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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\_\_\_\_\_\_](mailto: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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

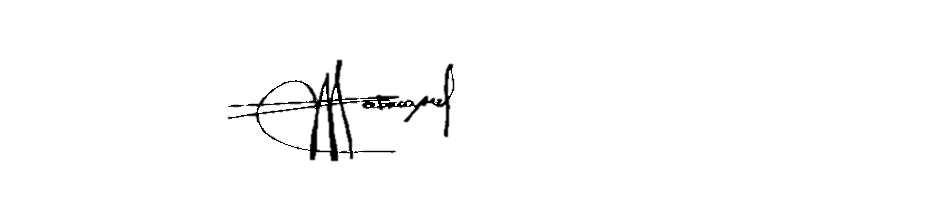
Course : Bachelor of Science in Computer Science \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

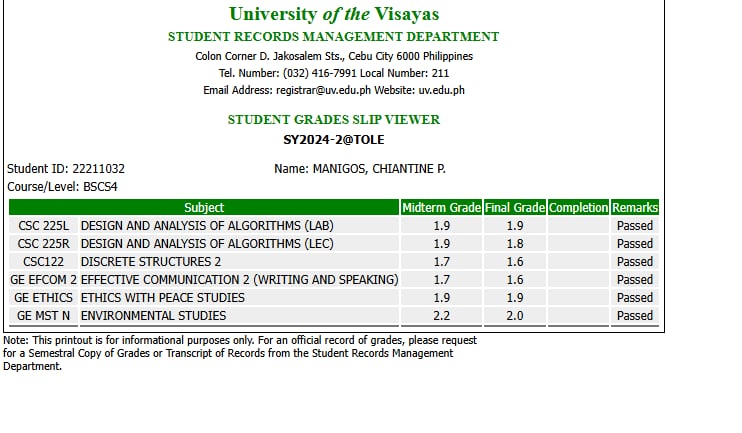
Signature of OJT : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRE-OJT ORIENTATION CERTIFICATE**

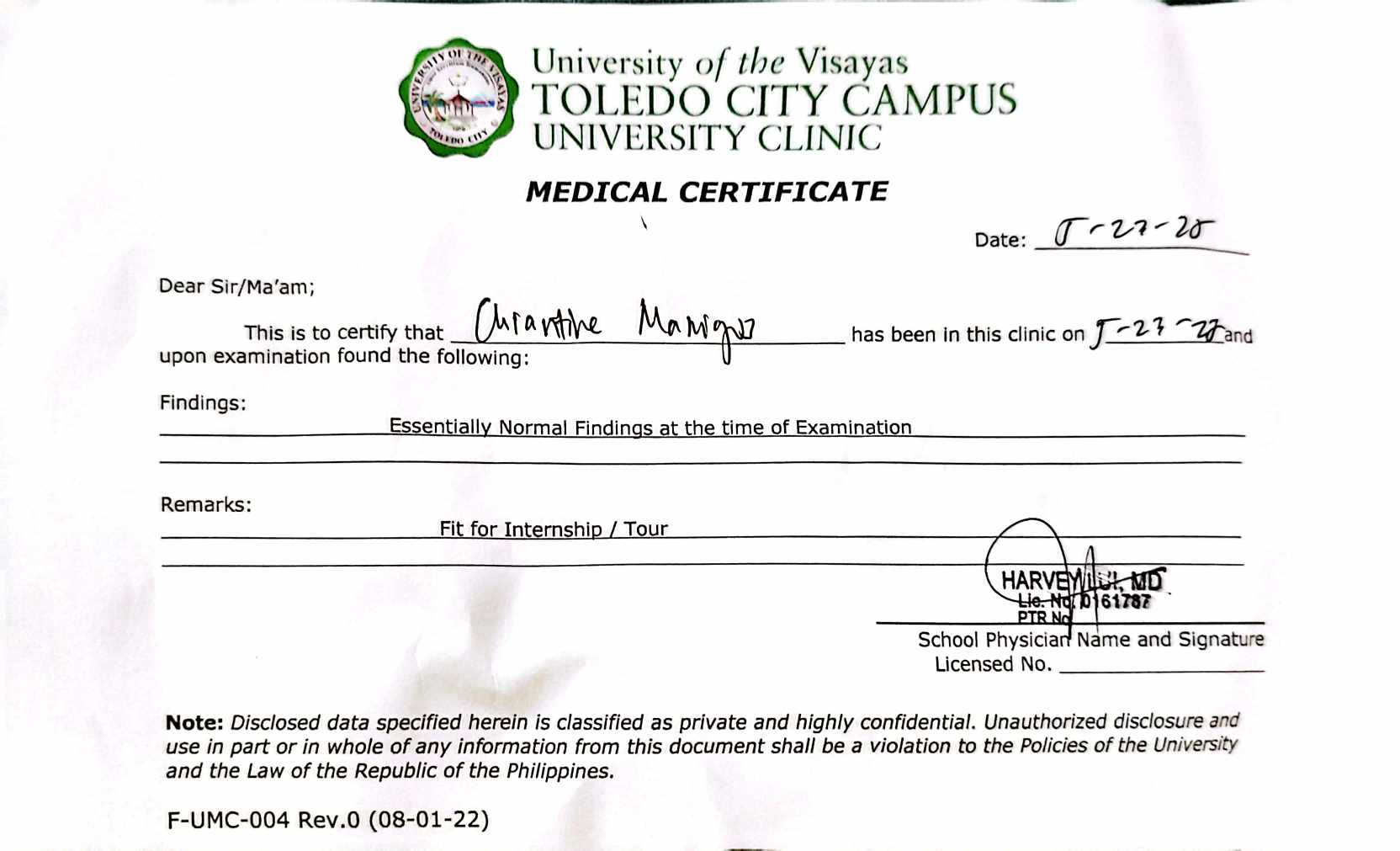


**STUDY LOAD**





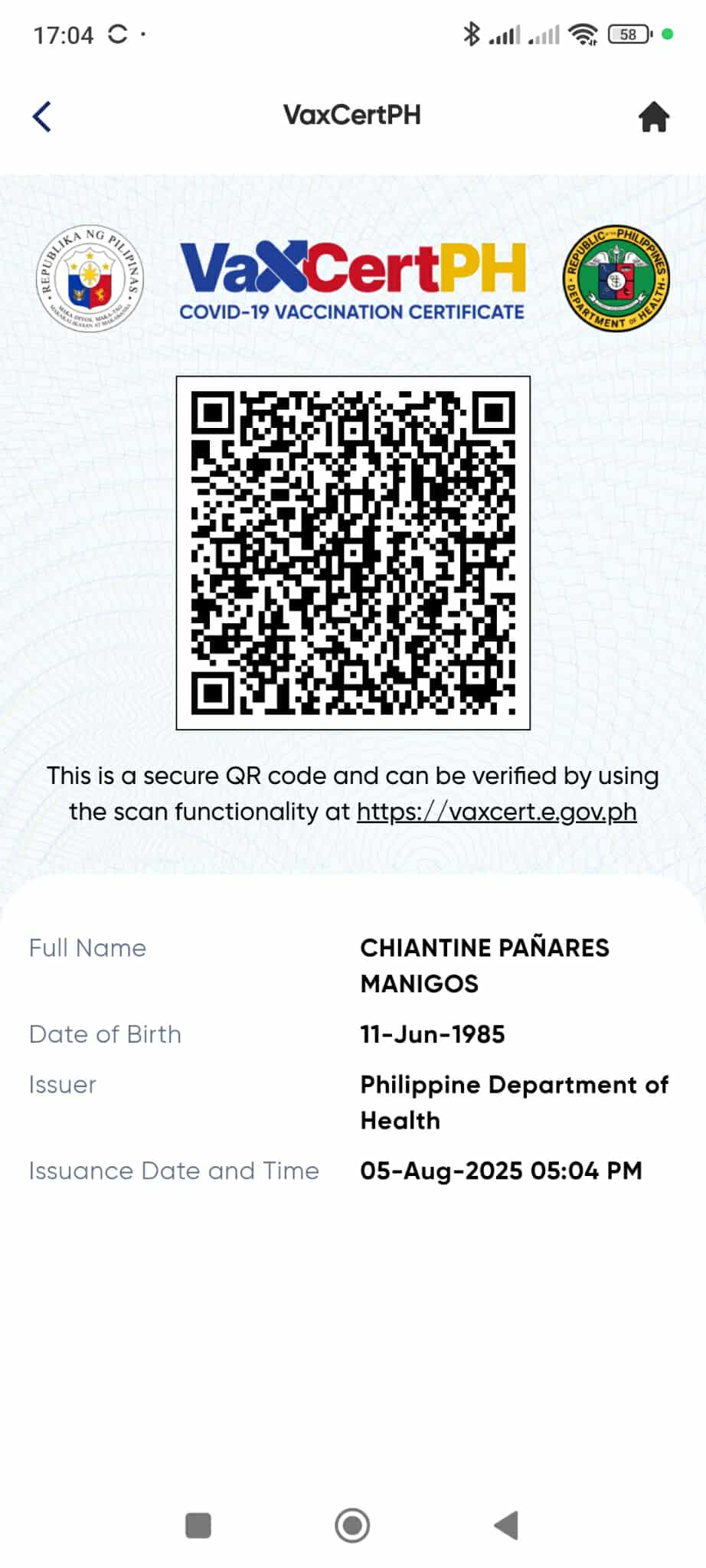
**MEDICAL CERTIFICATE**



**HEALTH INSURANCE**



**VACCINATION CARD**



**NAME:** Chiantine P. Manigos **DATE:** May 30, 2025

**COURSE/ YEAR:** BSCS 4

**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.



**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](mailto: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** **Company Requirements**

Medical Certificate ***(for new company)***

Waiver issued and sign by Practicum Program/ Training Plan

Parents/guardian/spouse

Company Profile

Parent’s Consent SEC/DTI

Photocopy of the recent study BIR Certificate of Registration

load(photocopy)

**RESUME**

**CHIANTINE P. MANIGOS**

**BOJO, ALOGUINSAN, CEBU**

**0916 360 9855**

**cmanigos@gmail.com**

**CAREER OBJECTIVES:**

Seeking a challenging opportunity where I will 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

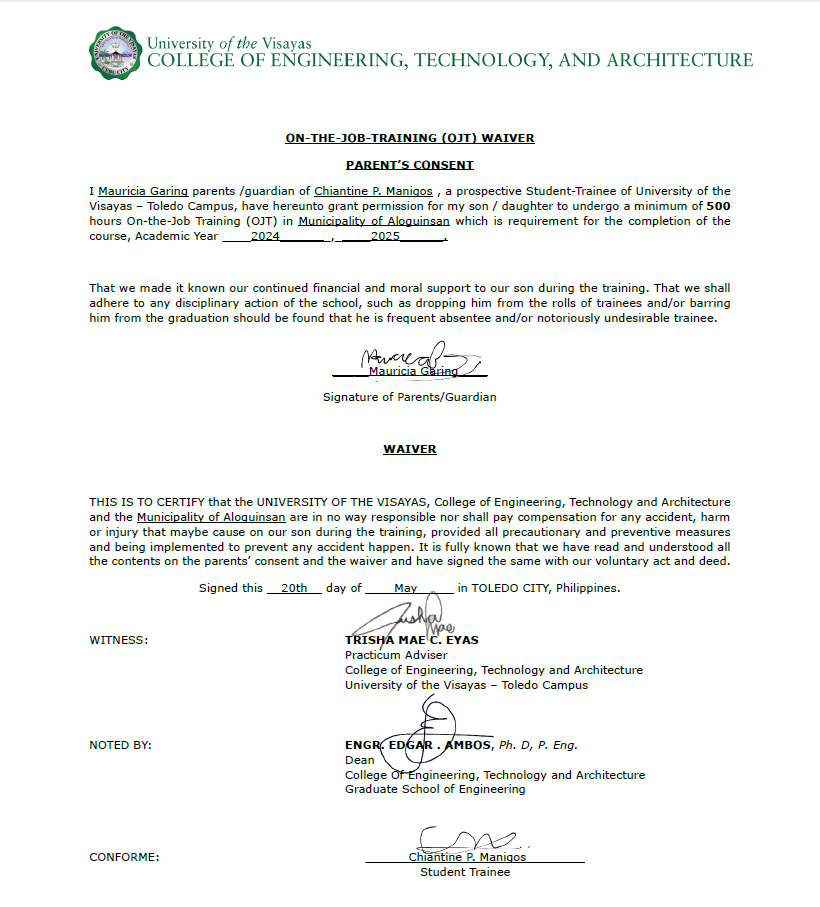
Arvin D. Gutang

Faculty

College of Engineering, Technology, and Architecture

+63 977 326 7665

**PARENTS CONSENT**

****

**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 **Chiantine 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.

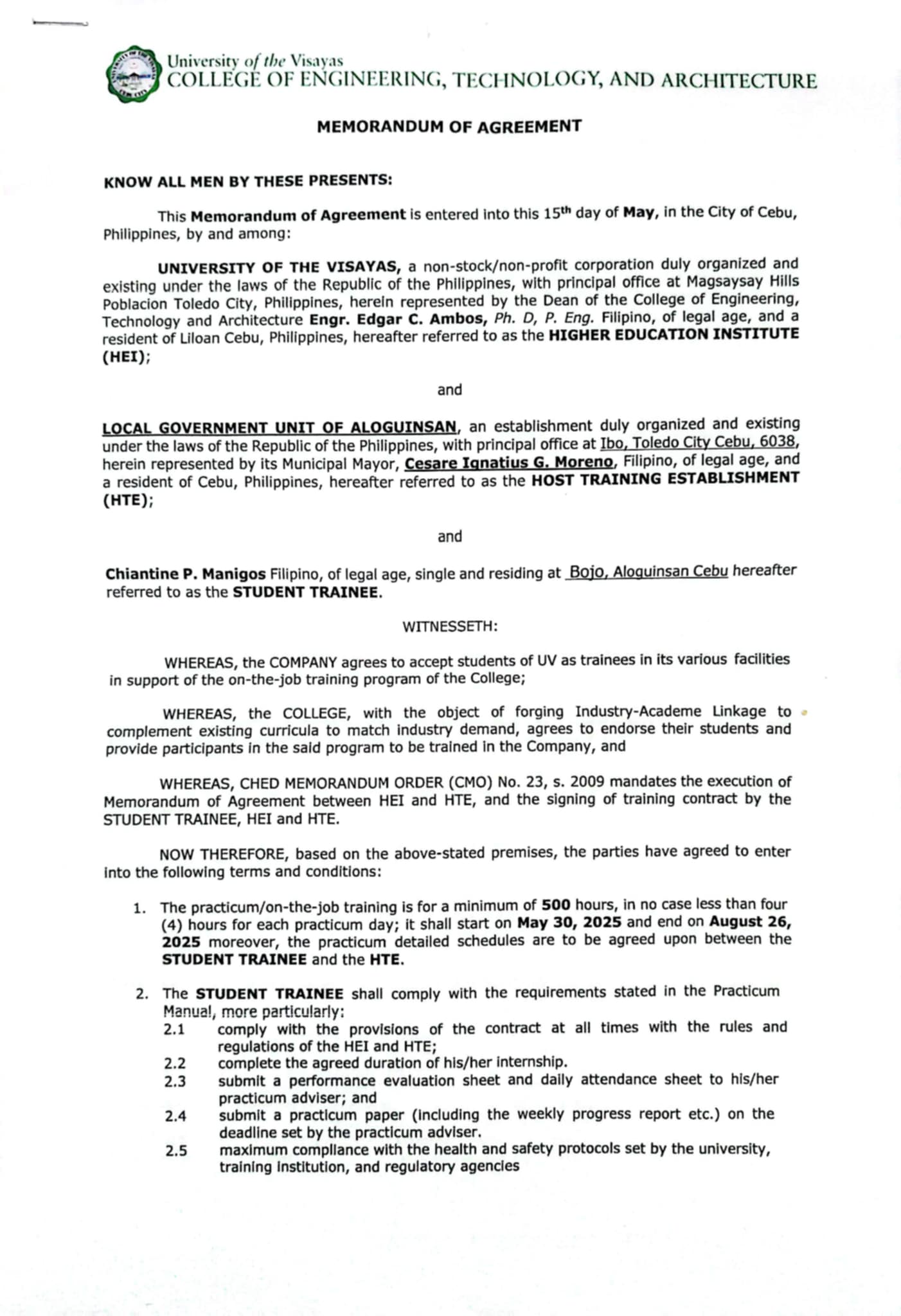
I am optimistic that all my qualification as applicant would meet your standards in getting as On the Job Trainee (OJT) as well as I am much willing to gain more knowledge and skills in my days of training.

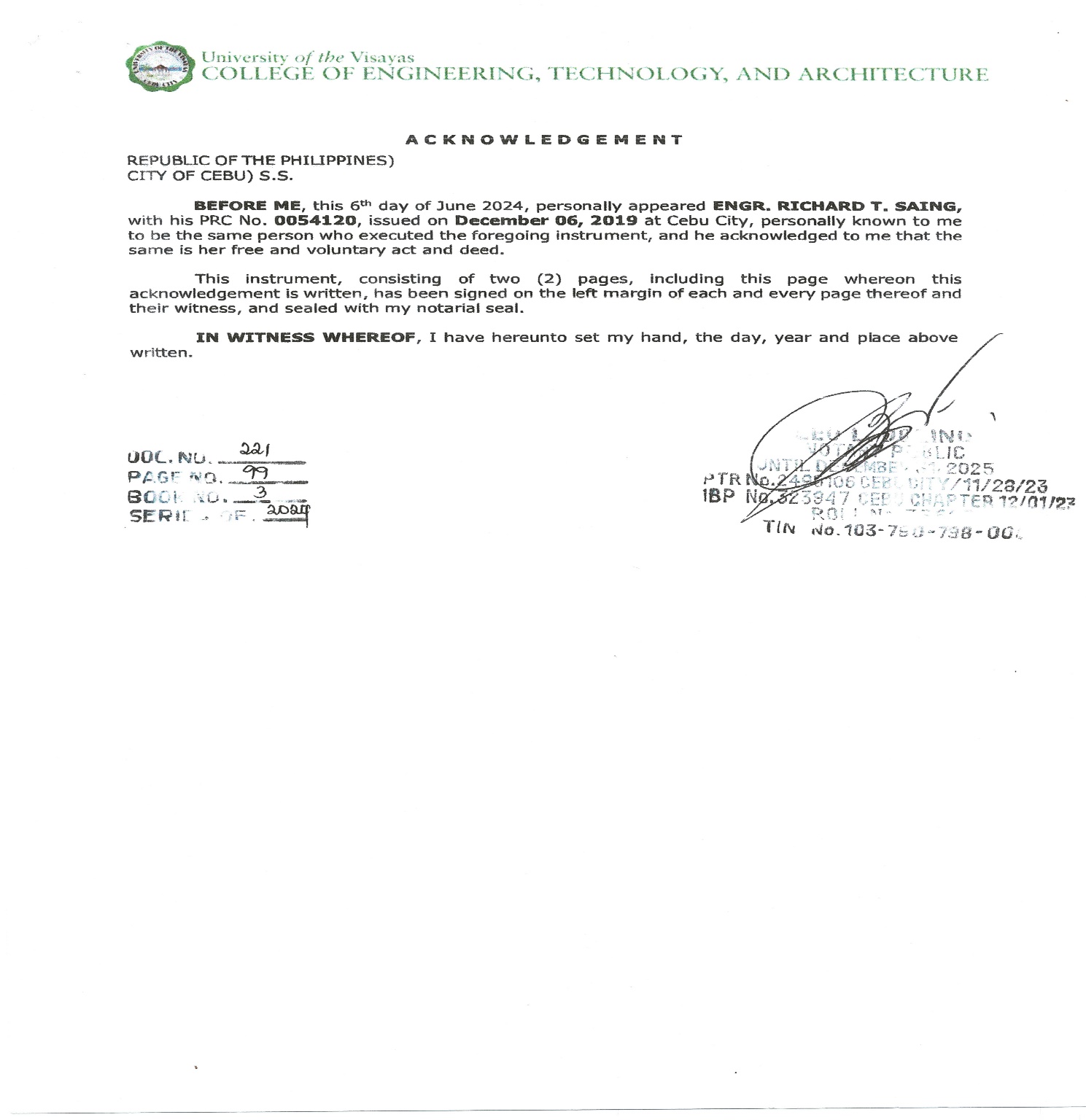
Thank you so much and I’ll wait for your favorable response.

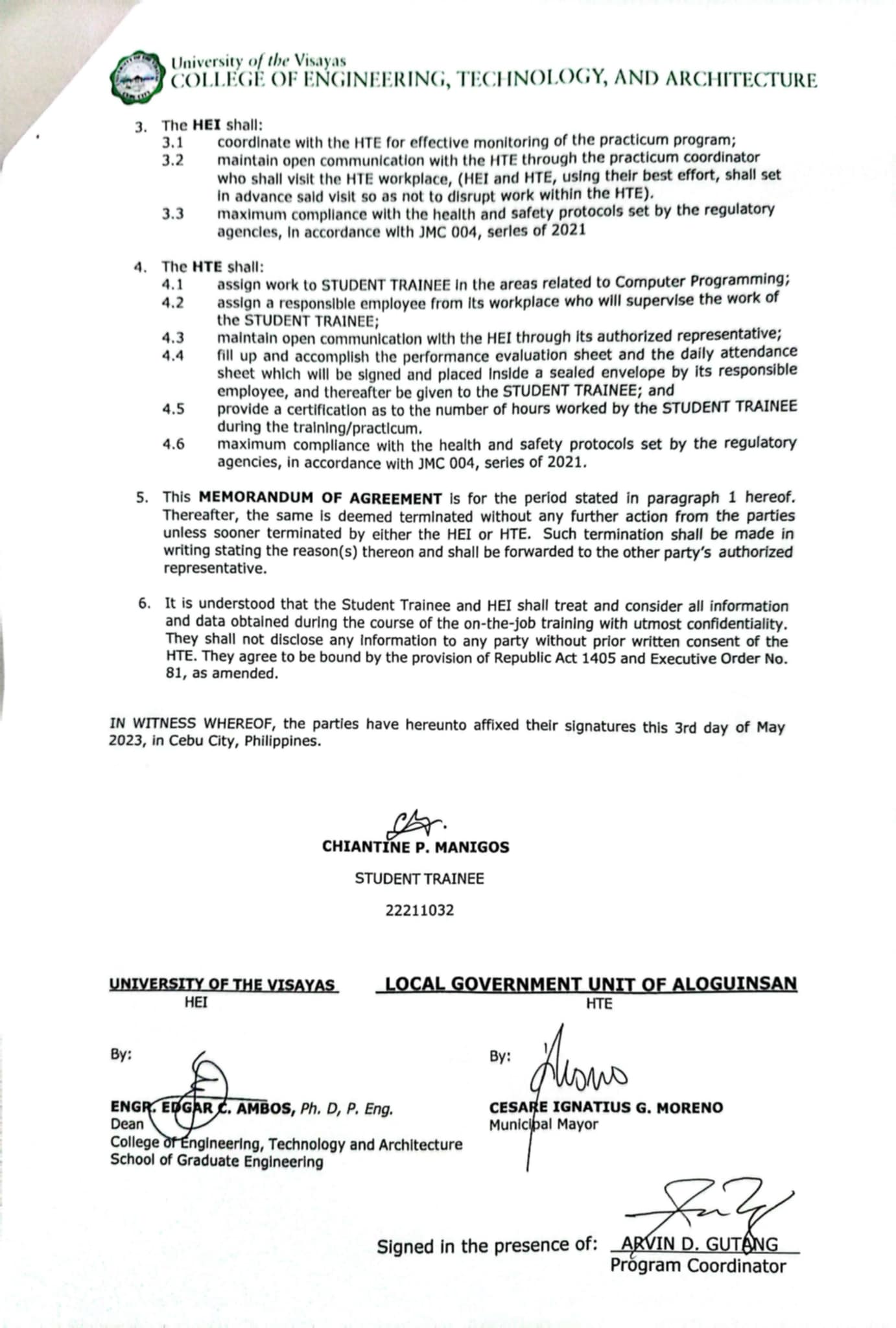
Respectfully yours,

Chiantine P. Manigos

**MOA**









**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”.

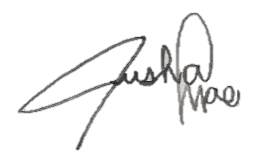
In accordance to the Cooperative Training Program prescribed by the Department of Labor and Employment (DOLE), an apprentice may be required to work at a minimum of four (8) hours per day from Monday to Friday.

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

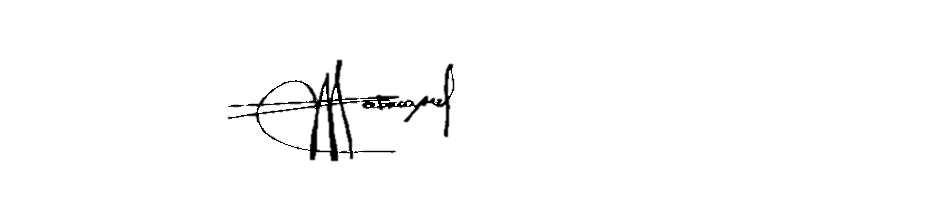
June 5, 2024 @ 7:30 AM

**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) | |
| [ /] Accepted | Starts on : May 30, 2025 |
| [ ] Not Accepted | Reason/s: |

Signature Over Printed Name

*F-CETA-002 Rev.0 (08-01-2022*)

**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.*

|  |  |
| --- | --- |
| Date : **MAY 30, 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:**  1st day of OJT, my task is to encode all of the PCR Pre-hospital Care Report patients.    **Equipment/Machine used:**  DRRM Office Laptop. |
| Date : **JUNE 2, 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:**  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.    **Equipment/Machine used:**  DRRM Office personal computer. |

20

|  |  |
| --- | --- |
| 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. |
| 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.  211 |
| 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 |

|  |  |
| --- | --- |
| 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 |

**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.*

|  |  |
| --- | --- |
| Date : **JUNE 9, 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 10, 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 11, 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 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 |

**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.*

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|  |  |
| --- | --- |
| Date : **JUNE 16, 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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| Date : **JUNE 17, 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 18, 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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| --- | --- |
| Date : **JUNE 19, 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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| Date : **JUNE 20, 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 |

**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.*

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| Date : **JUNE 23, 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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| --- | --- |
| Date : **JUNE 24, 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 25, 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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| Date : **JUNE 26, 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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| 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 |

**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.*

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| Date : **JUNE 30, 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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| Date : **JULY 1, 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 : **JULY 2, 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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| Date : **JULY 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:**  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 : **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 |

**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*

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| Date : **JULY 7, 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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| Date : **JULY 8, 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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| Date : **JULY 9, 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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| Date : **JULY 10, 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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| Date : **JULY 11, 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 |

**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**

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| Date : **JULY 14, 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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| Date : **JULY 15, 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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| --- | --- |
| Date : **JULY 16, 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 : **JULY 17, 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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| Date : **JULY 18, 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 |

**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**

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| Date : **JULY 21, 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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| --- | --- |
| Date : **JULY 22, 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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| --- | --- |
| Date : **JULY 23, 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 : **JULY 24, 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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| Date : **JULY 25, 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 |

**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**

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| Date : **JULY 28, 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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| Date : **JULY 29, 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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| Date : **JULY 30, 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 : **JULY 31, 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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| Date : **AUGUST 1, 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 |

**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**

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| Date : **AUGUST 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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| Date : **AUGUST 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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| Date : **AUGUST 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 |
| Date : **AUGUST 7, 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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| --- | --- |
| Date : **AUGUST 8, 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 |

**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**

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| --- | --- |
| Date : **AUGUST 11, 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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| Date : **AUGUST 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 |

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| Date : **AUGUST 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 |
| Date : **AUGUST 14, 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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| --- | --- |
| Date : **AUGUST 15, 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 |

**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**

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| --- | --- |
| Date : **AUGUST 18, 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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| --- | --- |
| Date : **AUGUST 19, 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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| --- | --- |
| Date : **AUGUST 20, 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 : **AUGUST 21, 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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| --- | --- |
| Date : **AUGUST 22, 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 |

**On-The Job Training Daily Report**

**Week 13**

**Name of Trainee: CHIANTINE P. MANIGOS**

**Course : BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

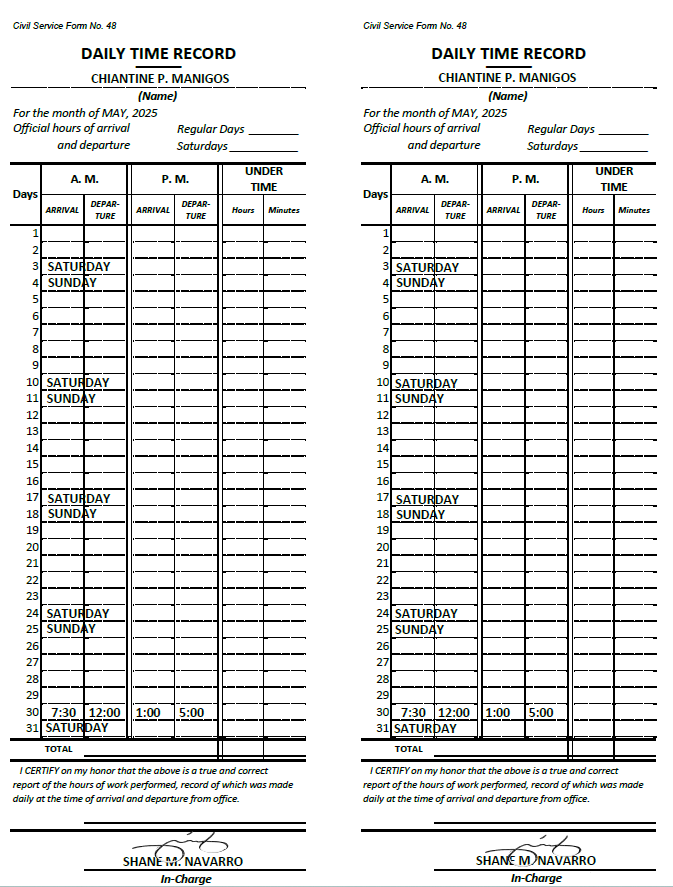
**Company : LOCAL GOVERNMENT UNIT OF ALOGUINSAN**

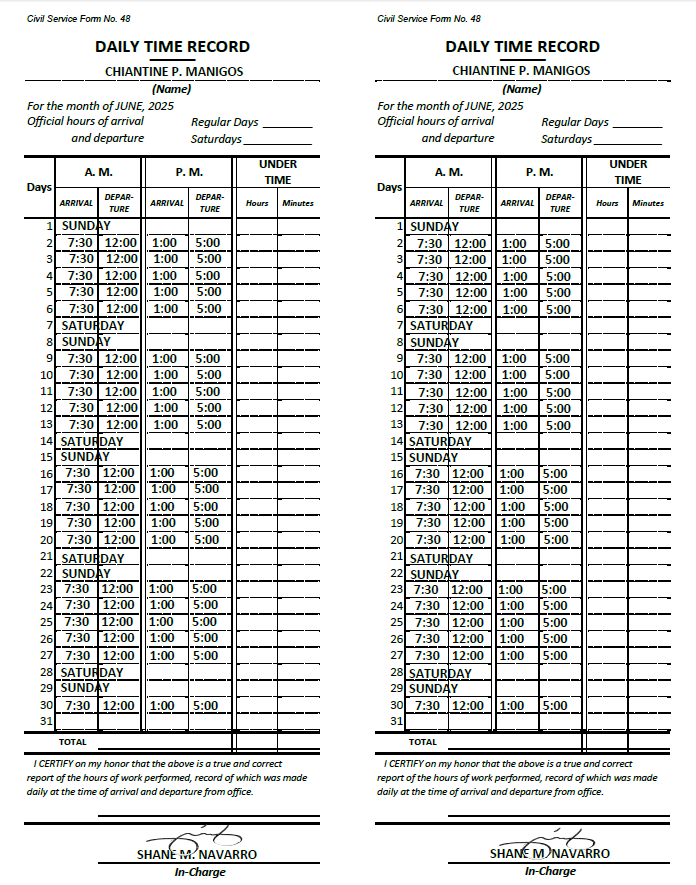
**Department : DRRM OFFICE**

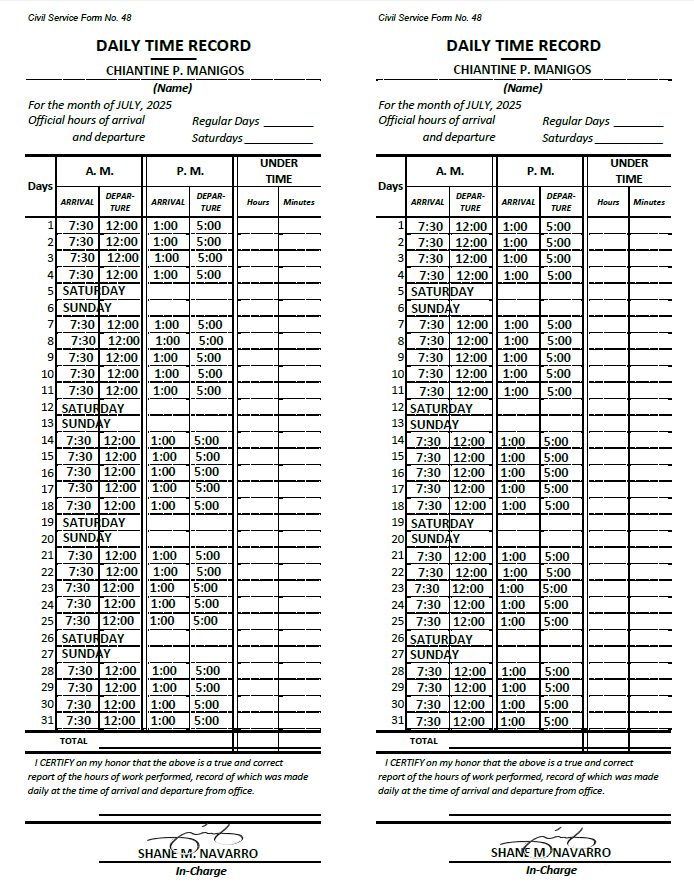
|  |  |
| --- | --- |
| Date : **AUGUST 25, 2025**  Time In : **7:30 A.M**  Time Out : **5:00 P.M**  Hours Spent : **8 HOURS**    Certified Correct :  Mrs. Doreen Triplitt  **Human Resource Officer**  Supervisor/ Trainer | **Task:**  Work in encoding and printing all of the documents involving rescue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

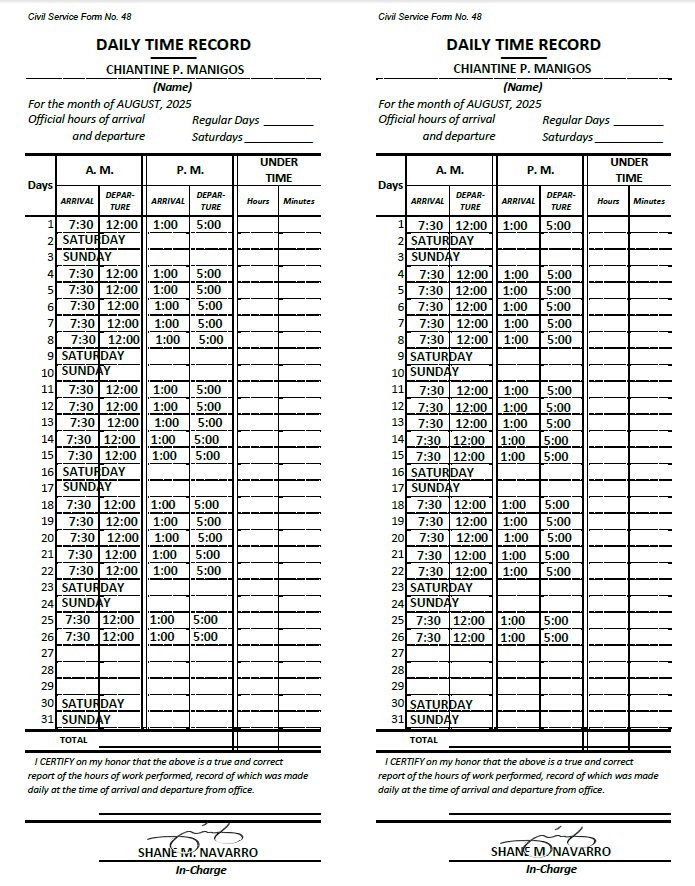
|  |  |
| --- | --- |
| Date : **AUGUST 26, 2025**  Time In : **7:30 A.M**  Time Out : **5:00 P.M**  Hours Spent : **8 HOURS**    Certified Correct :  Mrs. Doreen Triplitt  **Human Resource Officer**  Supervisor/ Trainer | **Task:**  Work in encoding and printing all of the documents involving rescue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

**DTR/ATTENDANCE**

**MONTH OF MAY**

**MONTH OF JUNE**

**MONTH OF JULY**

**MONTH OF AUGUST**

**CERTIFICATION OF COMPLETION**

****

**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.

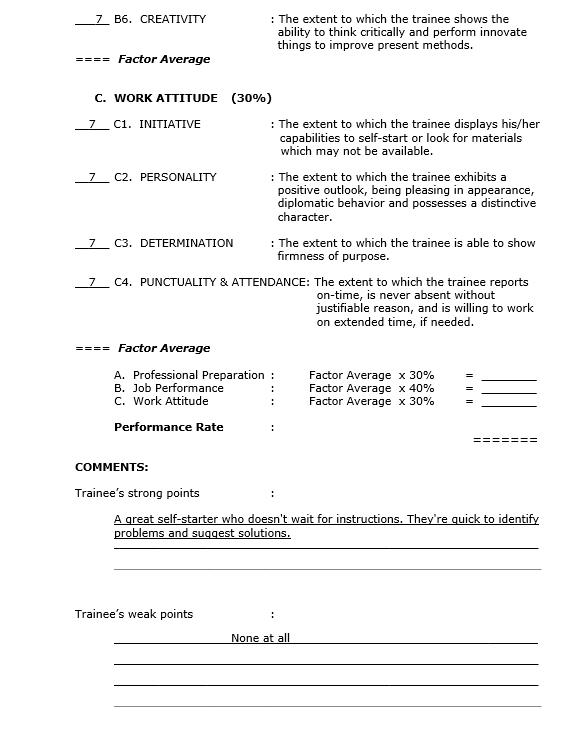
First day of my internship in LGU Aloguinsan, they already gave me task which is needed to use their personal computer and I was quite hesitant to do it because I am scared that I might broke their computer, but they insist to teach me and they gave their full trust in making the task. I accept the task 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.

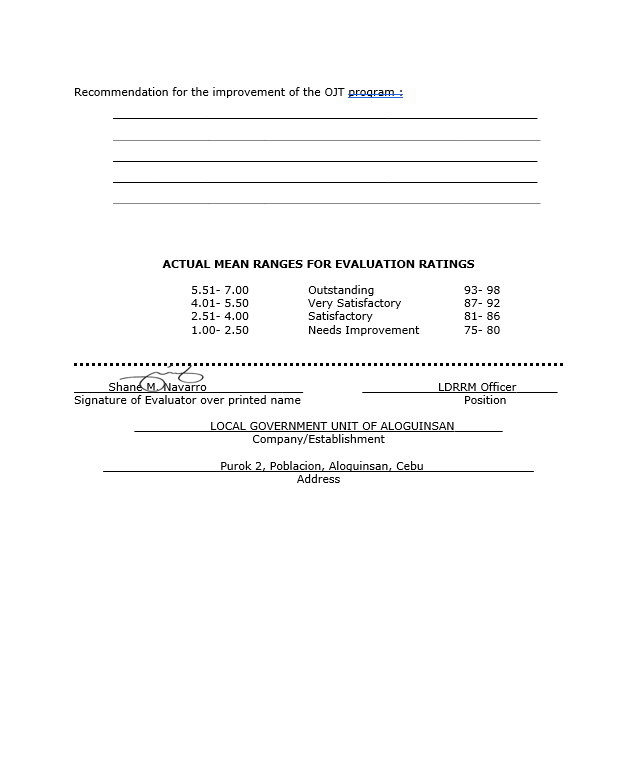
Being part of the drrm office is so challenging for me because of their work. Every day they have a lot of meetings and a lot of paper works. As an intern I need to help each one of them for them to finish their work on time. It is quite challenging because sometimes they gave me task all together, but 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 drrm 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.

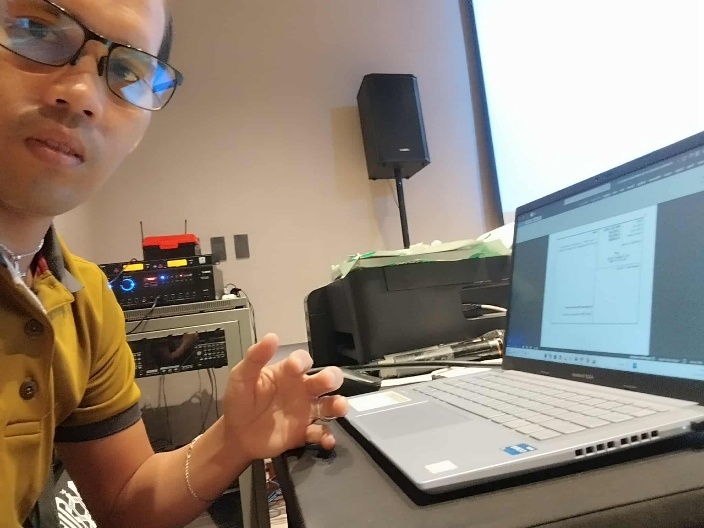
**PERFORMANCE EVALUATION**

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**OJT PRESENTATION**

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