Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte

OFFICE OF THE OJT CCORDINATOR
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ON-THE-JOB TRAINING JOURNAL

College of Computer Studies and Information Technology (CCSIT)
SLSU Office

San Roque, Sogod, Southern Leyte
Address

Submitted to
Office of the OJT Coordinator
Southern Leyte State University
Main Campus, Sogod, Southern Leyte

JEMUEL H. CADAYONA
Name

Bachelor of Science in Information Technology, 4th Year
Course and Year

Networking
Major

May 15, 2023

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APPROVAL SHEET

This Journal of ON-THE-JOB TRAINING conducted at College of Computer Studies and Information Technology (CCSIT), prepared and submitted by Jemuel H. Cadayona in partial fulfillment of the requirement for Bachelor of Science in Information Technology major in Networking has been examined for acceptance and approval.

KEANO NIKKO SY, MSIT

OJT Coordinator

Date: _____

ACKNOWLEDGEMENT

As I near the end of my journey and reflect on my experiences, I am overwhelmed with gratefulness. I'd want to begin by thanking God, who has been a continual source of strength, direction, and inspiration for me during this journey. His everlasting love and grace have sustained me, and I would not have made it this far without Him.

I'd like to thank the Office Dean, Geraldine B. Mangmang, DIT, former Department Head, James Brian Flores, PhD and Czarina Ancella Gabi, PhD for their invaluable advice, supervision, and encouragement throughout the training and development of all the projects. Their knowledge, patience, and commitment to their profession were clear in every encounter we had, and I am glad for having the chance to work under their supervision.

I also want to thank my coworkers for their consistent support and encouragement, as well as their willingness to share their knowledge, skills, and experiences, which was helpful, and I am glad for having the chance to collaborate alongside them.

I would like to acknowledge the OJT Coordinators for their effective supervision and facilitation, as well as their consistent encouragement and assistance, as well as their openness to assist with our concerns.

Finally, I want to express my heartfelt gratitude to everyone who has been a part of this journey from the beginning to the end. Your advice, support, and encouragement have been helpful, and I consider myself fortunate to have worked with such a wonderful organization.

INTRODUCTION

A. RATIONALE

On-the-job training (OJT) provides guidance and training delivered as part of an employment opportunity. This sort of training is given in the workplace as part of the regular job schedule. During OJT, the trainee may have a chance to understand the gradual phases of a job, acquire knowledge by observing other staff members perform duties, and become knowledgeable with the work's tools and workplaces. Trainees may also learn general workplace norms, in addition to acquiring practical processes and skills for their role. Professional conventions such as dress code, organizational structure, productivity requirements, technical terms, and professional interactions with coworkers are all part of this.

B. COMPANY PROFILE

The College of Computer Studies and Information Technology (CCSIT) is one of the institutions within Southern Leyte State University that offers advanced knowledge and education to its students. The CCSIT offers two majors: *Networking* seeks to provide students with the knowledge and skills needed to manage and maintain an organization's computer network. *Programming* that educates students to be IT professionals capable of installing, operating, developing, maintaining, and administering computer applications.

Due to the threat of the COVID-19, the College of Computer Studies and Information Technology (CCSIT) of Southern Leyte State University (SLSU) provided an IT solution that attempts to automate the process of contact tracing to make it easier and faster. This allows the mobility of quarantine pass holders to be determined, specifically their whereabouts in any of the municipality's public establishments at a specified moment. This also protects persons from potential virus exposure due to speedier recording of individuals' required data.

ORGANIZATIONAL STRUCTURE

DUTIES/FUNCTIONS OF ON-THE-JOB TRAINEE

During my training, I was assigned as a programmer/web developer to the Dean's Office, along with two other trainees. I worked on a variety of assignments, including printing, paperwork filing, developing a web-based system for office usage, assisting and sharing my programming knowledge with my co-trainee, and supervising/proctoring the interview for phase 2 admittance.

OFFICE OF THE OJT COORDINATOR

COLLEGE OF COMPUTER STUDIES AND INFORMATION TECHNOLOGY

Monthly OJT Status Report	
Name of OJT: **Jemuel H. Cadayona**	Course & Major: **BSIT - Networking**
Name of Host Establishment Industry: **College of Computer Studies and Information Technology (CCSIT)**	(Inclusive Date) From: **February 1, 2023**
Department: **CCSIT Dean's Office**	To: **February 28, 2023**
Summary of Monthly Activities: 1. I was entrusted with creating a Capstone Monitoring and Repository System, a web-based repository/storage system for Capstone Project documents. 2. I attended an open forum/meeting with officials from Southern Leyte Province to discuss a team project idea named E-Mercado. 3. I was given the responsibility about designing a system for SLSU's Quality Assurance Office.	Learning/ Insights: This month's experience allowed me to further develop my current web programming skills. I was able to keep my logical understanding and analysis skills while creating and constructing a website/system through these tasks. I was able to gain a better understanding of PHP, JavaScript (AJAX and jQuery), Database Management, and Object Oriented Programming Structures.
Remarks: NOTED: OJT Supervisor: <u>CZARINA ANCELLA GABI, PhD</u> (Signature Over Printed Name)	Remarks: OJT Chairman: <u>GERALDINE MANGMANG, DIT</u> (Signature Over Printed Name)

OFFICE OF THE OJT COORDINATOR

COLLEGE OF COMPUTER STUDIES AND INFORMATION TECHNOLOGY

Monthly OJT Status Report	
Name of OJT: **Jemuel H. Cadayona**	Course & Major: **BSIT - Networking**
Name of Host Establishment Industry: **College of Computer Studies and Information Technology (CCSIT)**	(Inclusive Date) From: **March 1, 2023**
Department: **CCSIT Dean's Office**	To: **March 31, 2023**
Summary of Monthly Activities: 1. I started to develop the Quality Assurance File Management System. 2. I decided to do research and learn how to utilize Laravel, a simple web framework that will allow me to construct extensible PHP-based websites and web apps at scale. 3. I attended the open forum/meeting with government officials from Southern Leyte Province for the second time to formally and properly discuss the whole operation and design of the E-Mercado. I've already begun working on the project as a result of our encounter.	Learning/ Insights: This month's experience helped me to hone my existing web development abilities. I created the QA-FMS in a week and then began learning Laravel, a fully-structured PHP-based framework that allows me to learn more about web programming. It was difficult at first since the framework's structure is a little unclear owing to its vast files and directories. After 4-5 days of study, I was able to understand the data flow and how the framework operates. I began by creating projects for trials/samples utilizing this framework.
Remarks: NOTED: OJT Supervisor: CZARINA ANCELLA GABI, PhD (Signature Over Printed Name)	Remarks: OJT Chairman: GERALDINE MANGMANG, DIT (Signature Over Printed Name)

OFFICE OF THE OJT COORDINATOR

COLLEGE OF COMPUTER STUDIES AND INFORMATION TECHNOLOGY

Monthly OJT Status Report	
Name of OJT: **Jemuel H. Cadayona**	Course & Major: **BSIT - Networking**
Name of Host Establishment Industry: **College of Computer Studies and Information Technology (CCSIT)**	(Inclusive Date) From: **April 1, 2023**
Department: **CCSIT Dean's Office**	To: **April 30, 2023**
Summary of Monthly Activities: 1. I continued working on the E-Mercado project with the help of my mentor and our primary programmer. 2. I extended with my research, watching video lessons about the Laravel framework and learned how to integrate the ReactJS framework into it. 3. Given that the CCSIT faculty are hectic with the AACCUP during this month, we, the trainees, have been assigned to manage and proctor the Phase 2 Admission Interview within 4-5 days.	Learning/ Insights: I was able to expand my knowledge and obtain new expertise by learning and studying the Laravel framework for over a month. I also preferred to research ReactJS, a free and open-source front-end JavaScript toolkit for creating component-based user interfaces. Laravel has the advantage of being able to adapt and integrate frameworks such as ReactJS. I generated sample projects with Laravel as the server side and ReactJS as the client side. However, because I am still new to ReactJS, I refuse to use it in the E-Mercado project.
Remarks: NOTED: OJT Supervisor: CZARINA ANCELLA GABI, PhD (Signature Over Printed Name)	Remarks: OJT Chairman: GERALDINE MANGMANG, DIT (Signature Over Printed Name)

OFFICE OF THE OJT COORDINATOR

COLLEGE OF COMPUTER STUDIES AND INFORMATION TECHNOLOGY

Monthly OJT Status Report	
Name of OJT: **Jemuel H. Cadayona**	Course & Major: **BSIT - Networking**
Name of Host Establishment Industry: **College of Computer Studies and Information Technology (CCSIT)**	(Inclusive Date) From: **May 1, 2023**
Department: **CCSIT Dean's Office**	To: **May 19, 2023**
Summary of Monthly Activities: 1.	Learning/ Insights:
Remarks: NOTED: OJT Supervisor: CZARINA ANCELLA GABI, PhD (Signature Over Printed Name)	Remarks: OJT Chairman: GERALDINE MANGMANG, DIT (Signature Over Printed Name)

SUMMARY OF MONTHLY ACTIVITIES

During my training, I was tasked with developing a Capstone Monitoring and Repository System, a web-based directory/storage system for Capstone Project documents. I also participated in an open forum/meeting with officials from Southern Leyte Province to talk about a team project idea called E-Mercado, and I was tasked with designing a system for SLSU's Quality Assurance Office. I also decided to conduct some study and learn how to use Laravel, a basic web framework that would enable me to build extendable PHP-based websites and web apps on a large scale. With the assistance of my mentor and our lead programmer, I kept working on the E-Mercado project and expanded my Laravel studies, watching video tutorials on the Laravel framework and learning how to incorporate the ReactJS framework into it. We, the trainees, have also been tasked with managing and proctoring the Phase 2 Admission Interview over the next 4-5 days.

LEARNING IN DIFFERENT TRAINING AREAS

I've been enrolled on an On-the-Job Training course for over three months, and one of the most difficult issues is proving to yourself that you are doing your job effectively with credibility, that you are worthy of potentially being embraced in the institution, and that you are worthwhile of being evaluated satisfactorily.

As I was assigned as the Dean's Office's programmer, I realized that I needed to step up and learn more about my area of expertise. One of the initiatives I worked on was the creation of the Capstone Project Monitoring and Repository. Due to the volume of documents, manually tracking it is challenging. It is for this reason that the system I designed is quite valuable, since articles uploaded into it are instantly searchable, and it also acts as a local storage or backup of all documents provided by students during their time. The SLSU Quality Assurance Office is in the same circumstance. The QA File Management System that I created has the same capabilities as the CMR, allowing the office to track information promptly whenever it is required. As my OJT hours came to an end, I learned a lot, one of which was how to use the Laravel Framework in web development. My experience in that industry has been invaluable and significant.

SUMMARY/CONCLUSION

THINGS LEARNED DURING THE OJT

Nothing beats firsthand knowledge, they say. One of the most important lessons I've taken away from my training is that skill alone is insufficient. It is necessary, but it does not guarantee success. One must also be diligent and self-disciplined.

Respect should be shown to everyone in the workplace. It is critical to know how to interact successfully and professionally with others. I've discovered that performance necessitates skills and training that are simpler to teach. It can be transferred. Professionalism is important in any career, sector, and location. It leads to professional achievement and a great reputation. Developing a strong work ethic is a habit that will last even after you graduate from college. I used to listen to some recommendations that would help me improve day by day. Being a trainee does not necessarily imply that you must learn things based on your abilities or talents; it is also a place where we must establish our code of ethics while we do our jobs and accomplish our tasks and responsibilities.

RECOMMENDATIONS

A. OVERALL SUGGESTIONS/COMMENTS

I. POTENTIAL OF COMPANY AS COOPERATING INDUSTRY

The college itself provides a training environment for IT students who want to reinforce their skills and knowledge in their area of competence. They have given me an assignment to do in a short period of time, which drives me to at least research further and learn new ways in the programming industry. They may not educate you in depth depending on your skills, but they will function as your mentor, providing strategic

guidance as you go. The institution provides sufficient facilities and computer equipment for the student/trainee to utilize as needed.

II. **AVAILABILITY AND APPROPRIATENESS OF FACILITIES, EQUIPMENT AND MACHINERY**

The institution gave us with a computer/laptop to utilize during our training. It is reasonable for a programmer to have high expectations when it comes to computer specifications because they are required for quicker rendering and the installation of packages/libraries for web development. As previously said, they gave me with a mid-range laptop capable of handling and managing huge projects and is anticipated to continually give a comparable level of performance. It has an Intel Core i5 10th Gen processor, 4GB of RAM, and an SSD for storage. In addition, the institution possesses mid-quality computer sets in three laboratories and high-quality MAC computers in one. To be honest, they also give a fast internet connection, which is extremely important when I need to do some research.

III. **COMPANY PERSONNEL COOPERATION**

Being an integral part of the institution in such a short period of time was unforgettable. When it comes to their jobs and obligations, they are all professionals. They upheld excellent principles and kept the office tidy. Being out of place has nothing to do at the institution given that we trainees can effortlessly engage with them in both social and professional settings. I ended up learning a lot more from them than I had anticipated.

IV. **DURATION OF TRAINING**

My training began on February 1, 2023 and finished on May 19, 2023. It was 600 hours long and 8 hours every day, omitting weekends and holidays. There were days throughout which I worked 9 hours a day simply to obtain extra hours and finish my training prior to graduation. It wasn't quite enough for me because I have unfinished business that I need to leave

behind as a result of a lack of time. Regardless, it was beneficial to gain experience in an actual employment setting.

V.   PROPOSED REVISIONS FOR THE IMPROVEMENT OF THE TRAINING PROGRAM

- Research the company/institution's history.
- Prior to deployment, an orientation to the institution/company must be conducted.
- At least once a month, do a site tour for trainees to check on their progress.
- Resolve concerns/issues wherever possible.
- All necessary paperwork must be provided prior to deployment.

VI.   ADVISE TO FUTURE ON-THE-JOB TRAINEES TO THE COMPANY OR TO OTHER COMPANIES IN GENERAL

To upcoming trainees, initially and foremost, you must comply by and carefully adhere to the norms and regulations of your office/institution. Rules give clarity and consistency; they serve as easy reminders, and they assist you in pursuing a fair and uniform approach to discipline in the event of offenses. As a trainee, you must perform professionally and ethically, which should stem from your own dedication to carrying out your obligations and responsibilities. Learn to listen to your co-trainees as much as possible, and above all, remember your place and listen to your mentor whenever they provide advice or orders. Always be on time and always seek permission before going out or doing anything. Be open to accept feedbacks from your supervisor/mentor and colleagues.

APPENDICES

A. PICTORIALS IN ALL TRAINING AREAS

B. OTHER DOCUMENTS