIS FORM.</li><li>ASK THE PRACTICUM SUPERVISOR/ COMPANY REPRESENTATIVE TO FILL IN THE DETAILS OF THE TRAINING.</li><li>SUBMIT TO THE PRACTICUM ADVISER/COORDINATOR PRIOR TO THE START OF TRAINING.</li></ul>			
NAME OF STUDENT	Maritoni V. Benjamin	STUDENT NUMBER	2020158112
COURSE CODE	IT199F	SY/TERM ENROLLED	2023- 2024
This is to certify that <u>Maritoni V. Benjamin</u> (name of student-trainee) has been accepted for practicum at <u>SUHAY, OPC, Unit 18, Pasco 4B, Pasco de Sta Rosa, Laguna</u> (name and address of establishment) and will be attached to the <u>Information Technology</u> department/s for a minimum of, but not limited to <u>480</u> hours. Training will commence on <u>April 29, 2024</u> and is expected to end on <u>July 20, 2024</u> . Attached is the list of requirements.			
COMPANY REPRESENTATIVE		Recruitment Specialist	
<u>TORDELLA Orlieglia M. GLORIA</u> Signature over Printed Name <u>HPA</u> Department		Official Designation <u>floribasuhay.com.ph / 09120-951-5132</u> Email and Contact Number/s	
NOTED BY <u>Adomar J. Tio</u> Signature over printed name of Practicum Coordinator		Date <u>4/26/2024</u>	
COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM COORDINATOR			
THIS FORM IS AVAILABLE AT THE OVPA.			

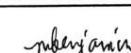
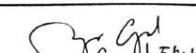
## Appendix D

### Student Training Agreement and Liability Waiver

 <b>MCL</b> Malayan Colleges Laguna A MAPUA SCHOOL		REVISION NO.: 00 REVISION DATE: May 10, 2016
<b>STUDENT TRAINING AGREEMENT AND LIABILITY WAIVER</b>		
<b>IMPORTANT INFORMATION</b>		
<ul style="list-style-type: none"><li>• THIS FORM IS TO BE ACCOMPLISHED AND SUBMITTED BY STUDENT TRAINEE TO THE PRACTICUM ADVISER BEFORE STARTING THE PRACTICUM.</li><li>• READ AND UNDERSTAND THE PROVISIONS OF THIS AGREEMENT AND WAIVER.</li><li>• ENSURE THAT ALL SIGNATORIES SIGN THE FORM.</li></ul>		
<p>I, <u>Marlon V. Benjamin</u>, and a student of MALAYAN COLLEGES LAGUNA (hereinafter referred to as "MCL"), do hereby voluntarily undergo on-the-job training at <u>SUHAY, OPC</u>, hereinafter referred to as the "Host Company", located at <u>Unit 18, Pasco 4B, Pasco de Sta Rosa, Laguna</u>, under the following terms and conditions:</p> <p>a. That the practicum training will commence on <u>April 29, 2024</u> and ends on <u>July 20, 2024</u> and will have to complete a minimum of <u>480</u> hours required for the on-the-job training;</p> <p>b. 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;</p> <p>c. 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;</p> <p>d. 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.;</p> <p>e. 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;</p> <p>f. 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;</p> <p>g. 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;</p> <p>h. 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;</p> <p>i. 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;</p> <p>Signed on this <u>29th</u> day of <u>April</u>.</p> <p> <u>Marlon V. Benjamin</u> Signature over printed name of Student Trainee</p> <p><b>WITH OUR CONSENT:</b>  <u>Marlene V. Benjamin</u> Signature over printed name of Parent/Guardian (for minors only)</p> <p><b>NOTED BY:</b>  <u>Admar J. Lee</u> Printed Name and Signature of Practicum Adviser/ Coordinator</p> <p> <u>Florencio d. Gloria</u> Printed Name and Signature of Host Company Representative</p>		
COPY: (1) STUDENT; (2) HOST COMPANY; (3) PRACTICUM ADVISER; (4) PRACTICUM COORDINATOR		
FORM OVPAAC 030C THIS FORM IS AVAILABLE AT THE OVPAA		

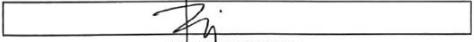
## Appendix E

### Training Plan

 <b>MCL</b> Malayan Colleges Laguna <small>A MAPUA SCHOOL</small>	<small>REVISION NO.:</small> 00 <small>REVISION DATE:</small> May 10, 2016				
<b>TRAINING PLAN</b>					
<b>NAME</b> <input type="text" value="Maritoni V. Benjamin"/> <b>PROGRAM &amp; STUDENT NO.</b> <input type="text" value="BSIT - 2020158112"/>	COURSE CODE	IT199F			
	COURSE TITLE	IT PRACTICUM			
<b>STUDENT OUTCOMES</b>					
<p><b>C01:</b> Identify, analyze, and design business process solution to the problem faced by the organization.  <b>C02:</b> 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  <b>C03:</b> Acquire new knowledge and experience while in the organization.</p>					
<b>AREAS / PHASES OF TRAINING AND TIME ALLOTMENT</b>					
A. Code Familiarization - 82hours B. Software Development and Deployment - 287 hours C. Testing, Debugging and Auto backup - 82hours D. Technical Documentation-41hours					
<b>EVALUATION GUIDELINES &amp; COURSE OUTCOMES</b>					
<b>DEMONSTRATION OF SOFT SKILLS (40%)</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>KEY AREAS COMMUNICATION SKILLS (20%)</b> 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)</td> <td style="width: 50%;"><b>DEMONSTRATION OF TECHNICAL SKILLS (60%)</b> <b>KEY AREAS</b> Code Familiarization(10%)<ul style="list-style-type: none"><li>• Able to comprehend and explore existing code without proper documentation(5%)</li><li>• Able to create a basic CRUD application with authentication(5%)</li></ul>Software Development and Deployment(35%)<ul style="list-style-type: none"><li>• Able to create a new web system utilizing modern web technologies(15%)</li><li>• Able to employ SQL Server technology for data storage purposes(10%)</li><li>• Able to deploy web application in computer server(10%)</li></ul>Testing, Debugging and Auto backup(10%)<ul style="list-style-type: none"><li>• Able to conduct comprehensive testing of the program to identify and rectify errors (5%)</li><li>• Able to implement auto backup of database and files(5%)</li></ul>Technical Documentation(5%)<ul style="list-style-type: none"><li>• Able to create clear and concise documentation to explain the software's design and functionality for future reference(5%)</li></ul></td> </tr> </table>	<b>KEY AREAS COMMUNICATION SKILLS (20%)</b> 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)	<b>DEMONSTRATION OF TECHNICAL SKILLS (60%)</b> <b>KEY AREAS</b> Code Familiarization(10%) <ul style="list-style-type: none"><li>• Able to comprehend and explore existing code without proper documentation(5%)</li><li>• Able to create a basic CRUD application with authentication(5%)</li></ul> Software Development and Deployment(35%) <ul style="list-style-type: none"><li>• Able to create a new web system utilizing modern web technologies(15%)</li><li>• Able to employ SQL Server technology for data storage purposes(10%)</li><li>• Able to deploy web application in computer server(10%)</li></ul> Testing, Debugging and Auto backup(10%) <ul style="list-style-type: none"><li>• Able to conduct comprehensive testing of the program to identify and rectify errors (5%)</li><li>• Able to implement auto backup of database and files(5%)</li></ul> Technical Documentation(5%) <ul style="list-style-type: none"><li>• Able to create clear and concise documentation to explain the software's design and functionality for future reference(5%)</li></ul>	<b>DEMONSTRATION OF SOFT SKILLS (40%)</b> <table border="1" style="width: 100%; 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<b>CONFORME</b>	<b>CONSENT (FOR MINORS ONLY)</b>	<b>NOTED BY</b>	<b>ENDORSED BY</b>	<b>APPROVED BY</b>	
 maritoni v. benjamin/06/30/24 <small>SIGNATURE OVER PRINTED NAME OF STUDENT / DATE</small>	 Marlene Benjamin <small>SIGNATURE OVER PRINTED NAME OF PARENT OR GUARDIAN / DATE</small>	 Dr. Capal 5/31/24 <small>SIGNATURE OVER PRINTED NAME OF PRACTICUM SUPERVISOR / DATE</small>	 <small>SIGNATURE OVER PRINTED NAME OF PRACTICUM ADVISER / DATE</small>	 <small>SIGNATURE OVER PRINTED NAME OF PROGRAM CHAIR / DATE</small>	
<small>COPY: (1) STUDENT, (2) HOST COMPANY, (3) PRACTICUM COORDINATOR</small> <small>THIS FORM IS AVAILABLE AT THE OVPA</small>					
<b>FORM OVPA-030D</b>					

## Appendix F

### Week 1: Weekly Journal

 <b>MCL</b> Malayan Colleges Laguna A MAPUA SCHOOL		REVISION NO.: 00 REVISION DATE: May 10, 2016
<b>DAILY JOURNAL</b>		
<b>IMPORTANT INFORMATION</b> <ul style="list-style-type: none"><li>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.</li><li>SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.</li><li>HARD COPIES OF THIS FORM SHOULD BE COMPILED AS PART OF THE STUDENT'S PORTFOLIO.</li></ul>		
DATE	April 29, 2024 - May 3, 2024	AREA ASSIGNMENT
TASK	Introduction and Setting up the units	SHIFT/TIME
<b>TASK: Introduction</b> <p>The first week of my OJT training was a mixture of excitement and nervousness as it marked my initial experience in a formal work environment. Fortunately, the staff at Suhay, OPC accommodated us and welcomed us wholeheartedly. On the very first day, we were introduced to all the departments, including those from other branches. We were given a tour of the entire office floor, which helped us get acquainted with the workspace and the people in it. Every staff member greeted us warmly, which significantly eased the anxiety I had felt initially. In the IT department, my fellow OJT peer and I were called to a meeting with our supervisor. During this meeting, we gave a brief introduction of our strengths and skills. The supervisor also discussed some of the tasks and projects we would be working on during our training hours. This initial meeting helped set the stage for what to expect and provided a clearer understanding of our roles and responsibilities. The informative orientation, combined with the friendly and supportive environment, made me feel more confident and ready to take on the challenges ahead. This experience not only introduced me to the company's operations but also gave me a sense of belonging and purpose within the team.</p>		
<b>TASK: Setting up the units</b> <p>During the first week of my OJT training, we also focused on setting up our work units. We were provided with personal work laptops and tasked with installing essential development software, including Visual Studio Code, HeidiSQL, XAMPP, and Postman. Additionally, we transferred existing systems onto our laptops to use as references for code exploration in the coming weeks. We had a meeting with our supervisor, who provided us with basic information about the software tools we would be using, such as React, Node, Mantine, Laravel, and npm. This helped us understand their functions and how they integrate into our development workflow. This setup phase was crucial in preparing us for the hands-on tasks and projects ahead.</p>		
		TRAINEE'S SIGNATURE
COPY: (1) STUDENT; (2) PRACTICUM ADVISER		
FORM OVPAAG 030G THIS FORM IS AVAILABLE AT THE OVPAAG.		

## Week 2: Weekly Journal



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

### DAILY 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	May 6, 2024 - May 10, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	Code Exploration & Starting to Develop a Basic CRUD system	SHIFT/TIME	7:45 am - 6:15pm (Mon) / 7:45am - 5:00pm (Tues-Fri)

#### TASK: Code Exploration

During the second week of my OJT training, we delved into code exploration. We thoroughly studied the systems provided to us, gaining a solid understanding of their architecture and functionality. As we familiarized ourselves with the code provided, we identified areas for improvement and made minor enhancements to the user interface. To improve code readability and accessibility for other developers, we added comments throughout the code, explaining complex logic and processes. Additionally, we took on the task of creating a documentation for the system. This documentation was designed to serve as a valuable resource for other developers, providing clear instructions and insights into the system's components and functionality. To further aid in understanding and future development, we created a detailed system flowchart for all feature modules of the IT Ticketing System. This flowchart visually mapped out the interactions and processes within the system, offering a clear overview of its operation.

#### TASK: Starting to Develop a Basic CRUD System

During the second week of my OJT training, I began developing a basic CRUD system, focusing initially on setting up the routing for smooth navigation between different parts of the application. I found using Mantine particularly enjoyable, as it provided extensive customization options for designing the user interface components according to the desired specifications. This week, I successfully established the foundational layout of the CRUD system, creating a solid structure for future development. Applying Mantine's design capabilities and configuring the routing proved to be both engaging and educational, providing valuable insights into system development and setting a strong base for the system's overall functionality and user experience.

  
Trainee's Signature

## Week 3: Weekly Journal



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

## DAILY 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.
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DATE	May 13, 2024 - May 17, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	Developing Basic CRUD System	SHIFT/TIME	7:45 am - 6:15pm (Mon) / 7:45am - 5:00pm (Tues-Fri)

## TASK: Developing Basic CRUD System

During the third week of my OJT training, I made significant progress in developing the basic CRUD system, with a specific focus on creating an Account Management System. This system allows users to add, edit, view, and delete accounts and its details, providing essential functionalities for managing user access. Initially, I encountered difficulties because it was my first time working with React, Node, and Laravel. These challenges included understanding how to integrate these technologies effectively and resolving issues that arose during development. Nevertheless, with the help of various resources, tutorials, and online documentation—especially for Laravel—and invaluable guidance from my supervisor, I was able to overcome these obstacles and make substantial progress. Despite successfully implementing the core features, I faced ongoing issues with the authentication module, which remains unfinished. This week's experience was both demanding and rewarding. Working through these complexities not only enhanced my technical skills but also sharpened my problem-solving abilities. The hands-on experience with integrating various technologies and troubleshooting issues provided practical insights and a clearer grasp of how to address similar problems in future projects.

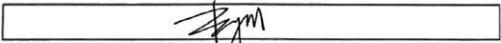
TRAINEE'S SIGNATURE

**COPY: (1) STUDENT; (2) PRACTICUM ADVISER**

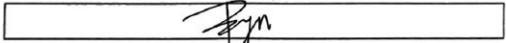
FORM OVPAA 030G

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## Week 4: Weekly Journal

 <b>MCL</b> Malayan Colleges Laguna A MAPUA SCHOOL	REVISION NO.: 00 REVISION DATE: May 10, 2016		
<b>DAILY JOURNAL</b>			
<b>IMPORTANT INFORMATION</b>			
<ul style="list-style-type: none"><li>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.</li><li>SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.</li><li>HARD COPIES OF THIS FORM SHOULD BE COMPILED AS PART OF THE STUDENT'S PORTFOLIO.</li></ul>			
DATE	May 20, 2024 - May 24, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	Authentication & Process Flow	SHIFT/TIME	7:45 am - 6:15pm (Mon) / 7:45am - 5:00pm (Tues-Fri)
<b>TASK: Authentication</b> <p>In the fourth week of my OJT training, I delved into authentication with guidance from our supervisor, who demonstrated how to implement and manage secure access on our weekly meeting. I then thoroughly tested the backend functions—such as adding, editing, viewing, and deleting records—using Postman to ensure their accuracy and reliability. I then moved on to developing the front-end interface and connected it to the database through axiosConfig. Additionally, I explored GIT for version control, learning its functionalities and applying it to manage code changes effectively. I also integrated validations for each input field to maintain data integrity and resolved routing issues to ensure seamless navigation within the application. Furthermore, I learned about protected routes, crucial for securing sensitive parts of the application. This week provided valuable insights into integrating backend and frontend components and reinforced my understanding of creating a secure and functional full-stack application.</p>			
<b>TASK: Process Flow</b> <p>In the fourth week of my OJT training, we held a meeting to outline our individual projects. I was tasked with developing a detailed system process flow for the upcoming project. During this process, I mapped out each step and component of the system. My initial draft was reviewed and discussed with the IT manager and our supervisor, who provided essential feedback and recommendations. Their insights helped me refine the process flow, leading to further additions and modifications. I integrated their suggestions and added more detail to each process, ensuring that the system's design was both comprehensive and aligned with project goals.</p>			
		TRAINEE'S SIGNATURE	
COPY: (1) STUDENT; (2) PRACTICUM ADVISER		<b>FORM OVPAA 030G</b>	
THIS FORM IS AVAILABLE AT THE OVPAA.			

## Week 5: Weekly Journal

 <b>MCL</b> Malayan Colleges Laguna A MAPEUA SCHOOL	REVISION NO.: 00 REVISION DATE: May 10, 2016		
<b>DAILY JOURNAL</b>			
<b>IMPORTANT INFORMATION</b>			
<ul style="list-style-type: none"><li>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.</li><li>SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.</li><li>HARD COPIES OF THIS FORM SHOULD BE COMPILED AS PART OF THE STUDENT'S PORTFOLIO.</li></ul>			
DATE	May 27, 2024 - May 31, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	Developing Prototype & Initial Development with Add Equipment	SHIFT/TIME	7:45 am - 6:15pm (Mon) / 7:45am - 5:00pm (Tues-Fri)
<b>TASK : Developing Prototype</b> <p>During the fifth week of my OJT training, I focused on developing the prototype for the Asset Management System. We began by finalizing the system process flow, which provided a clear framework for the project's development. I then proceeded to create a user interface prototype, focusing on essential elements such as the sidebar, header, input fields, and tables for managing functions. A meeting with the supervisor clarified the foundational aspects of the system, now named "Asset Nest," and guided the design of a logo that reflects the system's purpose. This week was particularly rewarding as it involved extensive design work, allowing me to apply my creativity and design skills, which I thoroughly enjoyed. Integrating feedback and refining the prototype while applying my creativity proved both demanding and fulfilling. This process of aligning user needs with system capabilities involved multiple adjustments and refinements, pushing me to enhance my design skills and technical understanding.</p> <b>TASK: Initial Development with Add Equipment</b> <p>I also encountered challenges while developing the "Add Equipment" feature for the Asset Management System. The primary issue arose from the need to manage data across two separate databases instead of one, complicating data retrieval and integration. Additionally, I struggled with fetching and displaying conditional selection lists, which required complex queries and conditional logic to ensure the accuracy of the options presented to users. Despite these hurdles, the experience provided valuable insights into managing multi-database systems and handling dynamic data interactions, pushing me to improve my problem-solving skills and adapt my approach.</p>			
		_____ TRAINEE'S SIGNATURE	
COPY: (1) STUDENT; (2) PRACTICUM ADVISER		<b>FORM OVPA 030G</b> THIS FORM IS AVAILABLE AT THE OVPA.	

## Week 6: Weekly Journal

 <b>MCL</b> Malayan Colleges Laguna A MAPUA SCHOOL	REVISION NO.: 00 REVISION DATE: May 10, 2016		
<b>DAILY JOURNAL</b>			
<b>IMPORTANT INFORMATION</b>			
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DATE	June 3, 2024 - June 7, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	Authentication & Selection Function	SHIFT/TIME	7:45 am - 6:15pm (Mon) / 7:45am - 5:00pm (Tues-Fri)
<b>TASK: Authentication</b> <p>In my sixth week of OJT training, I focused on developing the authentication system for the Asset Management System. I applied the concept of protected routes, which ensures that certain parts of the system are accessible only to authorized users. I successfully addressed the challenge of managing two databases: I utilized the company's existing database to fetch account access information and set up a new dedicated database for handling asset management data. This setup streamlined data management and ensured that each database served its specific purpose effectively. Additionally, I implemented the login and logout functionalities, enabling secure user authentication and session management. This progress was crucial in enhancing the system's security and establishing robust access control mechanisms.</p>			
<b>Task: Selection Function</b> <p>With the development of the Selection Function, I first delved into table migration with Laravel, guided by the Laravel documentation. I quickly realized the complexity and meticulous nature of managing database and migrations. To improve the clarity and usability of the database, I edited the field names for better readability and ease of use by other developers. Initially, I felt nervous about these tasks, but I used the challenge as motivation to push through. I was ultimately pleased to see the dropdown and sub-dropdown functions work as intended, fetching selection lists dynamically based on user choices. This involved using React's `useEffect` and `useState` hooks to manage state and effects. This accomplishment provided a significant sense of fulfillment, reflecting the successful application of new skills and overcoming initial difficulties.</p>			
		TRAINEE'S SIGNATURE	
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## Week 7: Weekly Journal



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

### DAILY 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	June 10, 2024 - June 14, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	General Assembly & Back-end Development	SHIFT/TIME	7:45 am - 6:15pm (Mon) / 7:45am - 5:00pm (Tues-Fri)

#### TASK: General Assembly

During the seventh week of my OJT training, I had the opportunity to participate in the office's general assembly, which was an invaluable experience. Being included in this event made me feel integrated into the company and fortunate to be part of such a welcoming environment. During the assembly, we were formally reintroduced, allowing us to connect with the broader team on a deeper level. We learned about the recent achievements of various departments and had the chance to meet and interact with the newly accepted staff members. Additionally, the assembly provided a comprehensive overview of each department's latest accomplishments and their strategic goals for the upcoming months. The discussions were insightful, giving us a clearer understanding of the company's direction and objectives. Overall, this experience was both enjoyable and educational, and I am very grateful to have been a part of such an inclusive and informative event, further solidifying my sense of belonging within the company.

#### TASK: Back-end Development

I began focusing on the back-end development for the "Add Equipment" feature. I initiated this process by migrating a table that included all the required data. Then, I moved on to coding the backend using PHP, testing its functionality with Postman. I applied the same approach to the "Hide Equipment" feature. Initially, I encountered a problem with fetching the ID, but with the guidance of my supervisor, we pinpointed and resolved the issue by making a minor change to my code. It was surprising to see that the problem I had been struggling with for hours had such a simple solution. This experience highlighted the importance of attention to detail in programming. The meticulous nature of coding demands careful scrutiny, as even the smallest errors can lead to significant problems. This week's challenges and achievements reinforced my understanding of back-end development and the critical role of precision in coding.

  
TRAINEE'S SIGNATURE

## Week 8: Weekly Journal



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

## DAILY 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	June 18, 2024 - June 21, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	Working Add & Hide Equipment	SHIFT/TIME	7:45 am - 6:15pm (Mon) / 7:45am - 5:00pm (Tues-Fri)

## TASK: Working Add & Hide Equipment

This week included a 2-day vacation at the office, limiting the amount of progress I could make. Despite the shorter week, my achievements were substantial, as I successfully implemented the Add and Hide equipment functionalities for both the front end and back end of our system. However, this came with its own set of challenges. Integrating these new features with the existing code base required careful debugging and testing, while maintaining a consistent and user-friendly interface was crucial. Additionally, developing the backend logic to support these functionalities involved managing complex data structures and ensuring data integrity. Thoroughly testing the new features to ensure they were bug-free and performed as expected was also time-consuming but essential.

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## Week 9: Weekly Journal



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

## DAILY 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	June 18, 2024 - June 21, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	View Equipment	SHIFT/TIME	7:45 am - 6:15pm (Mon) / 7:45am - 5:00pm (Tues-Fri)

## TASK: View Equipment

During the 9th week, the workload on my part increased significantly due to our focus on preparing for the capstone project requirements, making the week quite hectic. Despite the added pressure, my strong time management skills played a crucial role in helping me navigate through the demanding schedule. I was able to dedicate time to the development of the view equipment module. I managed to complete both the back-end and front-end development for this module. On the back end, I implemented the necessary server-side logic to handle data retrieval and manipulation for equipment viewing. On the front end, I designed and developed the user interface to ensure a seamless and intuitive experience for users. In addition to functionality, I emphasized the importance of visual design. I carefully adjusted the alignment and presentation of text to ensure that it was not only aesthetically pleasing but also easy to read. This involved selecting appropriate font sizes, spacing, and layout techniques to enhance overall accessibility. The goal was to make the module as user-friendly as possible, thereby improving the user experience and making the information easy to digest.

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## Week 10: Weekly Journal



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

### DAILY JOURNAL

#### IMPORTANT INFORMATION

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DATE	July 1, 2024 - July 5, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	Edit Equipment & Asset Tag	SHIFT/TIME	7:45 am - 6:15pm (Mon) / 7:45am - 5:00pm (Tues-Fri)

#### TASK: Edit Equipment

During the 10th week, I focused on advancing the edit equipment module, which required a series of improvements and problem-solving efforts. One of the main challenges was dealing with the asset field handler, which manages the input and display of asset details. I encountered issues with how the handler processed and updated asset information, but I resolved these problems by conducting thorough research online, finding relevant solutions and applying them effectively. To enhance the functionality of the edit equipment module, I introduced a status option in the edit modal. This new feature allows users to categorize each asset as "scrapped," "sold," or "good," which aids in better asset management and provides a clearer overview of asset statuses. Additionally, I implemented conditional functions that dynamically display asset statuses in the list view. This feature helps users quickly identify the current condition of each asset, making it easier to manage and track them.

#### TASK: Asset Tag

Another significant development was the creation of a back-end function to generate asset tags. Each asset, whether newly added or updated, receives a unique tag that includes the company name, location, category, and an increment value. This tagging system ensures that each asset is easily identifiable and trackable, enhancing the overall organization and management of assets.

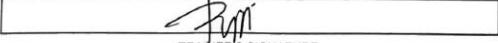
  
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## Week 11: Weekly Journal

 <b>MCL</b> Malayan Colleges Laguna A MAPUA SCHOOL	REVISION NO.: 00 REVISION DATE: May 10, 2016		
<b>DAILY JOURNAL</b>			
<b>IMPORTANT INFORMATION</b>			
<ul style="list-style-type: none"><li>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.</li><li>SCANNED COPIES OF THIS FORM SHALL BE SUBMITTED ON A WEEKLY BASIS THROUGH APPROVED LMS.</li><li>HARD COPIES OF THIS FORM SHOULD BE COMPILED AS PART OF THE STUDENT'S PORTFOLIO.</li></ul>			
DATE	July 8, 2024 - July 12, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	Asset Tag Automation, Modal Alignment, View Equipment Enhancements & Validation Improvements	SHIFT/TIME	7:45 am - 6:15pm
<b>TASK: Asset Tag Automation</b> I improved the asset tag generation process by incorporating a function into the add and update back-end scripts. This ensures that each new or updated asset automatically receives a unique tag, which simplifies asset tracking and maintains consistency across the system.			
<b>TASK: Modal Alignment</b> I fixed alignment issues within the modal interface. This adjustment was crucial for ensuring that the modal was visually cohesive and user-friendly, providing a more polished and intuitive experience.			
<b>TASK: View Equipment Enhancements</b> I upgraded the View Equipment module by replacing disabled text input fields with active text fields. This change allows users to interact with the data more effectively, improving usability and accessibility. I also resolved the issue of converting location, area, and subcategory IDs into their respective names. Previously, users saw IDs which were less informative. By displaying these names in a two-column format within the modal, I optimized the use of space and made the information clearer and more accessible, especially in a constrained modal space.			
<b>TASK: Validation Improvements</b> In the edit equipment module, I added validation for the quantity and price fields. This validation ensures that users input data that meets predefined criteria, reducing errors and improving data integrity. For example, it might prevent entry of negative numbers or non-numeric values, which helps maintain accurate records.			
 TRAINEE'S SIGNATURE		_____ <b>FORM OVPAA 030G</b> THIS FORM IS AVAILABLE AT THE OVPAA.	

## Week 12: Weekly Journal



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

### DAILY JOURNAL

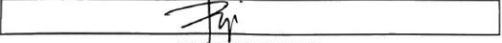
#### IMPORTANT INFORMATION

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DATE	July 15, 2024 - July 19, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	Development of the Mobile Phone Module	SHIFT/TIME	7:45 am - 6:15pm

#### TASK: Development of the Mobile Phone Module

This week, I dedicated my efforts to developing the Mobile Phone module, which functions similarly to the Office equipment module but involves fewer details. The development process began with programming the back-end functions, including add, edit, hide, and view capabilities. To ensure these functions were robust and reliable, I thoroughly tested them using Postman, a tool that allows for comprehensive API testing. This step was crucial to verify that the back-end logic was working flawlessly before integrating it with the front-end. After confirming the back-end functionality, I moved on to the front-end development, which is a task I particularly enjoy. This phase allowed me to leverage my web design skills to enhance the user interface and overall user experience. I focused on creating a visually appealing and intuitive interface, making sure that end-users would find it easy and enjoyable to interact with the Mobile Phone module. Developing this module provided valuable practice and allowed me to apply the skills and knowledge I've accumulated over the past few weeks. It was a rewarding experience to see all the features come together and function as intended. Completing this module felt particularly fulfilling, as it represents a significant application of what I have learned and achieved in my development journey over the past months.

  
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## Week 13: Weekly Journal



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**Malayan Colleges Laguna**  
A MAPÚA SCHOOL

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

## DAILY 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	July 22, 2024 - July 26, 2024	AREA ASSIGNMENT	IT - Asset Management System (Asset Nest)
TASK	Final Testing, Auto Backup & Technical Documentation	SHIFT/TIME	7:45 am - 5:00pm

## TASK: Final Testing

During the final testing phase, I meticulously went through the system to make necessary adjustments and revisions, ensuring every component functioned as intended. Our supervisor conducted a comprehensive test, identifying areas for improvement and providing valuable feedback. Based on his insights, I enhanced the system's performance, usability, and overall stability. This process not only validated the system's readiness for deployment but also reinforced the importance of iterative refinement in software development.

## TASK: Auto Backup

This week, I delved into SQL Server Management Studio, familiarizing myself with its interface and capabilities. I learned about the definition and importance of auto backup in preserving data integrity and preventing data loss. By exploring the features and functionalities of SQL Server Management Studio, I gained a foundational understanding of how automated backups can be set up and managed. This knowledge is crucial for maintaining robust and reliable database systems, ensuring that critical data is safeguarded against potential failures or errors.

## TASK: Technical Documentation

After finalizing the system, I focused on creating a detailed user manual guide aimed at both developers and end-users. I followed a structured guide provided by the team, which outlined best practices for documenting system features and functionalities. Through this process, I learned the critical role of proper documentation in ensuring that users can effectively navigate and utilize the system. The user manual included step-by-step instructions, troubleshooting tips, and explanations of key features, making it an essential resource for anyone interacting with the system. This experience highlighted the importance of clear, precise, and comprehensive technical documentation in facilitating user adoption and support.

**ANSWER** The answer is 1000.

**TRAINEE'S SIGNATURE**

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## Appendix G

### Certificate of Completion



### CERTIFICATE OF COMPLETION

This is to certify that **MS. MARITONI V. BENJAMIN**, BS in Information Technology student at Mapua Malayan Colleges Laguna has successfully completed 486 hours of on-the-job training at Suhay, OPC.

This certification is being issued upon the request of **Ms. Benjamin** for whatever legal purpose it may serve her best.

Given this 24<sup>th</sup> day of July 2024 at Suhay, OPC, Unit 18, Paseo 4B, Paseo de Santa Rosa, Brgy. Don Jose, Santa Rosa, Laguna.

A handwritten signature in black ink, appearing to read 'Alethea'.  
ALETHEA R. PABLO 7/6/24  
Human Resources Manager

## Appendix H

### Letter of Request for Overtime



**July 2, 2024**

**Request for Overtime Hours to Complete OJT Training**

**Ms. Luzzdiane Hilaga**  
HR Business Partner  
Suhay OPC  
Paseo de Santa Rosa, Sta Rosa Laguna

Dear Ms. Hilaga,

Good day!

I am writing to formally request overtime hours to complete my missing 12 hours for my OJT training. Due to my early leave for recent sick absences and the time dedicated to preparing our capstone project, I have fallen short of the required training hours.

I kindly ask for your reconsideration in granting this request, as failure to complete these hours would result in an incomplete grade, preventing me from graduating this term. Furthermore, it would affect my standing as a candidate for honors and jeopardize my scholarship grant.

I deeply appreciate your understanding and support in this matter. Your favorable response would greatly assist me in achieving my academic and career goals.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'MVB'.

Maritoni V. Benjamin  
IT intern

A handwritten signature in black ink, appearing to read 'Luzzdiane Hilaga'.  
Luzzdiane Hilaga  
HR Business Partner

A handwritten signature in black ink, appearing to read 'Ronjon Capul'.  
Ronjon Capul  
Practicum Supervisor

Adomar L. Ilao  
Program Chair

**DAILY TIME RECORD**

Day	Date	Time In	Time Out	Hours
Day 1	(Monday) 29 April	08:25	18:15	8.83
Day 2	(Tuesday) 30 April	07:39	17:06	8.45
Day 3	(Thursday) 2 May	07:41	17:06	8.42
Day 4	(Friday) 3 May	07:45	17:05	8.33
Day 5	(Monday) 6 May	07:45	18:16	9.52
Day 6	(Tuesday) 7 May	07:35	17:03	8.47
Day 7	(Wednesday) 8 May	07:50	17:00	8.17
Day 8	(Thursday) 9 May	07:40	16:05	7.42
Day 9	(Friday) 10 May	07:40	17:00	8.33
Day 10	(Monday) 13 May	07:50	18:15	9.42
Day 11	(Tuesday) 14 May	07:50	17:00	8.17
Day 12	(Wednesday) 15 May	07:45	17:00	8.25
Day 13	(Thursday) 16 May	07:45	17:00	8.25
Day 14	(Friday) 17 May	07:55	17:00	8.08
Day 15	(Monday) 20 May	07:56	18:15	9.32
Day 16	(Tuesday) 21 May	07:45	17:00	8.25
Day 17	(Wednesday) 22 May	07:45	17:00	8.25
Day 18	(Thursday) 23 May	07:45	17:00	8.25
Day 19	(Friday) 24 May	08:08	17:00	7.87
Day 20	(Monday) 27 May	09:20	18:15	7.92
Day 21	(Tuesday) 28 May	07:45	17:00	8.25
Day 22	(Wednesday) 29 May	07:58	17:00	8.03
Day 23	(Thursday) 30 May	08:00	17:00	8.00
Day 24	(Friday) 31 May	07:55	17:00	8.08
Day 25	(Monday) 3 June	07:55	18:15	9.33
Day 26	(Tuesday) 4 June	07:55	17:00	8.08
Day 27	(Wednesday) 5 June	07:58	17:00	8.03
Day 28	(Thursday) 6 June	07:55	17:00	8.08
Day 29	(Friday) 7 June	07:52	17:00	8.13
Day 30	(Monday) 10 June	07:51	18:15	9.40
Day 31	(Tuesday) 11 June	07:56	17:00	8.07
Day 32	(Thursday) 13 June	07:56	17:00	8.07
Day 33	(Friday) 14 June	07:51	17:00	8.15
Day 34	(Tuesday) 18 June	07:51	17:00	8.15
Day 35	(Thursday) 20 June	07:48	17:00	8.20
Day 36	(Friday) 21 June	08:02	17:00	7.97
Day 37	(Monday) 24 June	08:03	18:15	9.20
Day 38	(Tuesday) 25 June	07:56	17:00	8.07
Day 39	(Wednesday) 26 June	07:55	17:00	8.08
Day 40	(Thursday) 27 June	07:55	17:00	8.08
Day 41	(Friday) 28 June	<b>ABSENT BECAUSE OF DEFENSE</b>		
Day 42	(Monday) 1 July	07:50	18:17	9.45
Day 43	(Tuesday) 2 July	07:40	17:00	8.33
Day 44	(Wednesday) 3 July	07:45	17:00	8.25
Day 45	(Thursday) 4 July	07:45	17:00	8.25
Day 46	(Friday) 5 July	07:45	17:00	8.25
Day 47	(Monday) 8 July	07:45	18:17	9.53
Day 48	(Tuesday) 9 July	07:45	18:15	9.50
Day 49	(Wednesday) 10 July	-	-	-
Day 50	(Thursday) 11 July	07:45	18:15	9.50
Day 51	(Friday) 12 July	07:45	17:00	8.25
Day 52	(Monday) 15 July	07:45	18:15	9.50
Day 53	(Tuesday) 16 July	07:45	18:15	9.50
Day 54	(Wednesday) 17 July	07:45	18:15	9.50
Day 55	(Thursday) 18 July	07:45	18:15	9.50
Day 56	(Friday) 19 July	07:45	18:15	9.50
Day 57	(Monday) 22 July	07:45	18:15	9.50
Day 58	(Tuesday) 23 July	07:45	17:00	8.25
Day 59	(Wednesday) 24 July	07:45	17:00	8.25
Day 60	(Thursday) 25 July	<b>SUBMISSION OF CERTIFICATE OF COMPLETION</b>		

Target End Date: July 20, 2024	
Total Hours:	486.23
Remaining Hours:	-0.23

100.05%  
-0.05%

  
Lazziane Hilaga  
HR Business Partner

  
Ronton Capul  
Practicum Supervisor

Adomar L. Iiao  
Program Chair

## Appendix I

### Student Evaluation on Practicum Host Company and Training

 <b>MCL</b> Malayan Colleges Laguna A MAPUA SCHOOL	REVISION NO.: 00 REVISION DATE: May 13, 2016																														
<b>STUDENT EVALUATION ON PRACTICUM HOST COMPANY AND TRAINING</b>																															
<b>IMPORTANT INFORMATION</b>																															
<ul style="list-style-type: none"><li>• THIS FORM IS USED TO EVALUATE THE PERFORMANCE OF PRACTICUM HOST COMPANY BY THE STUDENT</li><li>• PRACTICUM ADVISER NOTES THE EVALUATION AND DISCUSSES RESULTS WITH THE STUDENT</li><li>• NOTED OJT PERFORMANCE EVALUATION REPORT FORMS PART OF THE PRACTICUM REPORT/ PORTFOLIO OF THE STUDENT</li></ul>																															
<table border="1"><tr><td>NAME OF HOST COMPANY</td><td>DEPARTMENT/SECTION/AREA ASSIGNED</td></tr><tr><td>SUHAY OPC</td><td>IT Department</td></tr><tr><td>ADDRESS OF COMPANY</td><td>Unit 18, Paseo 4B, Paseo de Sta.Rosa, Santa Rosa, Laguna</td></tr></table>		NAME OF HOST COMPANY	DEPARTMENT/SECTION/AREA ASSIGNED	SUHAY OPC	IT Department	ADDRESS OF COMPANY	Unit 18, Paseo 4B, Paseo de Sta.Rosa, Santa Rosa, Laguna																								
NAME OF HOST COMPANY	DEPARTMENT/SECTION/AREA ASSIGNED																														
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ADDRESS OF COMPANY	Unit 18, Paseo 4B, Paseo de Sta.Rosa, Santa Rosa, Laguna																														
<b>INSTRUCTIONS:</b> Please indicate how much you agree with each statement with 1 being that you strongly disagree and 5 being that you strongly agree.																															
LEGEND: 5 – Strongly Agree    4 – Agree    3 – Neutral    2 – Disagree    1 – Strongly Disagree    NA – Not applicable																															
<b>PART I: EVALUATION ON PRACTICUM HOST COMPANY</b>																															
<table border="1"><thead><tr><th>STATEMENTS</th><th>RATING (please encircle one)</th></tr></thead><tbody><tr><td>1. I was given an orientation about the company rules, regulations, and enough explanation of my practicum assignment at the beginning of the training.</td><td><input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>2. The employees I worked with served as resource persons, sharing ideas and materials.</td><td><input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>3. The people I worked with were perceptive of my needs.</td><td><input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>4. The practicum supervisor spent time observing my performance.</td><td><input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>5. The practicum supervisor provided me with enough constructive criticism.</td><td><input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>6. The practicum supervisor sufficiently answered my questions and clarifications.</td><td><input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>7. The practicum supervisor was objective when critiquing my skills.</td><td><input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>8. The demands placed upon me were realistic in this practicum experience.</td><td><input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>9. I felt comfortable in my overall relationship with the people in the host company</td><td><input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>10. The practicum supervisor was fair in her/his judgment of my skills.</td><td><input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>11. I benefited from the supervision provided by the practicum supervisor.</td><td><input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>12. I was given sufficient opportunities for the development of my skills and abilities</td><td><input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>13. The practicum supervisor served a good professional model.</td><td><input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr><tr><td>14. The company promotes a healthy working environment</td><td><input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA</td></tr></tbody></table>		STATEMENTS	RATING (please encircle one)	1. I was given an orientation about the company rules, regulations, and enough explanation of my practicum assignment at the beginning of the training.	<input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	2. The employees I worked with served as resource persons, sharing ideas and materials.	<input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	3. The people I worked with were perceptive of my needs.	<input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	4. The practicum supervisor spent time observing my performance.	<input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	5. The practicum supervisor provided me with enough constructive criticism.	<input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	6. The practicum supervisor sufficiently answered my questions and clarifications.	<input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	7. The practicum supervisor was objective when critiquing my skills.	<input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	8. The demands placed upon me were realistic in this practicum experience.	<input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	9. I felt comfortable in my overall relationship with the people in the host company	<input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	10. The practicum supervisor was fair in her/his judgment of my skills.	<input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	11. I benefited from the supervision provided by the practicum supervisor.	<input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	12. I was given sufficient opportunities for the development of my skills and abilities	<input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	13. The practicum supervisor served a good professional model.	<input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA	14. The company promotes a healthy working environment	<input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA
STATEMENTS	RATING (please encircle one)																														
1. I was given an orientation about the company rules, regulations, and enough explanation of my practicum assignment at the beginning of the training.	<input type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA																														
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8. The demands placed upon me were realistic in this practicum experience.	<input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA																														
9. I felt comfortable in my overall relationship with the people in the host company	<input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA																														
10. The practicum supervisor was fair in her/his judgment of my skills.	<input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA																														
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13. The practicum supervisor served a good professional model.	<input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA																														
14. The company promotes a healthy working environment	<input type="radio"/> 5 <input checked="" type="radio"/> 4 <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> NA																														
<b>ADDITIONAL COMMENTS (STRENGTHS AND AREAS TO IMPROVE)</b>																															
<p>Suhay OPC excels in fostering a supportive and collaborative environment, offering approachable mentors, and encouraging open communication. This supportive culture is balanced with a competitive edge that drives high performance and pushes participants to excel, promoting significant personal and professional growth. However, the company could improve by providing more structured support for those initially struggling to adapt. This would help ease the transition and ensure all participants, such as us interns, thrive in the competitive atmosphere.</p>																															
COPY: (1) STUDENT; (2) PRACTICUM COORDINATOR/PROGRAM CHAIR																															
PAGE 1 OF 2 <b>OVPA FORM 030K</b>																															
THIS FORM IS AVAILABLE AT THE OVPA.																															

**PART II: EVALUATION ON PRACTICUM TRAINING**

STATEMENTS	RATING (please encircle one)				
	(1)	(2)	(3)	(4)	(5)
1. The training permitted me to generate the minimum number of direct contact hours required within a specified timeframe.	(1)	(2)	(3)	(4)	(5) NA
2. The training provided me with experiences that encouraged and developed my interpersonal skills.	(1)	(2)	(3)	(4)	(5) NA
3. The training provided me with experiences that encouraged and developed my technical skills.	(1)	(2)	(3)	(4)	(5) NA
4. The training provided me with experiences that encouraged and developed my analytical skills.	(1)	(2)	(3)	(4)	(5) NA
5. The training provided me with experiences that encouraged and developed my management skills.	(1)	(2)	(3)	(4)	(5) NA
6. The training provided me with experiences that encouraged and developed my customer relations skills.	(1)	(2)	(3)	(4)	(5) NA
7. Facilities and equipment are adequate and made available for the training	(1)	(2)	(3)	(4)	(5) NA
8. Overall, the establishment provided me with a good on-the-job training	(1)	(2)	(3)	(4)	(5) NA

**ADDITIONAL COMMENTS (STRENGTHS AND AREAS TO IMPROVE)**

I consider myself lucky to be part of the Suhay OPC on-the-job training program. It has not only provided me with valuable experience and skills but also connected me with mentors and peers who have introduced me to this new environment. I find it especially beneficial that they have provided us each with a laptop for daily use. Additionally, I appreciate being included in their general assemblies and gatherings, which fosters a sense of belonging within the organization. For me, these opportunities have not only provided practical skills but also immersed us in the ordinary work setting, preparing us effectively for future endeavors.

Marloni V. Benjamin

SIGNATURE OVER PRINTED NAME OF STUDENT

PAGE 2 OF 2  
FORM OVPAAC 030K

COPY: (1) STUDENT; (2) PRACTICUM COORDINATOR/PROGRAM CHAIR

THIS FORM IS AVAILABLE AT THE OVPAAC.

## Appendix J

### Daily Time Report

 <b>MCL</b> Malayan Colleges Laguna A MAPUA SCHOOL					<small>REVISION NO.: 00</small> <small>REVISION DATE: May 13, 2016</small>				
DAILY TIME RECORD*									
NAME OF STUDENT		Maritoni V. Benjamin			NAME OF HOST COMPANY/ DEPARTMENT ASSIGNED TO		Suhay, OPC.		
MONTH		APRIL			MONTH		MAY		
DATE	TIME-IN	TIME-OUT	TOTAL HOURS	MGR/SPVSR INITIALS	DATE	TIME-IN	TIME-OUT	TOTAL HOURS	MGR/SPVSR INITIALS
1					1				
2					2	7:41	5:06	8.42	R. Capul
3					3	7:45	5:05	8.33	R. Capul
4					4				
5					5				
6					6	7:45	6:16	9.52	R. Capul
7					7	7:35	5:03	8.47	R. Capul
8					8	7:50	5:00	8.17	R. Capul
9					9	7:40	4:05	7.42	R. Capul
10					10	7:40	5:00	8.33	R. Capul
11					11				
12					12				
13					13	7:50	6:15	9.42	R. Capul
14					14	7:50	5:00	8.17	R. Capul
15					15	7:45	5:00	8.25	R. Capul
16					16	7:45	5:00	8.25	R. Capul
17					17	7:55	5:00	8.08	R. Capul
18					18				
19					19				
20					20	7:56	6:15	9.32	R. Capul
21					21	7:45	5:00	8.25	R. Capul
22					22	7:45	5:00	8.25	R. Capul
23					23	7:45	5:00	8.25	R. Capul
24					24	8:08	5:00	7.87	R. Capul
25					25				
26					26				
27					27	9:20	6:15	7.92	R. Capul
28					28	7:45	5:00	8.25	R. Capul
29	8:25	6:15	8.83	R. Capul	29	7:58	5:00	8.03	R. Capul
30	7:39	5:06	8.45	R. Capul	30	8:00	5:00	8.00	R. Capul
31					31	7:55	5:00	8.08	R. Capul
VERIFIED BY  Signature over printed name of Practicum Supervisor					Date 7/22/14				

\*To be validated once a week by the Practicum Adviser/ Coordinator  
\*\*This may be replaced by the DTR officially used by the company

FORM OVPA 030H

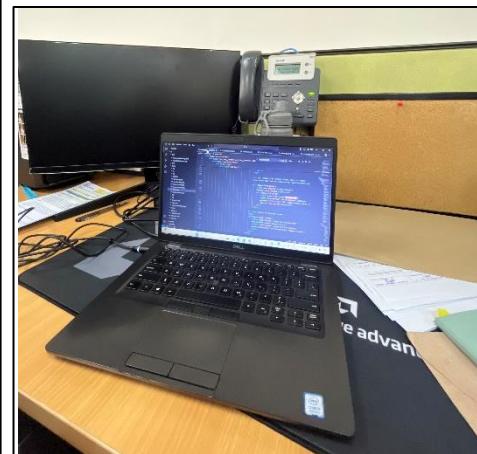
 <b>MCL</b> Malayan Colleges Laguna A MAPUA SCHOOL					<small>REVISION NO.: 00</small> <small>REVISION DATE: May 13, 2016</small>				
DAILY TIME RECORD*									
NAME OF STUDENT		Maritoni V. Benjamin			NAME OF HOST COMPANY/ DEPARTMENT ASSIGNED TO		Suhay, OPC.		
MONTH		JUNE			MONTH		JULY		
DATE	TIME-IN	TIME-OUT	TOTAL HOURS	MGR/SPVSR INITIALS	DATE	TIME-IN	TIME-OUT	TOTAL HOURS	MGR/SPVSR INITIALS
1					1	7:50	6:17	9.45	R. Capul
2					2	7:40	5:00	8.33	R. Capul
3	7:55	6:15	9.33		3	7:45	5:00	8.25	R. Capul
4	7:55	5:00	8.98		4	7:45	5:00	8.25	R. Capul
5	7:58	5:00	8.93		5	7:45	5:00	8.25	R. Capul
6	7:55	5:00	8.98		6				
7	7:52	5:00	8.13		7				
8					8	7:45	6:17	9.53	R. Capul
9					9	7:45	6:15	9.50	R. Capul
10	7:51	6:15	9.40		10				
11	7:56	5:00	8.07		11	7:45	6:15	9.50	R. Capul
12					12	7:45	6:15	9.50	R. Capul
13	7:58	5:00	8.97		13				
14	7:51	5:00	8.15		14				
15					15	7:45	18:15	9.50	R. Capul
16					16	7:45	18:15	9.50	R. Capul
17					17	7:45	18:15	9.50	R. Capul
18	7:51	5:00	8:15		18	7:45	18:15	9.50	R. Capul
19					19	7:45	18:15	9.50	R. Capul
20	7:48	5:00	8.20		20				
21	8:02	5:00	7:97		21	7:45	5:00	8.25	R. Capul
22					22	7:45	5:00	8.25	R. Capul
23					23				
24	8:03	6:15	9.20		24	7:45	5:00	8.25	R. Capul
25	7:56	5:00	8.07		25	7:45	5:00	8.25	R. Capul
26	7:55	5:00	8.98		26				
27	7:55	5:00	8.08		27				
28					28				
29					29				
30					30				
31					31				
VERIFIED BY  Signature over printed name of Practicum Supervisor					Date 7/25/14				

\*To be validated once a week by the Practicum Adviser/ Coordinator  
\*\*This may be replaced by the DTR officially used by the company

FORM OVPA 030H

## Appendix K

### Internship Photos



## Appendix L

### Practicum Adviser Visitation



## Appendix M

### Completion Photo

