



Quezon City University



Barangay Novaliches Proper

ON-THE-JOB TRAINING PORTFOLIO

In Partial Fulfillment of
The requirements for
Bachelor of Science in Information Technology

Submitted by:
Wilfredo Domanico Jr.

Submitted to:
Isagani M. Tano, PhD-ELM, DIT

May 2023

Acknowledgment

Allow me to thank the people first behind the success of my OJT at Barangay Novaliches Proper.

First, I would like to thank our Almighty Father for giving light to the path I am taking, strength, and blessings which made me fear nothing in taking my On-the-Job Training.

To Barangay Novaliches Proper for the support and permission to render my On-the-Job Training in their place.

To all the staff of Barangay Novaliches Proper especially Brgy. Captain Asuncion M. Visaya, Barangay Secretary Bonita S. Clavecilla, Lupon Secretariat Sr. Danny Cayari and Kgd. Henry B. Cudilla for their trust, guidance, and knowledge sharing throughout this practicum.

To our adviser, Dr. Isagani M. Tano for guiding and monitoring our training. To my co-trainees, who I became friends with and shared my time with. And lastly, to my parents and relatives, for supporting my dreams and giving me emotional and financial support.

Table of Contents

Contents	Page
Title Page	i
Acknowledgment	ii
Table of Contents	iii
Chapter One : Background of the Company	
History of the company	1
Company profile	3
Organizational chart	10
Mission	10
Vision	10
Chapter Two : Weekly Progress Reports Compilations	
Weekly Progress Reports Compilations	12
Chapter Three: Practicum Program Assessment	
Assess yourself by answering the following questions	34
As far as experience is concerned, discuss what you have learned during the training (both technically and socially)	34
What are the most unforgettable and memorable events / experiences during your training?	34
To the pursuit of quality education, what are your recommendations to improve the Internship Program of Quezon City University?	35
What are your advice to those who will take the internship in the near future?	35
Chapter Four : Pertinent Documents:	
Endorsement Letter	37
Memorandum of Agreement	39
Waiver	43
Acceptance Letter	44
Daily Time Record (Photocopy)	45
Evaluation Form	52
Certificate of Completion	54
Photo Gallery containing the following:	
Company Picture	55
Pictures taken during the training	57

Assess yourself by answering the following questions:

As far as experience is concerned, discuss what you have learned during the training (both technically and socially).

During my five months of On-the-job training at Barangay Novaliches Proper, I have learned a lot of things that I could not learn in school / university. At first, I struggled when it comes to doing technical works but I immediately adapted, mainly because I know my way around computers and have good time management skills. The thing that gives me most challenge is that I had difficulty socializing to other people especially because I am extremely introverted and did not bother improving my communication skills before. I also have low voice so it's difficult for me to be heard. That is why in the first 3 months i focused on working on my communication skills seriously. I started forcing myself talking to everyone I encounter no matter who they are and how stupid I may sound. It was difficult for me because most people don't respond and I receive awkward silence. But after trial and error I began to notice that I'm starting to be somewhat talkative and able to read their body language. I have learned my strengths and weakness and now continuously aiming to develop / improve it.

What are the most unforgettable and memorable events / experiences during your training?

The most unforgettable experience that happened is during my first day in Barangay Novaliches Proper is when I met Sr. Danniell Cayari, the Lupon Secretariat. At first, he's very strict and notices every minor flaw that I which I think is not very important at all. I want to back off because I'm intimidated in his attitude and short tempered. Luckily, I'm very patient and don't take things too seriously. After, being with him for some time. I realized that he's not really a mean person. That short tempered and attitude of him is just a product

of stressful environment due to his job. This experience helped me to see things in different perspective and allows me to understand people better.

To the pursuit of quality education, what are your recommendations to improve the Internship Program of Quezon City University?

To have some kind of program or refer companies where the students can apply for internship. Because finding a company to do internship is very hard especially for someone like me who have no connections whatsoever. I believe it would greatly help a lot of students.

What are your advices to those who will take the internship in the near future?

I strongly advice those who will rake their internship is to choose an internship which you think is above your current skills and intimidating. They have to do this in order to increase their confidence by breaking out of their comfort zone. It will give you so much growth that you never thought you can. I advice them to take it seriously and learn everything that they can. Learn how to communicate and express your thoughts. Be open to criticism because it will serve as a guide how you can improve. Lastly, learn how to adapt to your environment.

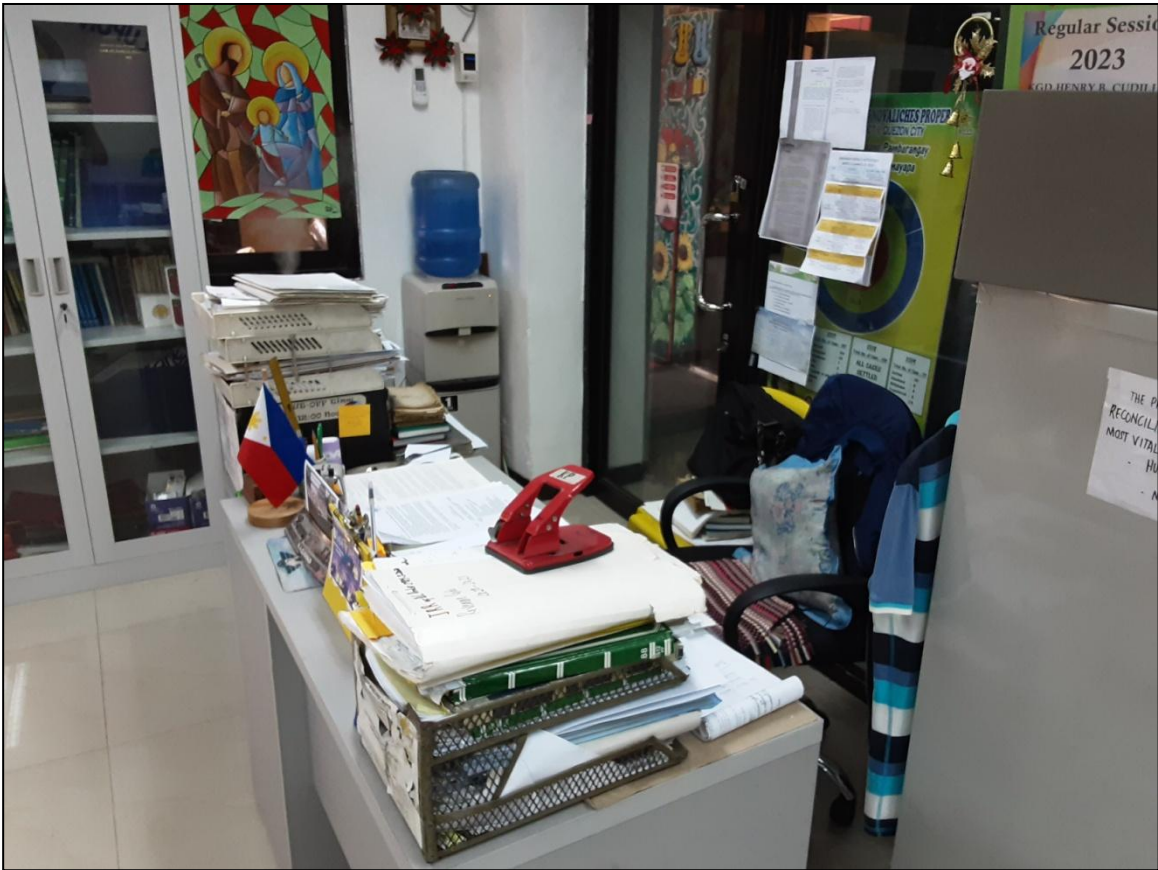
Chapter Four:

Pertinent Documents

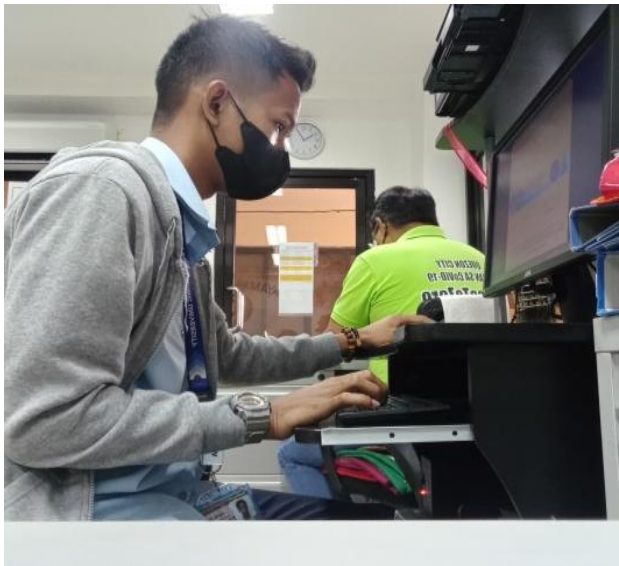
Company Picture



Company Picture



Pictures taken during the training:



Pictures taken during the training:

