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ACCOMPLISHED REQUIREMENTS CHECKLIST

• Requirements Checklist

Name : Chiantine P. Manigos
Course : Bachelor of Science in Computer Science
Year Level : Fourth Year
Email Address : cmanigos@gmail.com
Cellphone # : 09163609855

Documents	Date Submitted	Remarks
OJT Application Form		
Medical Certificate		
Parent's Consent and Waiver		
Study Load		
Pre – OJT Orientation Certificate of Attendance		
Application Letter		
Resume		
Endorsement Letter		
Memorandum of Agreement		

• Induction Checklist

Name : Chiantine P. Manigos
Course : Bachelor of Science in Computer Science
HTE : _____
Immediate Supervisor : _____

TASK	EXPLAIN	DATE	INITIAL
Company Information			
Company Policies			
Hours of Work			
Tour of the Workplace			
Introductions			
Health Safety Standards			
Emergency Procedures			
Standards of Performance and Documents			
Work and Training Plan			
Customer Relations			
Record of Learning and Documents			

Date of Induction : _____

Signature of OJT : _____

Training Supervisor Signature: 

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PRE-OJT ORIENTATION CERTIFICATE



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STUDY LOAD

University of the Visayas

STUDENT RECORDS MANAGEMENT DEPARTMENT

Colon Corner D. Jakosalem Sts., Cebu City 6000 Philippines

Tel. Number: (032) 416-7991 Local Number: 211

Email Address: registrar@uv.edu.ph Website: uv.edu.ph

STUDENT GRADES SLIP VIEWER

SY2024-2@TOLE

Student ID: 22211032

Name: MANIGOS, CHIANTINE P.

Course/Level: BSCS4

Subject	Midterm Grade	Final Grade	Completion	Remarks
CSC 225L DESIGN AND ANALYSIS OF ALGORITHMS (LAB)	1.9	1.9		Passed
CSC 225R DESIGN AND ANALYSIS OF ALGORITHMS (LEC)	1.9	1.8		Passed
CSC122 DISCRETE STRUCTURES 2	1.7	1.6		Passed
GE EFCOM 2 EFFECTIVE COMMUNICATION 2 (WRITING AND SPEAKING)	1.7	1.6		Passed
GE ETHICS ETHICS WITH PEACE STUDIES	1.9	1.9		Passed
GE MST N ENVIRONMENTAL STUDIES	2.2	2.0		Passed

Note: This printout is for informational purposes only. For an official record of grades, please request for a Semestral Copy of Grades or Transcript of Records from the Student Records Management Department.

University of the Visayas

STUDENT RECORDS MANAGEMENT DEPARTMENT

Colon Corner D. Jakosalem Sts., Cebu City 6000 Philippines

Tel. Number: (032) 416-7991 Local Number: 211

Email Address: registrar@uv.edu.ph Website: uv.edu.ph

STUDENT GRADES SLIP VIEWER

SY2024-1@TOLE

Student ID: 22211032

Name: MANIGOS, CHIANTINE P.

Course/Level: BSCS4

Subject	Midterm Grade	Final Grade	Completion	Remarks
CSC 318 AUTOMATA THEORY AND FORMAL LANGUAGES	1.8	1.9		Passed
GE EFCOM 1 EFFECTIVE COMMUNICATION 1 (LISTENING AND READING)	2.7	2.4		Passed
GE HIST READING IN PHILIPPINE HISTORY WITH INDIGENOUS PEOPLES' STUDIES	2.5	1.9		Passed
GE MATH MATHEMATICS IN THE MODERN WORLD	1.9	2.1		Passed
GE SELF UNDERSTANDING THE SELF	3.0	3.0		Passed

Note: This printout is for informational purposes only. For an official record of grades, please request for a Semestral Copy of Grades or Transcript of Records from the Student Records Management Department.

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MEDICAL CERTIFICATE



University of the Visayas
TOLEDO CITY CAMPUS
UNIVERSITY CLINIC

MEDICAL CERTIFICATE

Date: J-27-20

Dear Sir/Ma'am:

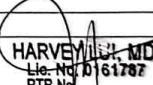
This is to certify that Christine Mamiyo has been in this clinic on J-27-20 and upon examination found the following:

Findings:

Essentially Normal Findings at the time of Examination

Remarks:

Fit for Internship / Tour


HARVEY M. L. MD
Lie. No. D 61787
PTB No.

School Physician Name and Signature
Licensed No. _____

Note: Disclosed data specified herein is classified as private and highly confidential. Unauthorized disclosure and use in part or in whole of any information from this document shall be a violation to the Policies of the University and the Law of the Republic of the Philippines.

F-UMC-004 Rev.0 (08-01-22)

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HEALTH INSURANCE



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VACCINATION CARD

17:04 C .

* 58 •



VaxCertPH



Full Name

**CHIANTINE PAÑARES
MANIGOS**

Date of Birth

11-Jun-1985

Issuer

**Philippine Department of
Health**

Issuance Date and Time

05-Aug-2025 05:04 PM



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NAME: Chaintine P. Manigos
COURSE/ YEAR: BSCS 4

DATE: May 30, 2025

WHO AM I

Directions: Write a minimum of 500-word Reflective Essay "WHO AM I". Write your reflective essay on the space provided below. Kindly refer to the Reflective Essay Rubric in the succeeding page for you to know and understand what the instructor's expectation for the reflective essay is and how you will be graded.

WHO AM I

As I see myself in the mirror, I ask to myself who really am I, and what kind of person I want to be? We are all being asked this kind of questions, as we met a lot of people in our lives and we can actually give them a little bit of details about ourselves. But have we ever tried to asked ourselves, if what kind of person are we, or who truly we are as a human being. A lot of persons don't know deeply about there-self, and I am one of them.

Who am I, as a person, student, friend, a part of the family, and also the youngest son with a broken family. I came from a broken family; I grow up in my grandmother's side together with my older sister. I grow up without my father. It is just my mother who take risk to work far away from our home so that she can provide our family. Growing up as an youngest son without my mother and father by my side is not healthy for me. I always longed for a love, guidance, care, and everything that a parents can give their child. But I cannot blame both of them for not giving us the family that every child must have.

So, if someone ask me who am I; I will always answer them that I am just a simple man who grew up with a lot of insecurities and a lack of everything in my life. I grew seeking for validation in another people. I grew craving for my family's attention. As I grew up, as I get older there is a lot of questions that I cannot understand and I cannot even give an answer on one of them. Every day, I always make time to understand myself deeply. As I get older, I tried to know me more deeply, because I know within myself that I did not know my self deeply as what I want.

Growing up in today's generation is crucial because of the people around us. That is why I always check myself for me to fully understand who truly I am. But as of now, I promised myself to let things flow in my life, to not be stressed and pressured of what's coming in my life. I want to treasure every little achievement that I have right now.

To fully introduce myself of who am I as a person; I am a loving, caring, understanding, and hopeful son, student, and a friend, despite everything that is happening in my life. Because I truly believed that everything happens for a reason. Despite how cruel the world towards us, we must continue to move forward in order for us be better and to reached our destinations in this life that we have.

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APPLICATION FOR OJT



Program : Bachelor of Science in Computer Science

Student Name : Chiantine P. Manigos

Student ID # : 22211032

Address : Bojo, Aloguinsan, Cebu

Mobile No : 09163609855

Email Address : cmanigos@gmail.com

Number of Hours : 500

Name of the Company : Municipality of Aloguinsan / Local Government Unit of Aloguinsan

Company Address : Purok 2, Poblacion, Aloguinsan, Cebu

Telephone Number : _____

Designated person to sign
the MOA : _____

Position of the designated
person : _____

Mobile Number/ Email Add: _____

Name of Immediate : _____

Supervisor : _____

Mobile Number : _____

Address : _____

Pre- Practicum Requirements

Medical Certificate
Waiver issued and sign by
Parents/guardian/spouse
Parent's Consent
Photocopy of the recent study
load(photocopy)

Company Requirements

(for new company)
Practicum Program/ Training Plan
Company Profile
SEC/DTI
BIR Certificate of Registration

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RESUME

CHIANTINE P. MANIGOS
BOJO, ALOGUINSAN, CEBU
0916 360 9855
cmanigos@gmail.com



CAREER OBJECTIVES:

Seeking a challenging opportunity where I will be able to utilize my strong organization skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

SUMMARY QUALIFICATION

- Willing to be trained
 - Good at communicating other people
 - Can adopt new environment
 - Dedicated and hardworking individual or part of a team
 - The ability to work under pressure and multi-tasking
-

EDUCATIONAL BACKGROUND

Tertiary : University of the Visayas – Toledo Campus
Bachelor of Science in Computer Science
2021 - 2025

Secondary : Aloguinsan National High School
2008-2009

Elementary : Aloguinsan Central Elementary School
2005-2006

CHARACTER REFERENCES

ENGR. RICHARD T. SAING, Ph. D, P. Eng.

Dean
College of Engineering, Technology and Architecture
School of Graduate Engineering
+63 927 464 2829

Arvin D. Gutang
Faculty
College of Engineering, Technology, and Architecture
+63 977 326 7665

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PARENTS CONSENT



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COLLEGE OF ENGINEERING, TECHNOLOGY, AND ARCHITECTURE

ON-THE-JOB-TRAINING (OJT) WAIVER

PARENT'S CONSENT

I Mauricia Garing parents /guardian of Chaintine P. Manigos, a prospective Student-Trainee of University of the Visayas – Toledo Campus, have hereunto grant permission for my son / daughter to undergo a minimum of **500** hours On-the-Job Training (OJT) in Municipality of Aloquinsan which is requirement for the completion of the course, Academic Year 2024, 2025.

That we made it known our continued financial and moral support to our son during the training. That we shall adhere to any disciplinary action of the school, such as dropping him from the rolls of trainees and/or barring him from the graduation should be found that he is frequent absentee and/or notoriously undesirable trainee.

Signature of Parents/Guardian

WAIVER

THIS IS TO CERTIFY that the UNIVERSITY OF THE VISAYAS, College of Engineering, Technology and Architecture and the Municipality of Aloquinsan are in no way responsible nor shall pay compensation for any accident, harm or injury that maybe cause on our son during the training, provided all precautionary and preventive measures and being implemented to prevent any accident happen. It is fully known that we have read and understood all the contents on the parents' consent and the waiver and have signed the same with our voluntary act and deed.

Signed this 20th day of May in TOLEDO CITY, Philippines.

WITNESS:

TRISHA MAE C. EYAS
Practicum Adviser
College of Engineering, Technology and Architecture
University of the Visayas – Toledo Campus

NOTED BY:

ENGR. EDGAR A. AMBOS, Ph. D., P. Eng.
Dean
College Of Engineering, Technology and Architecture
Graduate School of Engineering

CONFORME:

Chaintine P. Manigos
Student Trainee

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APPLICATION LETTER

Poblacion Aloguinsan,
Cebu 6040

May 30, 2025

Mrs. Doreen Triplitt
Human Resource Management Officer III
Municipality of Aloguinsan

Good day Ma'am:

A woman with high regard for your institution, and with the earnest desire to serve in the capacity in which the following qualification was most adopted, is humbly applying for a position as an **On-the-Job Training.**

I am **Chaintine P. Manigos**, 40 years of age, Married, Filipino, and a resident of Bojo, Aloguinsan, Cebu. I am currently a fourth-year college student studying in University of the Visayas Toledo Campus with the degree of Bachelor of Science in Computer Science through my perseverance, dedication and hard work of studying to achieve my goal with the help of our Almighty God. I also joined different organization, in and out of the school and in our community that helped me develop my leadership and self-confidence.

Though the span of my studying and experienced attained and I hope that my skills and ability as well as my knowledge would indeed be a match for the position that requires in every applicant as an On-the-Job Trainee.

I am optimistic that all my qualification as applicant would meet your standards in getting as On the Job Trainee (OJT) as well as I am much willing to gain more knowledge and skills in my days of training.

Thank you so much and I'll wait for your favorable response.

Respectfully yours,

Chaintine P. Manigos

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MOA



University of the Visayas
COLLEGE OF ENGINEERING, TECHNOLOGY, AND ARCHITECTURE

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is entered into this 15th day of May, in the City of Cebu, Philippines, by and among:

UNIVERSITY OF THE VISAYAS, a non-stock/non-profit corporation duly organized and existing under the laws of the Republic of the Philippines, with principal office at Magsaysay Hills Poblacion Toledo City, Philippines, herein represented by the Dean of the College of Engineering, Technology and Architecture **Engr. Edgar C. Ambos, Ph. D, P. Eng.** Filipino, of legal age, and a resident of Liloan Cebu, Philippines, hereafter referred to as the **HIGHER EDUCATION INSTITUTE (HEI)**;

and

LOCAL GOVERNMENT UNIT OF ALOQUINSAN, an establishment duly organized and existing under the laws of the Republic of the Philippines, with principal office at Ibo, Toledo City Cebu, 6038, herein represented by its Municipal Mayor, **Cesare Ignatius G. Moreno**, Filipino, of legal age, and a resident of Cebu, Philippines, hereafter referred to as the **HOST TRAINING ESTABLISHMENT (HTE)**;

and

Chaintine P. Manigos Filipino, of legal age, single and residing at Bojo, Aloquinsan Cebu hereafter referred to as the **STUDENT TRAINEE**.

23
01/22

WITNESSETH:

WHEREAS, the COMPANY agrees to accept students of UV as trainees in its various facilities in support of the on-the-job training program of the College;

WHEREAS, the COLLEGE, with the object of forging Industry-Academe Linkage to complement existing curricula to match industry demand, agrees to endorse their students and provide participants in the said program to be trained in the Company, and

WHEREAS, CHED MEMORANDUM ORDER (CMO) No. 23, s. 2009 mandates the execution of Memorandum of Agreement between HEI and HTE, and the signing of training contract by the STUDENT TRAINEE, HEI and HTE.

NOW THEREFORE, based on the above-stated premises, the parties have agreed to enter into the following terms and conditions:

1. The practicum/on-the-job training is for a minimum of **500** hours, in no case less than four (4) hours for each practicum day; it shall start on **May 30, 2025** and end on **August 26, 2025** moreover, the practicum detailed schedules are to be agreed upon between the **STUDENT TRAINEE** and the **HTE**.
2. The **STUDENT TRAINEE** shall comply with the requirements stated in the Practicum Manual, more particularly:
 - 2.1 comply with the provisions of the contract at all times with the rules and regulations of the HEI and HTE;
 - 2.2 complete the agreed duration of his/her internship.
 - 2.3 submit a performance evaluation sheet and daily attendance sheet to his/her practicum adviser; and
 - 2.4 submit a practicum paper (including the weekly progress report etc.) on the deadline set by the practicum adviser.
 - 2.5 maximum compliance with the health and safety protocols set by the university, training institution, and regulatory agencies

"An ii



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COLLEGE OF ENGINEERING, TECHNOLOGY, AND ARCHITECTURE

TOLEDO CAMPUS



University of the Visayas
COLLEGE OF ENGINEERING, TECHNOLOGY, AND ARCHITECTURE

3. The **HEI** shall:
 - 3.1 coordinate with the HTE for effective monitoring of the practicum program;
 - 3.2 maintain open communication with the HTE through the practicum coordinator who shall visit the HTE workplace, (HEI and HTE, using their best effort, shall set in advance said visit so as not to disrupt work within the HTE).
 - 3.3 maximum compliance with the health and safety protocols set by the regulatory agencies, in accordance with JMC 004, series of 2021
4. The **HTE** shall:
 - 4.1 assign work to STUDENT TRAINEE in the areas related to Computer Programming;
 - 4.2 assign a responsible employee from its workplace who will supervise the work of the STUDENT TRAINEE;
 - 4.3 maintain open communication with the HEI through its authorized representative;
 - 4.4 fill up and accomplish the performance evaluation sheet and the daily attendance sheet which will be signed and placed inside a sealed envelope by its responsible employee, and thereafter be given to the STUDENT TRAINEE; and
 - 4.5 provide a certification as to the number of hours worked by the STUDENT TRAINEE during the training/practicum.
 - 4.6 maximum compliance with the health and safety protocols set by the regulatory agencies, in accordance with JMC 004, series of 2021.
5. This **MEMORANDUM OF AGREEMENT** is for the period stated in paragraph 1 hereof. Thereafter, the same is deemed terminated without any further action from the parties unless sooner terminated by either the HEI or HTE. Such termination shall be made in writing stating the reason(s) thereon and shall be forwarded to the other party's authorized representative.
6. It is understood that the Student Trainee and HEI shall treat and consider all information and data obtained during the course of the on-the-job training with utmost confidentiality. They shall not disclose any information to any party without prior written consent of the HTE. They agree to be bound by the provision of Republic Act 1405 and Executive Order No. 81, as amended.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this 3rd day of May 2023, in Cebu City, Philippines.

CHIANTINE P. MANIGOS

STUDENT TRAINEE

22211032

UNIVERSITY OF THE VISAYAS
HEI

By:

ENGR. EDGAR C. AMBOS, Ph. D, P. Eng.
Dean
College of Engineering, Technology and Architecture
School of Graduate Engineering

LOCAL GOVERNMENT UNIT OF ALOGUINSAN
HTE

By:

CESARE IGNATIUS G. MORENO
Municipal Mayor

Signed in the presence of: **ARVIN D. GUTANG**
Program Coordinator

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ACKNOWLEDGEMENT

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

BEFORE ME, this 9th day of May 2025, personally appeared **ENGR. EDGAR C. AMBOS**, with his PRC No. **0022710**, Issued on **May 27, 1982** at Cebu City, personally known to me to be the same person who executed the foregoing instrument, and he acknowledged to me that the same is her free and voluntary act and deed.

This instrument, consisting of two (2) pages, including this page whereon this acknowledgement is written, has been signed on the left margin of each and every page thereof and their witness, and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand, the day, year and place above written.

Doc. No. 776
Page No. 79
Book No. 3
Series of 2025

ATTY. BEVERLY F. LUSTRISIMO-TUTOR
Notary Public, Cebu City, No. 093-23
NOTARY PUBLIC FOR CEBU CITY until 12-31-2026
PTR NO. 1381797/11-21-2024/Cebu Province
IBP OR NO. 479053/11-28-2024/Cebu Province
231 Latitude Corporate Center
Mindanao Ave., Cebu Business Park, C.C
ROLL NO. 56161
Email:bevillustrisimo@yahoo.com

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ENDORSEMENT LETTER
ON-THE-JOB-TRAINING (OJT) ENDORSEMENT LETTER

May 30, 2025

Doreen Triplitt
Human Resource Management Officer III
Municipality of Aloguinsan

Subject: **Endorsement for On-the-Job Training (Apprenticeship)**

Dear Ma'am Triplitt:

Pursuant to the directive of the Commission on Higher Education (CHED), we are setting up the mandated "On-the-Job Training (Apprenticeship) Program" as a co-curricular requirement for the completion of the degree: **Bachelor of Science in Computer Science**.

We are confident that your establishment has the adequate resources and facilities that will provide the students the opportunity to gain useful insights and worthwhile experiences in the actual work environment through a relevant "On-the-Job Training Program".

In accordance to the Cooperative Training Program prescribed by the Department of Labor and Employment (DOLE), an apprentice may be required to work at a minimum of four (8) hours per day from Monday to Friday.

In view of the foregoing, we have the pleasure and privilege of recommending our student, **Mr. Chiantine P. Manigos** to have his practicum in your good office at least a minimum of **500** – hours this **SUMMER** of AY **2024-2025**. The services rendered by the apprentice may not be compensated in any form of wage, allowance, tip, commission or stipend.

We are endorsing his resume for your ready reference and file.

Trusting that this matter will merit your kind consideration and cooperation. Whatever assistance you may give to our student will be highly appreciated.

Thank you.

Very truly yours,

TRISHA MAE C. EYAS

Practicum Adviser
College of Engineering, Technology and Architecture
University of the Visayas – Toledo Campus

Noted by:

Digitally Signed by:

Richard T. Saing

June 5, 2024 @ 7:30 AM

ENGR. RICHARD T. SAING, Ph.D., P.Eng.

Dean

College of Engineering, Technology and Architecture
School of Graduate Engineering

ACTION TO THE ENDORSEMENT	
(to be filled up by the Host-Training Establishment representative)	
<input type="checkbox"/> Accepted	Starts on : May 30, 2025
<input type="checkbox"/> Not Accepted	Reason/s:

Signature Over Printed Name

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ON THE JOB TRAINING REPORTS

On-The Job Training Daily Report Week 1

Name of Trainee: CHIANTINE P. MANIGOS
Course : BACHELOR OF SCIENCE IN COMPUTER SCIENCE
Company : LOCAL GOVERNMENT UNIT OF ALOGUINSAN
Department : DISASTER RISK REDUCTION & MANAGEMENT OFFICE

The trainee should give a brief but clear report on training performed its purpose and how it is accomplished. Indicate also, machine, equipment, tools and materials used, if any.

<p>Date : MAY 30, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS</p> <p>Certified Correct:</p> <p> Mrs. Doreen Triplitt Human Resource Officer</p>	<p>Task: 1st day of OJT, my task is to encode all of the PCR Pre-hospital Care Report patients.</p> 
<p>Supervisor/ Trainer</p>	<p>Equipment/Machine used: DRRM Office Laptop.</p>

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Date	: JUNE 2, 2025
Time In	: 7:30 A.M
Time Out	: 5:00 P.M
Hours Spent	: 8 HOURS

Task:

2nd working day as OJT in DRRM Office my task is keeping on with my work in encoding and printing all of the documents involving rescue equipment & response.

Certified Correct :


Mrs. Doreen Triplitt
Human Resource Officer

Supervisor/ Trainer



Equipment/Machine used:

DRRM Office personal computer.

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Date : **JUNE 3, 2025**
Time In : **7:30 A.M**
Time Out : **5:00 P.M**
Hours Spent : **8 HOURS**

Certified Correct :


Mrs. Doreen Triplitt
Human Resource Officer

Supervisor/ Trainer

Task:

3rd working day as OJT in DRRM Office my task is keeping on with my work in encoding and printing all of the documents involving rescue equipment & response.



Equipment/Machine used:

DRRM Office personal computer.

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Date	: JUNE 4, 2025
Time In	: 7:30 A.M.
Time Out	: 5:00 P.M.
Hours Spent	: 8 HOURS

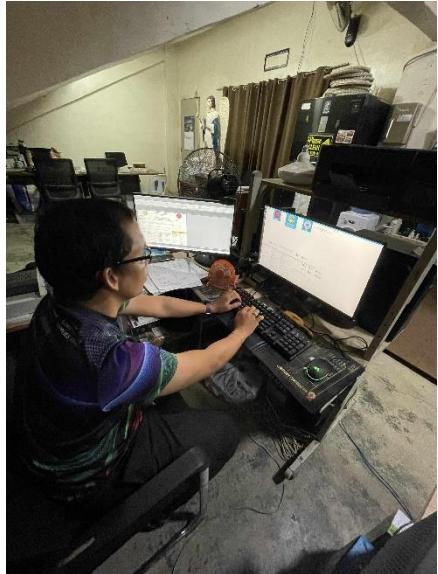
Certified Correct :


Mrs. Doreen Triplitt
Human Resource Officer

Supervisor/ Trainer

Task:

Work in encoding and printing all of the documents involving rescue equipment & response.



Equipment/Machine used:

DRRM Office personal computer.

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COLLEGE OF ENGINEERING, TECHNOLOGY, AND ARCHITECTURE

TOLEDO CAMPUS

Date : **JUNE 5, 2025**
Time In : **7:30 A.M.**
Time Out : **5:00 P.M.**
Hours Spent : **8 HOURS**

Certified Correct :


Mrs. Doreen Triplitt
Human Resource Officer

Supervisor/ Trainer

Task:

Work in encoding and printing all of the documents involving rescue equipment & response.



Equipment/Machine used

DRRM Office personal computer

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University of the Visayas

COLLEGE OF ENGINEERING, TECHNOLOGY, AND ARCHITECTURE

TOLEDO CAMPUS

Date : **JUNE 6, 2025**
Time In : **7:30 A.M**
Time Out : **5:00 P.M**
Hours Spent : **8 HOURS**

Certified Correct :


Mrs. Doreen Triplitt

Human Resource Officer

Supervisor/ Trainer

Task:

Work in encoding and printing all of the documents involving rescue equipment & response.



Equipment/Machine used

DRRM Office personal computer

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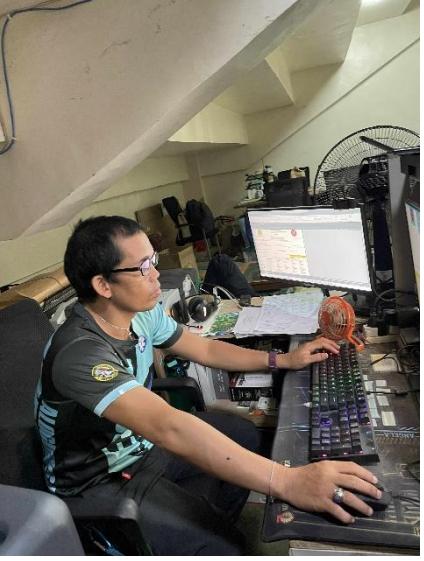
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**On-The Job Training Daily Report
Week 2**

Name of Trainee: CHIANTINE P. MANIGOS
Course : BACHELOR OF SCIENCE IN COMPUTER SCIENCE
Company : LOCAL GOVERNMENT UNIT OF ALOGUINSAN
Department : DRRM OFFICE

The trainee should give a brief but clear report on training performed its purpose and how it is accomplished. Indicate also, machine, equipment, tools and materials used, if any.

<p>Date : JUNE 9, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS</p> <p>Certified Correct :</p> <p> Mrs. Doreen Triplitt Human Resource Officer</p>	<p>Task: Work in encoding and printing all of the documents involving rescue equipment & response.</p> 
	<p>Equipment/Machine used DRRM Office personal computer</p>

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Date : JUNE 10, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  <u>Mrs. Doreen Triplitt</u> Human Resource Officer	
Supervisor/ Trainer	

Date : JUNE 11, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  <u>Mrs. Doreen Triplitt</u> Human Resource Officer	
Supervisor/ Trainer	

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COLLEGE OF ENGINEERING, TECHNOLOGY, AND ARCHITECTURE

TOLEDO CAMPUS

Date : **JUNE 12, 2025**
Time In : **7:30 A.M**
Time Out : **5:00 P.M**
Hours Spent : **8 HOURS**

Certified Correct :


Mrs. Doreen Triplitt

Human Resource Officer

Supervisor/ Trainer

Task:

Work in encoding and printing all of the documents involving rescue equipment & response.



Equipment/Machine used

DRRM Office personal computer

Date : **JUNE 13, 2025**
Time In : **7:30 A.M**
Time Out : **5:00 P.M**
Hours Spent : **8 HOURS**

Certified Correct :


Mrs. Doreen Triplitt

Human Resource Officer

Supervisor/ Trainer

Task:

Work in encoding and printing all of the documents involving rescue equipment & response.



Equipment/Machine used

DRRM Office personal computer

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On-The Job Training Daily Report
Week 3

Name of Trainee: CHIANTINE P. MANIGOS
Course : BACHELOR OF SCIENCE IN COMPUTER SCIENCE
Company : LOCAL GOVERNMENT UNIT OF ALOGUINSAN
Department : DRRM OFFICE

The trainee should give a brief but clear report on training performed its purpose and how it is accomplished. Indicate also, machine, equipment, tools and materials used, if any.

Date : <u>JUNE 16, 2025</u> Time In : <u>7:30 A.M</u> Time Out : <u>5:00 P.M</u> Hours Spent : <u>8 HOURS</u>	Task: Work in encoding and printing all of the documents involving rescue equipment & response.  Equipment/Machine used DRRM Office personal computer
Certified Correct :  <u>Mrs. Doreen Triplitt</u> Human Resource Officer	
Supervisor/ Trainer	

Date : <u>JUNE 17, 2025</u> Time In : <u>7:30 A.M</u> Time Out : <u>5:00 P.M</u> Hours Spent : <u>8 HOURS</u>	Task: Work in encoding and printing all of the documents involving rescue equipment & response.  Equipment/Machine used DRRM Office personal computer
Certified Correct :  <u>Mrs. Doreen Triplitt</u> Human Resource Officer	
Supervisor/ Trainer	

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Date : JUNE 18, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

Date : JUNE 19, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

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Date : JUNE 20, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

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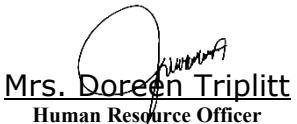


On-The Job Training Daily Report
Week 4

Name of Trainee: CHIANTINE P. MANIGOS
Course : BACHELOR OF SCIENCE IN COMPUTER SCIENCE
Company : LOCAL GOVERNMENT UNIT OF ALOGUINSAN
Department : DRRM OFFICE

The trainee should give a brief but clear report on training performed its purpose and how it is accomplished. Indicate also, machine, equipment, tools and materials used, if any.

Date : <u>JUNE 23, 2025</u> Time In : <u>7:30 A.M</u> Time Out : <u>5:00 P.M</u> Hours Spent : <u>8 HOURS</u>	Task: Work in encoding and printing all of the documents involving rescue equipment & response.  Equipment/Machine used DRRM Office personal computer
Certified Correct :  <u>Mrs. Doreen Triplitt</u> Human Resource Officer	
Supervisor/ Trainer	

Date : <u>JUNE 24, 2025</u> Time In : <u>7:30 A.M</u> Time Out : <u>5:00 P.M</u> Hours Spent : <u>8 HOURS</u>	Task: Work in encoding and printing all of the documents involving rescue equipment & response.  Equipment/Machine used DRRM Office personal computer
Certified Correct :  <u>Mrs. Doreen Triplitt</u> Human Resource Officer	
Supervisor/ Trainer	

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Date : JUNE 25, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p> <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p> 
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

Date : JUNE 26, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p> <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p> 
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

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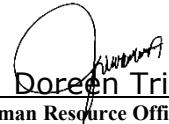
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TOLEDO CAMPUS

Date : **JUNE 27, 2025**
Time In : **7:30 A.M**
Time Out : **5:00 P.M**
Hours Spent : **8 HOURS**

Certified Correct :


Mrs. Doreen Triplitt

Human Resource Officer

Supervisor/ Trainer

Task:

Work in encoding and printing all of the documents involving rescue equipment & response.



Equipment/Machine used

DRRM Office personal computer

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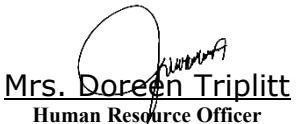


**On-The Job Training Daily Report
Week 5**

Name of Trainee: CHIANTINE P. MANIGOS
Course : BACHELOR OF SCIENCE IN COMPUTER SCIENCE
Company : LOCAL GOVERNMENT UNIT OF ALOGUINSAN
Department : DRRM OFFICE

The trainee should give a brief but clear report on training performed its purpose and how it is accomplished. Indicate also, machine, equipment, tools and materials used, if any.

Date : <u>JUNE 30, 2025</u> Time In : <u>7:30 A.M</u> Time Out : <u>5:00 P.M</u> Hours Spent : <u>8 HOURS</u>	Task: Work in encoding and printing all of the documents involving rescue equipment & response.  Equipment/Machine used DRRM Office personal computer
Certified Correct :  <u>Mrs. Doreen Triplitt</u> Human Resource Officer	
Supervisor/ Trainer	

Date : <u>JULY 1, 2025</u> Time In : <u>7:30 A.M</u> Time Out : <u>5:00 P.M</u> Hours Spent : <u>8 HOURS</u>	Task: Work in encoding and printing all of the documents involving rescue equipment & response.  Equipment/Machine used DRRM Office personal computer
Certified Correct :  <u>Mrs. Doreen Triplitt</u> Human Resource Officer	
Supervisor/ Trainer	

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Date : JULY 2, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	

Date : JULY 3, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	

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TOLEDO CAMPUS

Date : **JULY 4, 2025**
Time In : **7:30 A.M**
Time Out : **5:00 P.M**
Hours Spent : **8 HOURS**

Certified Correct :


Mrs. Doreen Triplitt
Human Resource Officer

Supervisor/ Trainer

Task:

Work in encoding and printing all of the documents involving rescue equipment & response.



Equipment/Machine used

DRRM Office personal computer

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**On-The Job Training Daily Report
Week 6****Name of Trainee:** CHIANTINE P. MANIGOS**Course :** BACHELOR OF SCIENCE IN COMPUTER SCIENCE**Company :** LOCAL GOVERNMENT UNIT OF ALOGUINSAN**Department :** DRRM OFFICE

The trainee should give a brief but clear report on training performed its purpose and how it is accomplished. Indicate also, machine, equipment, tools and materials used, if any

<p>Date : <u>JULY 7, 2025</u> Time In : <u>7:30 A.M</u> Time Out : <u>5:00 P.M</u> Hours Spent : <u>8 HOURS</u></p> <p>Certified Correct :</p> <p> <u>Mrs. Doreen Triplitt</u> Human Resource Officer</p>	<p>Task: Work in encoding and printing all of the documents involving rescue equipment & response.</p>
<hr/> <p>Supervisor/ Trainer</p>	<p>Equipment/Machine used DRRM Office personal computer</p>

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Date : JULY 8, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  <u>Mrs. Doreen Triplitt</u> Human Resource Officer	Supervisor/ Trainer

Date : JULY 9, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  <u>Mrs. Doreen Triplitt</u> Human Resource Officer	Supervisor/ Trainer

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Date : JULY 10, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

Date : JULY 11, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

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**On-The Job Training Daily Report
Week 7**

Name of Trainee: CHIANTINE P. MANIGOS
Course : BACHELOR OF SCIENCE IN COMPUTER SCIENCE
Company : LOCAL GOVERNMENT UNIT OF ALOGUINSAN
Department : DRRM OFFICE

<p>Date : JULY 14, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS</p> <p>Certified Correct :</p> <p> Mrs. Doreen Triplitt Human Resource Officer</p> <hr/> <p>Supervisor/ Trainer</p>	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
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Date : JULY 15, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

Date : JULY 16, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

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Date : JULY 17, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

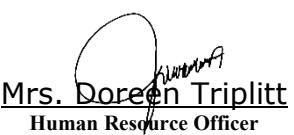
Date : JULY 18, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

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**On-The Job Training Daily Report
Week 8**

Name of Trainee: **CHIANTINE P. MANIGOS**
Course : **BACHELOR OF SCIENCE IN COMPUTER SCIENCE**
Company : **LOCAL GOVERNMENT UNIT OF ALOGUINSAN**
Department : **DRRM OFFICE**

Date : JULY 21, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	Task: Work in encoding and printing all of the documents involving rescue equipment & response.  Equipment/Machine used DRRM Office personal computer
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

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Date : JULY 22, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

Date : JULY 23, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

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Date : JULY 24, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

Date : JULY 25, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

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**On-The Job Training Daily Report
Week 9**

Name of Trainee: CHIANTINE P. MANIGOS
Course : BACHELOR OF SCIENCE IN COMPUTER SCIENCE
Company : LOCAL GOVERNMENT UNIT OF ALOGUINSAN
Department : DRRM OFFICE

<p>Date : JULY 28, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS</p>	<p>Task: Work in encoding and printing all of the documents involving rescue equipment & response.</p>
<p>Certified Correct :</p> <p> <u>Mrs. Doreen Triplitt</u> Human Resource Officer</p> <hr/> <p>Supervisor/ Trainer</p>	 <p>Equipment/Machine used DRRM Office personal computer</p>

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Date : JULY 29, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

Date : JULY 30, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

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Date : JULY 31, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

Date : AUGUST 1, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

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**On-The Job Training Daily Report
Week 10**

Name of Trainee: CHIANTINE P. MANIGOS
Course : BACHELOR OF SCIENCE IN COMPUTER SCIENCE
Company : LOCAL GOVERNMENT UNIT OF ALOGUINSAN
Department : DRRM OFFICE

<p>Date : <u>AUGUST 4, 2025</u> Time In : <u>7:30 A.M</u> Time Out : <u>5:00 P.M</u> Hours Spent : <u>8 HOURS</u></p> <p>Certified Correct :</p> <p> Mrs. Doreen Triplitt Human Resource Officer</p> <hr/> <p>Supervisor/ Trainer</p>	<p>Task: Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used DRRM Office personal computer</p>
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Date : AUGUST 5, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

Date : AUGUST 6, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

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Date : AUGUST 7, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

Date : AUGUST 8, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

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**On-The Job Training Daily Report
Week 11**

Name of Trainee: **CHIANTINE P. MANIGOS**
Course : **BACHELOR OF SCIENCE IN COMPUTER SCIENCE**
Company : **LOCAL GOVERNMENT UNIT OF ALOGUINSAN**
Department : **DRRM OFFICE**

Date : AUGUST 11, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	Task: Work in encoding and printing all of the documents involving rescue equipment & response.  Equipment/Machine used DRRM Office personal computer
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

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Date : AUGUST 12, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

Date : AUGUST 13, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

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Date : AUGUST 14, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	

Date : AUGUST 15, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	

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**On-The Job Training Daily Report
Week 12**

Name of Trainee: **CHIANTINE P. MANIGOS**
Course : **BACHELOR OF SCIENCE IN COMPUTER SCIENCE**
Company : **LOCAL GOVERNMENT UNIT OF ALOGUINSAN**
Department : **DRRM OFFICE**

Date : AUGUST 18, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	Task: Work in encoding and printing all of the documents involving rescue equipment & response.  Equipment/Machine used DRRM Office personal computer
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

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Date : AUGUST 19, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

Date : AUGUST 20, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

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Date : AUGUST 21, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

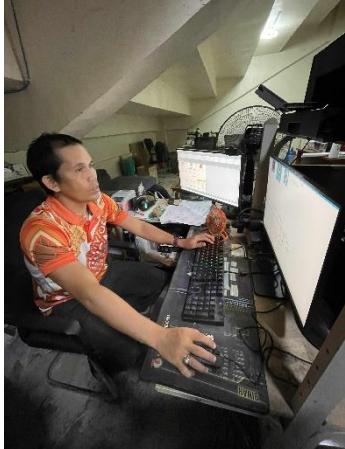
Date : AUGUST 22, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	
Supervisor/ Trainer	

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**On-The Job Training Daily Report
Week 13**

Name of Trainee: **CHIANTINE P. MANIGOS**
Course : **BACHELOR OF SCIENCE IN COMPUTER SCIENCE**
Company : **LOCAL GOVERNMENT UNIT OF ALOGUINSAN**
Department : **DRRM OFFICE**

Date : AUGUST 25, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	Task: Work in encoding and printing all of the documents involving rescue equipment & response.  Equipment/Machine used DRRM Office personal computer
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

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Date : AUGUST 26, 2025 Time In : 7:30 A.M Time Out : 5:00 P.M Hours Spent : 8 HOURS	<p>Task:</p> <p>Work in encoding and printing all of the documents involving rescue equipment & response.</p>  <p>Equipment/Machine used</p> <p>DRRM Office personal computer</p>
Certified Correct :  Mrs. Doreen Triplitt Human Resource Officer	Supervisor/ Trainer

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Page 56



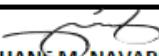
DTR/ATTENDANCE

MONTH OF MAY

Civil Service Form No. 48

DAILY TIME RECORD						
CHIANTINE P. MANIGOS						
(Name)						
For the month of MAY, 2025						
Official hours of arrival and departure		Regular Days _____				
		Saturdays _____				
Days	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	Hours	Minutes
1						
2						
3	SATURDAY					
4	SUNDAY					
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24	SATURDAY					
25	SUNDAY					
26						
27						
28						
29						
30	7:30	12:00	1:00	5:00		
31	SATURDAY					
TOTAL						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

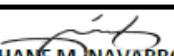

SHANE M. NAVARRO

In-Charge

Civil Service Form No. 48

DAILY TIME RECORD						
CHIANTINE P. MANIGOS						
(Name)						
For the month of MAY, 2025						
Official hours of arrival and departure		Regular Days _____				
		Saturdays _____				
Days	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPAR- TURE	ARRIVAL	DEPAR- TURE	Hours	Minutes
1						
2						
3	SATURDAY					
4	SUNDAY					
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25	SUNDAY					
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27						
28						
29						
30	7:30	12:00	1:00	5:00		
31	SATURDAY					
TOTAL						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.


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MONTH OF JUNE

Civil Service Form No. 48

DAILY TIME RECORD						
CHIANTINE P. MANIGOS						
(Name)						
For the month of JUNE, 2025						
Official hours of arrival and departure		Regular Days _____		Saturdays _____		

Days	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPAR-TURE	ARRIVAL	DEPAR-TURE	Hours	Minutes
1	SUNDAY					
2	7:30	12:00	1:00	5:00		
3	7:30	12:00	1:00	5:00		
4	7:30	12:00	1:00	5:00		
5	7:30	12:00	1:00	5:00		
6	7:30	12:00	1:00	5:00		
7	SATURDAY					
8	SUNDAY					
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20	7:30	12:00	1:00	5:00		
21	SATURDAY					
22	SUNDAY					
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24	7:30	12:00	1:00	5:00		
25	7:30	12:00	1:00	5:00		
26	7:30	12:00	1:00	5:00		
27	7:30	12:00	1:00	5:00		
28	SATURDAY					
29	SUNDAY					
30	7:30	12:00	1:00	5:00		
31						
TOTAL						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

SHANE M. NAVARRO

In-Charge

Civil Service Form No. 48

DAILY TIME RECORD						
CHIANTINE P. MANIGOS						
(Name)						
For the month of JUNE, 2025						
Official hours of arrival and departure		Regular Days _____		Saturdays _____		

Days	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPAR-TURE	ARRIVAL	DEPAR-TURE	Hours	Minutes
1	SUNDAY					
2	7:30	12:00	1:00	5:00		
3	7:30	12:00	1:00	5:00		
4	7:30	12:00	1:00	5:00		
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7	SATURDAY					
8	SUNDAY					
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26	7:30	12:00	1:00	5:00		
27	7:30	12:00	1:00	5:00		
28	SATURDAY					
29	SUNDAY					
30	7:30	12:00	1:00	5:00		
31						
TOTAL						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

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MONTH OF JULY

Civil Service Form No. 48

DAILY TIME RECORD						
CHIANTINE P. MANIGOS						
(Name)						
For the month of JULY, 2025						
Official hours of arrival and departure		Regular Days _____		Saturdays _____		
Days	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPAR-TURE	ARRIVAL	DEPAR-TURE	Hours	Minutes
1	7:30	12:00	1:00	5:00		
2	7:30	12:00	1:00	5:00		
3	7:30	12:00	1:00	5:00		
4	7:30	12:00	1:00	5:00		
5	SATURDAY					
6	SUNDAY					
7	7:30	12:00	1:00	5:00		
8	7:30	12:00	1:00	5:00		
9	7:30	12:00	1:00	5:00		
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13	SUNDAY					
14	7:30	12:00	1:00	5:00		
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17	7:30	12:00	1:00	5:00		
18	7:30	12:00	1:00	5:00		
19	SATURDAY					
20	SUNDAY					
21	7:30	12:00	1:00	5:00		
22	7:30	12:00	1:00	5:00		
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24	7:30	12:00	1:00	5:00		
25	7:30	12:00	1:00	5:00		
26	SATURDAY					
27	SUNDAY					
28	7:30	12:00	1:00	5:00		
29	7:30	12:00	1:00	5:00		
30	7:30	12:00	1:00	5:00		
31	7:30	12:00	1:00	5:00		
TOTAL						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

SHANE M. NAVARRO

In-Charge

Civil Service Form No. 48

DAILY TIME RECORD						
CHIANTINE P. MANIGOS						
(Name)						
For the month of JULY, 2025						
Official hours of arrival and departure		Regular Days _____		Saturdays _____		
Days	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPAR-TURE	ARRIVAL	DEPAR-TURE	Hours	Minutes
1	7:30	12:00	1:00	5:00		
2	7:30	12:00	1:00	5:00		
3	7:30	12:00	1:00	5:00		
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5	SATURDAY					
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31	7:30	12:00	1:00	5:00		
TOTAL						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

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MONTH OF AUGUST

Civil Service Form No. 48

DAILY TIME RECORD

CHIANTINE P. MANIGOS

(Name)

For the month of AUGUST, 2025

Official hours of arrival _____
and departure _____ Regular Days _____
Saturdays _____

Days	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPAR-TURE	ARRIVAL	DEPAR-TURE	Hours	Minutes
1	7:30	12:00	1:00	5:00		
2	SATURDAY					
3	SUNDAY					
4	7:30	12:00	1:00	5:00		
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27						
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29						
30	SATURDAY					
31	SUNDAY					
TOTAL						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

SHANE M. NAVARRO

In-Charge

Civil Service Form No. 48

DAILY TIME RECORD

CHIANTINE P. MANIGOS

(Name)

For the month of AUGUST, 2025

Official hours of arrival _____
and departure _____ Regular Days _____
Saturdays _____

Days	A. M.		P. M.		UNDER TIME	
	ARRIVAL	DEPAR-TURE	ARRIVAL	DEPAR-TURE	Hours	Minutes
1	7:30	12:00	1:00	5:00		
2	SATURDAY					
3	SUNDAY					
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22	7:30	12:00	1:00	5:00		
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26	7:30	12:00	1:00	5:00		
27						
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30	SATURDAY					
31	SUNDAY					
TOTAL						

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

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CERTIFICATION OF COMPLETION



CERTIFICATE
— OF COMPLETION —

This certificate is proudly presented to :

Chiantine P. Manigos

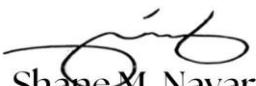
has completed an ON THE JOB TRAINING(OJT) (500HRS)

at the

Disaster Risk Reduction and Management (DRRM) Office, Aloguinsan

This OJT, conducted from May 30, 2025, to August 26, 2025, involved hands-on experience in applying principles of Computer hands-on to real-world challenges in disaster risk reduction and management. The participant has demonstrated exceptional dedication and skill in contributing to the community.

Awarded this 26th day of August 2025.


Shane M. Navarro
LDRRMO

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MY OJT JOURNEY

Name of Trainee : CHIANTINE P. MANIGOS
Course : BACHELOR OF SCIENCE IN COMPUTER SCIENCE
Company : LOCAL GOVERNMENT UNIT OF ALOGUINSAN
Department : DRRM OFFICE

Trainee should write an executive summary about his/her journey during his/her OJT period. (Not less than 500 words)

REMARKABLE JOURNEY AS AN INTERN

My journey as an intern in LGU Aloguinsan is fun and I learned a lot of lessons during my intern days in LGU Aloguinsan. During my working days in LGU Aloguinsan, they let me experience the real world as a worker of an government employee. At first, I was quite nervous, because it's my first time to have a on the job training, and LGU Aloguinsan is a 3rd class municipality. LGU Aloguinsan employee trained me so well about how they work on their designated job. They let me experienced things and taught me a lot of how they work in LGU Aloguinsan.

First day of my internship in LGU Aloguinsan, they already gave me task which is needed to use their personal computer and I was quite hesitant to do it because I am scared that I might broke their computer, but they insist to teach me and they gave their full trust in making the task. I accept the task with full of confidence knowing that it was my first day but they already trusted me to do half of their task. My job in LGU Aloguinsan is quite challenging because they put me as their little assistant which is a challenging job for me because half of their works everyday will be forwarded on me. But I am thankful for the opportunity that they gave me because they share a lot of knowledge with me that have a big impact of my life as a student that is craving new learnings every day.

Being part of the drmm office is so challenging for me because of their work. Every day they have a lot of meetings and a lot of paper works. As an intern I need to help each one of them for them to finish their work on time. It is quite challenging because sometimes they gave me task all together, but they will not pressure me to finished it on the time, instead they always encourage me to work well every day.

My journey in LGU Aloguinsan as an intern in the drmm office is quite pressure, but everyday they also pushed me to be on my best. LGU Aloguinsan people taught me a lot of things not just in work but also in life. Even if I am just an intern, the respect that they have for me and they also value me as their intern. As I ended my intern journey in LGU Aloguinsan, I pay respect and gave my appreciation to all of them as they gave me warmth welcome in my first until I ended my journey as an intern. I will forever cherish the journey, memories, lessons, and everything that LGU Aloguinsan allow me to experience.

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PERFORMANCE EVALUATION

ON-THE-JOB TRAINING PERFORMANCE AND ATTITUDE EVALUATION FORM

Name of Student: Maniqos Chiantine Pañares
(Last) (First) (Middle Name)

Course: BSCS-4 Major: Computer Science

Inclusive Date of Training: _____ Date of evaluation: _____

Instruction: For each factor, indicate the rating that best describes the performance of the Trainee/Practicumer using the following rating scale:

- | | |
|---|-------------------|
| 7 | Outstanding |
| 5 | Very Satisfactory |
| 3 | Satisfactory |
| 1 | Needs Improvement |

A. PROFESSIONAL PREPARATION (30%)

- 7 A1. TRAINEE'S READINESS: The extent to which the trainee exhibits enough classroom training or knowledge to qualify him/her for a practicum assignment.
- 7 A2. ABILITY TO LEARN :The extent to which the trainee is able to clearly understand instructions of the work assigned to him/her.
- 7 A3. JOB KNOWLEDGE :The extent to which the trainee is able to show thorough knowledge in all phases of the job.
- 7 A4. COMMUNICATION :The extent to which the trainee is able to process and convey his/her thoughts and ideas with ease and proficiency.

==== Factor Average

B. JOB PERFORMANCE (40%)

- 7 B1. JOB COMPETENCE : The extent to which the trainee performs the job with efficiency.
- 7 B2. QUALITY OF WORK : The extent to which the trainee shows accurate, complete and presentable work output.
- 7 B3. QUANTITY OF WORK : The extent to which the trainee is able to accomplish a number of acceptable jobs within the agreed timeframe or schedule.
- 7 B4. JUDGMENT : The extent to which the trainee is able to draw correct conclusions or come up with sound or doable recommendations.
- 7 B5. DILIGENCE : The extent to which the trainee is able to work hard and smart.

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7 B6. CREATIVITY : The extent to which the trainee shows the ability to think critically and perform innovative things to improve present methods.

===== **Factor Average**

C. WORK ATTITUDE (30%)

7 C1. INITIATIVE : The extent to which the trainee displays his/her capabilities to self-start or look for materials which may not be available.

7 C2. PERSONALITY : The extent to which the trainee exhibits a positive outlook, being pleasing in appearance, diplomatic behavior and possesses a distinctive character.

7 C3. DETERMINATION : The extent to which the trainee is able to show firmness of purpose.

7 C4. PUNCTUALITY & ATTENDANCE: The extent to which the trainee reports on-time, is never absent without justifiable reason, and is willing to work on extended time, if needed.

===== **Factor Average**

A. Professional Preparation : Factor Average x 30% = _____
B. Job Performance : Factor Average x 40% = _____
C. Work Attitude : Factor Average x 30% = _____

Performance Rate : =====

COMMENTS:

Trainee's strong points :

A great self-starter who doesn't wait for instructions. They're quick to identify problems and suggest solutions.

Trainee's weak points :

None at all

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Recommendation for the improvement of the OJT program :-

ACTUAL MEAN RANGES FOR EVALUATION RATINGS

5.51- 7.00	Outstanding	93- 98
4.01- 5.50	Very Satisfactory	87- 92
2.51- 4.00	Satisfactory	81- 86
1.00- 2.50	Needs Improvement	75- 80

.....

Shane M. Navarro
Signature of Evaluator over printed name

LDRRM Officer
Position

LOCAL GOVERNMENT UNIT OF ALOQUINSAN
Company/Establishment

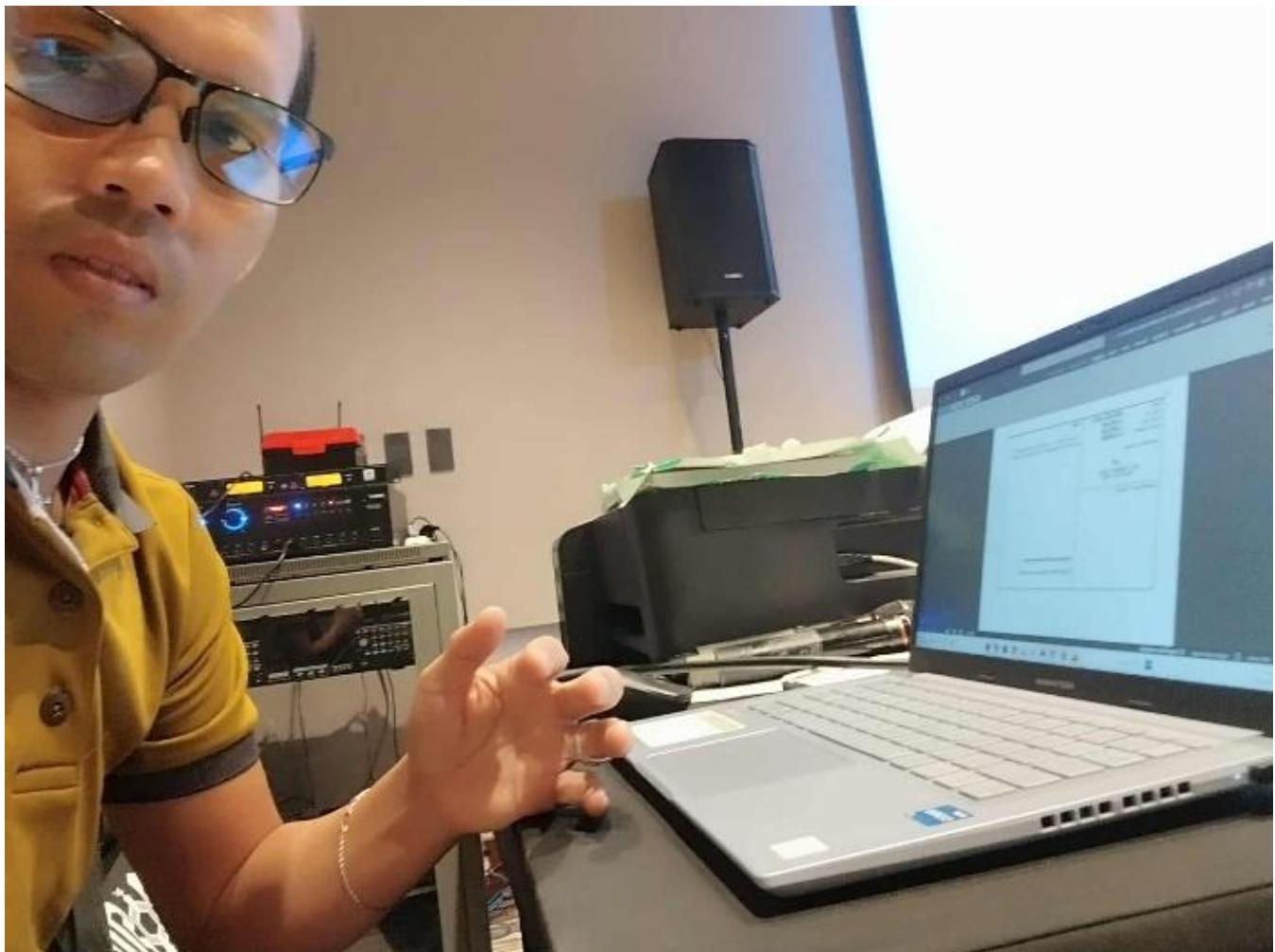
Purok 2, Poblacion, Aloquinsan, Cebu
Address

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OJT PRESENTATION



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