



SSCT

"For Nation's Greater Heights"

1.7.6. portfolio;



**SURIGAO STATE COLLEGE OF TECHNOLOGY
NARCISO ST., SURIGAO CITY
MAIN CAMPUS**

A Narrative Report in
On-The-Job Training Undertake at
SSCT College of Engineering and Information Technology
Located at Narciso St., Surigao City

Presented to the Placement Office
Surigao State College of Technology
Narciso St., Surigao City

In the Fulfillment of the Requirements of the Degree of
Bachelor of Science in Electrical Engineering(BSEE)

Submitted by:
Darriel C. Benedicto
BSEE

Submitted to:
Mr. Romel C. De La Cruz, PhD
Placement Coordinator

Summer 2018-2019

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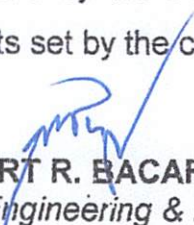
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COLLEGE OF ENGINEERING & INFORMATION TECHNOLOGY

ENDORSEMENT

This is to endorse Mr/Ms BENEDICTO, Darriel,
 a bonafide student of Surigao State College of Technology under the Bachelor of
 Science in Electrical Engineering program to undergo **ON THE – JOB – TRAINING**
(OJT) after having been evaluated by the Program Chair to be compliant of the
 mandatory academic requirements set by the college.

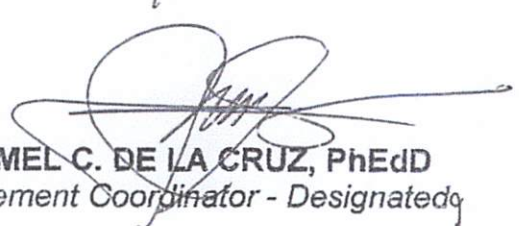

ENGR ROBERT R. BACARRO, MECE, MBA
Dean, College of Engineering & Information Technology

CERTIFICATION

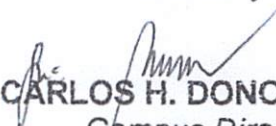
TO WHOM IT MAY CONCERN:

This is to certify that Mr/Ms BENEDICTO, Darriel,
 a Fifth Year BSEE Student to undergo the 240 hours **ON THE – JOB – TRAINING**
(OJT), this Summer 2019 in partial fulfilment for the degree Bachelor of Science in
 Electrical Engineering.

This certificate is given on June 13, 2019 for whatever legitimate purposes
 this may serve him/her.


ROMEL C. DE LA CRUZ, PhD
Placement Coordinator - Designated

Noted by:


CARLOS H. DONOSO, EdD
Campus Director

Introduction

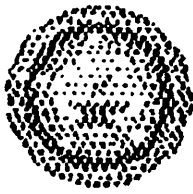
On-The-Job-Training are part of a college curriculum that not only aims to train and orient students about the work and their future career but to show the students the reality of the actual world. The trainee learns in the real work environment and gain experience dealing with task and challenges that will meet during a normal working day.

For the students, an internship program provides oppurtunities to go through the actual methodologies of a specific job using the real tools, equipments and documents. In effect, the workplace becomes a development venue for a student trainee to learn more about her chosen field and practice what she has learned from the institutuion.

On the other hand, an effective internship program also benefits the host company who accept trainees. Interns provide additional manpower for a lesser labor cost than a regular employee. Most of them are all eager to learn the ropes so chances are high that they will cooperate.

Moreover, internships focuses on the acquisition of skills within the working environment generally under normal condition. The aquired general skills of the trainees from training can be performed from one task to another while the specific skills can be shown uniquely to a particular job.

Presently, SUC's includes OJT in the curriculum to meet the standard of growing IT industry. It is done by deploying interns into host companies to complete a training within a certain period of time. OJT can become a powerful tools and possibly even be a source of experience when students take the big lift from being a student to career professionals.



**SURIGAO STATE COLLEGE
OF TECHNOLOGY**

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Revision No.:	000
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Certificate of Registration
Summer AY 2018 - 2019

ID No: 2012 - 1040	Last Name BENEDICTO	First Name DARRIEL	Middle Name C.	Sex Male				
PROGRAM: Bachelor of Science in Electrical Engineering MAJOR:				YEAR LEVEL: Fourth Year STATUS: OLD				
Section	Course	Day	Time	Room	Code	Lec Hrs.	Lab Hrs.	Units
GSCE - A	EE 106 AC Apparatus and Devices	[M,T,W,Th,F,S]	[01:00PM- 03:00PM]	[CB 104]	00141	2	2	3
BSFF - JA	FF 200 FF PRACTICUM (Company Exposure and Reporting) 240hrs.				00124	0	0	3
								Total Units: <u>6.0</u>

Certified by: _____

Assessment

Description	Amount
Other Service Income - OJT Fee	800.00
School Fees - Tuition College	1,800.00
Registration Fees	150.00
Other Service Income - Guidance Fee	150.00
Other Service Income - Media Resource Fee	50.00
School Fees - Library Fee	150.00
School Fees - Laboratory Fee	130.00
Total:	3,030.00

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Darriel C. Benedicto

Panikian, Carrascal, Surigao Del Sur
09505606281
Darriel.benedicto7@gmail.com



OBJECTIVE

I am perseveringly looking for an intern job that will beneficially help my experiences and learning as an Electrical Engineering student. A job that will help me to gain knowledge, creates more ideas about my field, camaraderie and learn/train how to become a professional worker.

PERSONAL BACKGROUND

Age : 23 years old
Sex : Male
Date of Birth : December 4, 1995
Religion : Roman Catholic
Civil Status : Single
Height : 5'9"
Weight : 74 kg.
Father's name : Exuperancio I. Benedicto
Occupation : Ice Cream Vendor
Mother's name : Ellen C. Benedicto
Occupation : Housewife

Person to contact in case of emergency: Ellen C. Benedicto
Contact Number : 09077726961

EDUCATIONAL BACKGROUND

Tertiary : Surigao State College of Technology
Narciso St., Surigao City
Bachelor of Science in Electrical Engineering
Present
2012-2019

Secondary : Panikian National High School
Panikian, Carrascal, Surigao Del Sur
2008-2012

Elementary : Panikian Elementary School
Panikian, Carrascal, Surigao Del Sur
2002-2008

LANGUAGE

Filipino, English, Bisaya

SKILLS AND CAPABILITIES

- **Basic knowledge in Electrical Engineering related applications**
 - Soldering Components
 - Electrical wiring
 - MATLAB
- **Proficient in Microsoft Office application such as:**
 - Microsoft Office Word
 - Microsoft Office Powepoint
 - Microsoft Office Excel
- **Leadership Skills**
- **Technology literate**
- **Responsible and Flexible**
- **Willing to be trained, to learn and committed to work.**

SEMINAR AND TRAINING

1st IIEE SURIGAO DEL NORTE CHAPTER COVENTION AND EXECOM CHAPTER VISIT

Gateway Hotel, Surigao City
October 26-27, 2018

Workshop on Hardware Description Languages and Field Programmable Gate Arrays

Surigao State College of Technology
April 25, 2019

Seminar on Electrical Power System, SURNECO Rate Components and Electrical Safety

Surigao Education Center
August 24, 2018

CHARACTER REFERENCE

ENGR. JOSELITO BALDAPAN

Professional Electrical Engineer (PEE)

College of Engineering & Information Technology Program Chair, BSEE

09998531847

Surigao State College of Technology

Narciso Street, Surigao City

ENGR. CONRADO B. DELOSA JR.

Licensed Electrical Engineer

IIEES-SSCT, Adviser

09985694470

Surigao State College of Technology

Narciso Street, Surigao City

ENGR. AUREA M. MADELO

Licensed Electronics Engineer

Surigao State College of Technology

Narciso Street, Surigao City

I hereby certify that the above records and information are true and correct to the best of my knowledge, belief and ability.


Darriel C. Benedicto
Student Trainee Applicant



Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
 Narciso Street, Surigao City



Republic of the Philippines)
 Province of Surigao del Norte) S.S.
 City of Surigao)

AFFIDAVIT OF WAIVER

That I, Darriel C. Benedicto, of legal age, Filipino, and a resident of Paritigan, Compostela, SCS, after being sworn to in accordance with law do hereby depose and say:

That I am a 5th year BSEE student from the SURIGAO STATE COLLEGE OF TECHNOLOGY Surigao City Campus;

That I am applying as On-the-Job trainee at SSCT - main campus.

That being privileged to work in your establishment, I promise to render the necessary work to the best of my ability in order that my practicum shall be brought to successful end;

That while performing the OJT, and for the duration thereof, I shall abide by the rules and policies of the company / industry relative to work, and further, that I shall follow and obey other orders and instructions incidental thereto;

That I do hereby waive and renounce any right to damages for any injury sustained by me in the course or connection with my job as a student-trainee;

IN WITNESS WHEREOF, I have hereunto set my hands this 14 day of June, 2019 in the City of Surigao.

Conforme:

[Signature]
 Signature of Parent / Guardian

[Signature]
 Affiant

Noted:

[Signature]
ROMEL G. DE LA CRUZ, PhD
 Placement Coordinator - Designate

[Signature]
ENGR. ROBERT R. BACARRO, MECE, MBA
 Dean, College of Engineering and Information Tech.

SUBSCRIBED AND SWORN to before me this 15th day of June, 2019 at Surigao City Philippines, affiant exhibited mto me his / her Residence Certificate No. _____ issued on _____ at _____

DOC. NO. 31943
 PAGE NO. 10
 BOOK No. VI
 SERIES OF 2019
 Tel. Nos.: (086) 828-0135;
 (086) 231-7798

[Signature]
JOSE E. VILLACES
 NOTARY PUBLIC
 UNTIL DECEMBER 31, 2019
 PTR No. 0573322.01-7-19-S.C.
 MP No. 008424-01-08-19-S.C.
 TIN: 31-443-873 - SURIGAO CITY
 Email: surigaostatecollege@yahoo.com
 URL: ssct.edu.ph



"For Nation's Greater Heights"

CERTIFICATE NUMBER: AJA19-0225

PARENT'S CONSENT

I, Ellen C. Benedicto and Exuperancio T. Benedicto Jr. parent/guardian of Daniel C. Benedicto, a prospective student trainee of the Surigao State College of Technology, Main Campus, Surigao City, have hereunto grant permission for him/her to undergo 2 months or 240 hours On-the-Job Training (OJT) at SSCT - MAIN CAMPUS which is a requirement for graduation.

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

It is fully known that we have read and understand all the contents of the parent's consent and we have signed the same with our voluntary act and deed.

Signed this 14 day of JUNE, 2019 in the City of Surigao, Philippines.

Exuper
 Signature of father / Guardian

E. Benedicto
 Signature of mother / Guardian

Conforme:

[Signature]
 Signature of Student Trainee

Noted by:

[Signature]
ROMEL C. DE LA CRUZ, PhD
 Placement Coordinator - Designate

[Signature]
ENGR. ROBERT R. BACARRO, MECE, MBA
 Dean, College of Engineering and Information Tech.

SUBSCRIBED AND SWORN TO ME BEFORE THIS 15th day of June, 2019 at Surigao City Philippines, affiant exhibited to me his / her Residence Certificate No. _____ issued on _____ at _____.

[Signature]
JOSE E. VILLACES
 NOTARY PUBLIC
 UNTIL DECEMBER 31, 2019
 PTR No. 0573322, 01-7-19, S.C.
 IBP No. 066424, 01-08-19, S.C.
 TIN. 131-443-873 - SURIGAO CITY

DOC. NO. 31948
 PAGE NO. 10
 BOOK NO. XII
 SERIES OF 2019

INDUSTRY PARTNER

SSCT MAIN CAMPUS



COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY

HISTORY OF THE SCHOOL

The Surigao State College of Technology is a public college in the Philippines. It is mandated to provide higher vocational, professional and technological instruction and training in the fields of agriculture, fisheries, engineering and sciences, as well as short-term technical courses. It is also mandated to provide primary consideration to the integration of research/studies for the development of the Province of Surigao del Norte. Its main campus is located in Surigao City. Established on June 15, 1998.

History Surigao State College of Technology (SSCT) was formerly Surigao del Norte School of Arts and Trades, established as a trade school with the help of then Governor Jose C. Sering on August 8, 1969 by virtue of Republic Act 6057 under the supervision of Supt. Marcelo S. Bonilla of Cebu School of Arts and Trades, Cebu City. The school formally started its operation on September 15, 1969 with borrowed technology teachers from three different schools of the province. There were 103 pioneering students in the first secondary trade and the trade technical curricula. Two 2-storey buildings were constructed upon donation of 1.2 hectares of land through the Provincial Government.

Along with this, several machineries were acquired from Japan Overseas Cooperation Volunteers; Technical Vocational Education Program; Asian Development Bank; and Philippine Australian Technical Vocational Education Program which became instruments of becoming a fullfledged higher institution offering Bachelor of Science in Industrial Technology and the Bachelor of Science in Industrial Education. From 1969 to 1988, Dr. Tomas P. Solana, the principal of Numancia National Vocational School (NNVS) served as its 1st Principal and later became the College Vocational School Superintendent II and steered SNSAT for almost two decades. Upon Dr. Tomas P. Solana's retirement in February 1988, Dr. Ernesto N. Gonzales assumed into office as the Vocational College Superintendent. Through the efforts of the late Senator Robert Z. Barbers, R.A. 8650 merged SNSAT with the Malimono School of Fisheries, a secondary school that offered the Revised Fisheries Curriculum of 1972 under P.D. 223 in 1975, thereby creating the Surigao State College of Technology (SSCT) which was signed into law on June 5, 1998 by then President Fidel V. Ramos. With the conversion of SNSAT and Malimono School of Fisheries to a State College, there was a major review of its organization, curriculum, and programs and standards under Dr. Teresita T. Tumapon who took the seat as the 1st College President on September 25, 1998. The chartered State College integrated a satellite campus on October 30, 2000 which is the Siargao National College of Science and Technology or SNCST situated in Del Carmen, Surigao del Norte.

The integration was made pursuant to Section 8 of RA 7722 and Section 4.1 of RA 8292. Dr. Gloria C. Gemparo, VIS-III of SSCT assumed as its 1st College Administrator until May 14, 1998. The retirement of Dr. Tumapon on October 2, 2003 paved the way for Dr. Reynaldo T. Peña as the 2nd College President on October 3, 2003 and after more than four (4) months of presidency, Dr. Peña opted to end his term on February 29, 2004 to assume as Regional Director of CHED –Region XI, Davao City where the

then CHED Regional Director, Dr. Joanna B. Cuenca was designated as the Officer-in-Charge of the College on March 1, 2004 until March 3, 2005. Engr. Henry L. Lañada, Ph.D. assumed into office on March 4, 2005, as the 3rd College President of the Surigao State College of Technology and unexpectedly resigned on January 4, 2007 which eventually led to the designation of Dr. Jocelyn T. Medina as Acting President effective January 5, 2007 per BOT Resolution No. 490 s.2007. On May 11, 2007, the Board passed Resolution No. 521 s. 2007 approving the appointment of Dr. Medina as the College President to serve the unexpired term of Dr. Lañada effective May 15, 2007. On March 4, 2009, Dr. Anastacio P. Martinez succeeded Dr. Medina and was designated as Officer-in-Charge to the Office of the President per BOT Resolution No. 661 s. 2009 who served the College until August 14, 2009. On August 15, 2009, Dr. Virginia D. Akiate who was the Regional Director of the Commission on Higher Education in CARAGA Region was designated as Officer-in-Charge of the College and was confirmed by the Board per Resolution No. 716 s. 2009 during its Special Meeting on October 30, 2009 at Almont Hotel and Inland Resort in Butuan City.

Her designation as OIC ended on November 30, 2010. The Surigao del Norte College of Agriculture and Technology (SNCAT) which was formerly the Mainit National Agricultural School (MNAS) by virtue of R.A. 5256 1983 Batas Pambansa Blg. 358 on May 26, 1969 was integrated to SSCT through a Memorandum of Agreement (MOA) entered into by and between CHED and TESDA on October 10, 2008 duly represented by TESDA Director General Emmanuel Joel J. Villanueva and Dir. Virginia D. Akiate who was then the CHED Regional Director in Caraga at the same time the Officer-in-Charge of SSCT with the presence of the two representatives of Surigao del Norte, Cong Francisco T. Matugas of District I and Cong. Guillermo A. Romarate Jr. of District II. Under the Memorandum of Agreement, the Higher Education Programs of Surigao del Norte College of Agriculture and Technology (SNCAT) will be placed under the direct supervision of SSCT. The same was confirmed by the Board through Resolution No. 735 s. 2009 on December 28, 2009 during its 44th BOT Meeting. Dr. Georgito G. Posesano, Professor II of SSCT-Main Campus was designated on November 25, 2010 as its Campus Director.

The year 2010 marked another milestone in the history of SSCT as the new lady president, Dr. Gloria C. Gemparo, after undergoing the year-long selection process, assumed into office as the 5th College President of the Surigao State College of Technology on December 1, 2010 pursuant to BOT Resolution No. 25 s. 2010. With Dr. Gemparo at its helm, everybody hopes for a bright future as it faces 21st Century challenges in pursuit of quality and relevant education for all its constituents.

Dr. Gloria C. Gemparo ended her four-year term of office seat and Dr. Ecclesiastes T. Dumanig was designated as Office-in-Charge in 2015 until January 18, 2016 in which Dr. Gregorio Z. Gamboa Jr., the 6th President of Surigao State College of Technology assumed into office after a yearlong process of selection.

COMPANY PROFILE

Objectives:

We strive to help CEIT of SSCT attain its goals as learning institution through;

VISION

To be a center of excellence in engineering and information technology education.

MISSION

To provide relevant, quality and sustainable instruction, research and extension programs and services to produce responsible and globally competitive individuals in the fields of engineering and information technology.

GOALS

1. An outcomes-based learning experience for students that fosters the application of engineering and information technology disciplines.
2. Research, innovation and creative works that promote a sustainable, just, and prosperous world.
3. Establish linkages with industry, government and other sectors in the realization of common goals.

OBE Framework

In compliance with the Commission of Higher Education (CHED) Memorandum Order Nos. 37 and 46 series of 2012, the College of Engineering and Information Technology adopts the Outcomes-Based Education (OBE) system in the implementation of its academic programs.

The center of the SSCT College of Engineering and Information Technology OBE framework is CMO 37 and 46 which specifies the standards of Outcomes-Based Education in the Philippines where the learning outcomes, learning environment, teaching-learning activities, and assessment & evaluation were all anchored on. All these activities were also based on the Program Educational Objectives (PEO) which is also based on the Vision, Mission, and Goals of the college. The PEO shall undergo accreditation process so that it can be certified in complying the Outcome-Based Education.



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SURIGAO STATE COLLEGE OF TECHNOLOGY

Document Code No.	FM-SSCT-PLM-004
Revision No.	00
Effective Date	20 September 2018
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OJT DAILY ACCOMPLISHMENT REPORT

Name of Industry SSCT
 Address of Industry Narciso St. Surigao City

Date	Activities Done	Remarks
July		
17	→ Installing TV & outlet 3rd floor Engineering Building	
18		
19		
22	→ Inspection maintenance of wirings SET Building.	
23		
24		
25		
29	→ Computing loads of Engineering Building	
30		
31		

Prepared by: Daniel C. Benedict
 Name of Student

Noted by: JOSEVITO S. BALDAPAN
 Supervisor

Date: July 17, 2019

Date: August 20, 2019



"For Nation's Greater Heights"

SURIGAO STATE COLLEGE OF TECHNOLOGY

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OJT DAILY ACCOMPLISHMENT REPORT

Name of Industry SSCT
 Address of Industry Narciso str, Surigao City

Date	Activities Done	Remarks
August		
1	-Preparing Manuscript/Paper for PSEE Accreditation Vol II	
2	-Preparing Manuscript/Paper for PSEE Accreditation Vol II	
5	→ Inspectioning Emergency light of Engineering bldg	
6		
7		
8		
9		
13	→ Observing Wiring Installation in newly terminated rooms	
14		
15		
16		
19		
20		
22		
23	→ Installing of Tr and socket/outlet 2nd floor Engineering Building	
27		
28		
29	→ Installing of Tr and outlet of 2nd floor Engineering Building	
30		

Prepared by: Daniel C. Benedicto
 Name of Student

Noted by: JOSELYN S. BAEDARIN
 Supervisor

Date: July 17, 2019

Date: August 30, 2019

No. _____ Pay Ending July 2019
 Name Benedicto Daniel C. Position OTI
 Dept. CEIT Age 29

Reg	Hours	Rate	Amount	DEDUCTIONS	ABSENCES	
					Fines	Withholding Tax
Over				SSS		
Total Earnings						
Less Deductions						
NET PAY						

Days	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
16						
17	8:00	12:00	1:00	5:00		
18	8:00	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	Rest Day					
21	Rest Day					
22	7:40	12:03	12:50	5:03		
23	8:00	12:00	1:00	5:00		
24	8:51	12:01	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	8:00	12:00	1:00	5:00		
27	Rest Day					
28	8:00	12:03	12:50	5:03		
29	8:00	12:03	1:00	5:00		
30	8:00	12:07	1:00	5:00		
31	8:00	12:07	1:00	5:00		

I hereby certify that the above records are true and correct.

DATA

EMPLOYEE'S SIGNATURE

No. _____ Pay Ending August 2019
 Name Benedicto Daniel C. Position OTI
 Dept. CEIT Age 29

Reg	Hours	Rate	Amount	DEDUCTIONS	ABSENCES	
					Fines	Withholding Tax
Over				SSS		
Total Earnings						
Less Deductions						
NET PAY						

Days	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
1	8:00	12:00	1:00	5:00		
2	8:00	12:00	1:00	5:00		
3	Rest Day					
4	Rest Day					
5	8:00	12:00	1:00	5:00		
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	8:00	12:00	1:00	5:00		
10	Rest Day					
11	Rest Day					
12	Holiday					
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		

I hereby certify that the above records are true and correct.

DATA

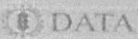

EMPLOYEE'S SIGNATURE

No. _____ Pay Ending August 2019
 Name Benedicto, DAMEL C. Position ST
 Dept. CE IT Age 24

Hours	Rate	Amount	DEDUCTIONS	ABSENCES	
Reg.				Fines	
Overt.			Withhold- ing Tax		
			S.S.S.		
Total Earnings			TOTAL		
Less Deductions					
NET PAY					

Days	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
16	8:00	12:00	1:00	5:00		
17	REST DAY					
18	REST DAY					
19	8:00	12:00	1:00	5:00		
20	8:00	12:00	1:00	5:00		
21	Holiday					
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	REST DAY					
25	REST DAY					
26	Holiday					
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	8:00	12:00	1:00	5:00		
30	8:00	12:00	1:00	5:00		
31						

I hereby certify that the above records are true and correct.

Summary

Month	Hours
July	80
August	160
Total	240 hours

SURIGAO STATE COLLEGE OF TECHNOLOGY
SURIGAO CITY

CERTIFICATION OF COMPLETION

This certify that

DARRIEL C. BENEDICTO

Has exhibited a good performance, willingness and patience to learn/enable here to finish the job on time. He deligently handle whatever task assigned and deliver more than what expected of him during his practicum at BUILDING AND STATE SSCT.

Issued this **13th day of September, 2019** at Surigao State College of Technology, Surigao City Phiippines.

Josecito S. Baldapan

Program Chair, Bachelor in Science in Electrical Engineering





"For Nation's Greater Heights"

SURIGAO STATE COLLEGE OF TECHNOLOGY

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Revision No.	00
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OJT PERFORMANCE RATING SHEET

Dorriel C. Beneranda BSEE-5 Electrical Engineering
 Name of Student Course/Year Major

SSCT Narciso st, Surigao City
 Name of Industry Address of Industry

July 17, 2019 August 30, 2019
 Start of Training End of Training

DIRECTION:

The evaluation checklist below shall be used for rating the performance of students taking On-the-Job Training (OJT). Please check (/) the column that best described the performance of the trainee. The rating is as follows: 5 means Excellent/Outstanding; 4 means Very Satisfactory; 3 means Satisfactory; 2 means Unsatisfactory; and 1 means Poor.

OJT - Supervised Industrial Training

CRITERIA	1	2	3	4	5
Attendance & Punctuality					/
Work Habits & Attitudes					/
Quality of Works				/	
Judgment				/	
Cooperation					/
Honesty & Dependability					/
Comprehension					/
Safety					/
Relationship with Superiors				/	
Relationship with Co-trainees				/	
Emotional Stability & Maturity				/	
Leadership				/	

Sum 24 + 30
 Total 54
 Equivalent Rating 1.25

COMMENTS/OBSERVATIONS:

Equivalent Rating

60 -	1.00	35 - 30	2.25
59 - 54	1.25	29 - 24	2.50
53 - 48	1.50	23 - 18	2.75
47 - 42	1.75	17 - 12	3.00
41 - 36	2.00	11 - 6	4.00

Rated by:

JOSELITO S. BALDAPAN
 Foreman/Supervisor

Approved: JOSELITO S. BALDAPAN
 Dept. Head/Area Supt.

Documentation



Fig.01- Checking Wiring



Fig. 02- Checking control panel

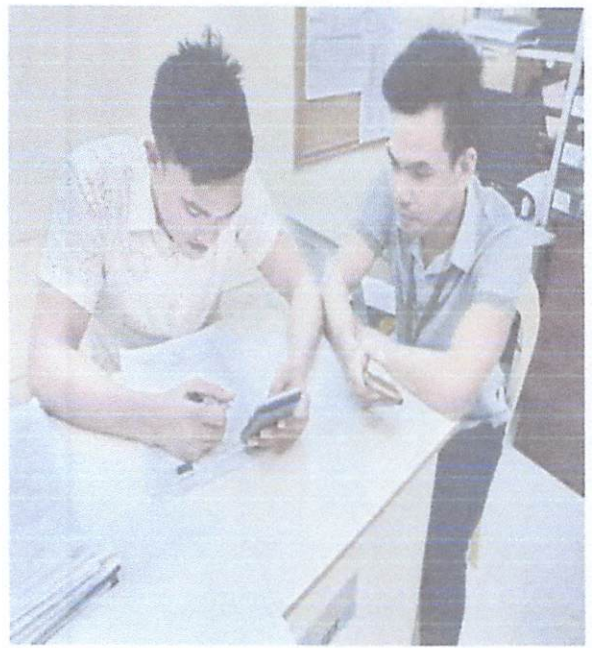


Fig. 03- Computing Official Documents

ASSESSMENT OF WORK EXPERIENCE

I, Darriel C. Benedicto, a Electrical engineering sssss student of SSCT, had completed a total of two-hundred forty (240) hours of office practicum with SSCT College of Engineering and Information Technology (CEIT), Surigao City from July 17, 2019 to August 28, 2019.

My intership in the SSCT came as a sudden decision since the Placement Office offered me along with a co-trainee, vacancies on the CEIT so we accepted the offer. We started on the afternoon right after.

I've been on an OJT course for about 30 days now, and one of the hardest issues to face is how to PROVE YOURSELF-that you are really doing your job and that you deserve a good grade, not only to your supervisor but also to my work mates.

I've learned a lot of things in just 240 hrs of on the job training but I've noticed that there are still other things that i have to improve one of it is my verval communication.

Nervousness and shyness are always when it's you're first time. For many reason, and lot of stuff playing on my mind. Such, I do not know the people in the office; and I do naot have any acual experience. That made me quite at first. Trying to observe on how to get along with the employee. There are times that i'm having a hard time on expressing my self, my thought with others because i dont exactly know how i am going to say it in and get my point.

Every day is a challenge for me to stand out. But i always have winning attitude through the guidedance of the lord, and always tell my self, "I'm gonna win this."

I've learned a lot of things during my OJT. I was not only exposed to actual office environment but i also realized wha i really want even before the time i graduated. What carrer i would want to have, etc. There are important things I've learned. First is you need to please everyone and try as much as you can to be polite and nice to everyone, and do it with sincerity. Beacause when we are kind to people same kindness return to us. And always smile.



SURIGAO STATE COLLEGE OF TECHNOLOGY
SURIGAO CITY, MAIN CAMPUS

A Narrative Report in
On-The-Job Training undertaken at
Surigao State College of Technology
Located at Narciso St., 8400, Surigao City

Presented to the Placement Office
Surigao State College of Technology
Narciso St., 8400, Surigao City, Surigao del Norte, Philippines

In Fulfillment of the Requirements of the degree of
Bachelor of Science in Electrical Engineering (BSEE)

Submitted by:
Don Russel Amado
BSEE

Submitted to:
Rhoda May B. Macalam, DBA
Placement Coordinator

Summer OJT
A.Y. 2020-2021

DAY 15: JULY 7, 2021 (8 a.m. – 5 p.m.)

I opened first the ETABS to analyze if the wall footing design is suitable or safe. After that the data collected is then exported to excel to produce the final design.

DAY 16: JULY 8, 2021 (8 a.m. – 5 p.m.)

In designing stairs, I only used Excel to perform designing and analysis of the structure. After designing I also computed the rebar required for the structure.

DAY 17: JULY 9, 2021 (8 a.m. – 5 p.m.)

I opened first the ETABS to analyze if the truss design is suitable or safe. After that the data collected is then exported to excel to produce the final design.

DAY 18: JULY 10, 2021 (8 a.m. – 5 p.m.)

After finishing all my design and analysis I made the rebar cutting list for all the structures. I minimized the total wastage of rebar so that the contractors can save money and we can easily keep track of the materials needed and used during the process.

DAY 6: JUNE 28, 2021 (8 a.m. – 5 p.m.)

I started working on detailing the stairs. Followed by RCB and beams in detailed. This helps to identify to what kind materials and the quantity of materials to be used.

DAY 7: JUNE 29, 2021 (8 a.m. – 5 p.m.)

For my electrical plan, I designed on lighting first, since it would be essential for a finished two-storey plan. Next is the lay-out plans then the rise diagram to where the source of the electricity. I did a quick review on electrical loads computation and then I started computing the loads of electrical plan. After computing, began on the distribution of circuit breaker. Lastly, I inputted the Electrical Legends which serves as the guide of the plan.

DAY 8: JUNE 30, 2021 (8 a.m. – 5 p.m.)

I did a quick review on the guidelines for plumbing. Then, I started making my plumbing plans and the design of the septic tank. I created the isometric plan for plumbing which will serve as a guide for the flow of waste and non-waste. Next, I browsed my other plans for specifications and Legends of Plumbing.

DAY 9: JULY 1, 2021 (8 a.m. – 5 p.m.)

I made a perspective of my house design using AutoCAD because I do not know how to use other application to make my perspective.

DAY 10: JULY 2, 2021 (8 a.m. – 5 p.m.)

This day I made the BOQ for my building.

DAY 11: JULY 3, 2021 (8 a.m. – 5 p.m.)

I opened first the ETABS to analyze if the slab design is suitable or safe. After that the data collected is then exported to excel to produce the final design.

DAY 12: JULY 4, 2021 (8 a.m. – 5 p.m.)

I opened first the ETABS to analyze if the column design is suitable or safe. After that the data collected is then exported to excel to produce the final design.

DAY 13: JULY 5, 2021 (8 a.m. – 5 p.m.)

I opened first the ETABS to analyze if the beams design is suitable or safe. After that the data collected is then exported to excel to produce the final design. Since beams and tie beams are typically the same the methods used by designing is also the same.

DAY 14: JULY 6, 2021 (8 a.m. – 5 p.m.)

I opened first the ETABS to analyze if the footing design is suitable or safe. After that the data collected is then exported to excel to produce the final design.

CONTENTS OF THE NARRATIVE REPORT

- I) Endorsement from the Dean and Certification from Campus Director**
- II) Table of Contents**
- III) Introduction**
- IV) Certificate of Registration**
- V) Resume**
- VI) The Industry Partner:**
 - Company Picture**
 - Company History**
 - Company Profile**
 - Company Orgizational Chart**
- VII) Daily Accomplishment Report**
- VIII) Certificate of Completion (photocopy)**
- IX) OJT Performance Rating Sheet (photocopy)**
- X) Documentation with Caption**
- XI) Assessment of Work Experience**

INTRODUCTION

"Whatever your goal in life, the beginning is knowledge and experience". It means that the knowledge that a student used in an experience is the beginning of reaching his/her goal. That is why an internship or the so-called OJT (On-the-Job Training) is created. On the job training or OJT is one method by which students is given a chance to apply the theories and computations that they have learned from the school. It also helps the students to acquire relevant knowledge and skills by performing in actual work setting.

An OJT or internship program allows students to experience the actual techniques of a certain work while using genuine tools, equipment, and papers. In effect, a student trainee's employment becomes a growth arena where he can learn more about his chosen subject and put what he's learned in school into reality.

Where realism is necessary, on-the-job training is beneficial. Typically, the supervisor observes the trainees while they perform their duties. After observation, the observer provides the trainees with feedback on their performance.

For a company or an organization who willingly accept a student trainee, OJT program provides them additional manpower without expecting salary to pay back. Student trainees can bring fresh ideas, and if even given such opportunity to speak their minds freely, they may be able to contribute significantly in brainstorming sessions that will possibly help for the productivity of the company.

In the Civil Engineering OJT program, students would be trained in their selected field of interest. This gives students the chance to practice realistic job procedures with real tools, equipment, and papers. This, in turn, will undoubtedly contribute to their professional growth and development.

Supervisors are generally educating while training interns. The process of coaching trainees stretches their patience, enhances engineering skills, and makes them more sensitive to the demands and mindset of the younger generation. The supervision program also teaches them how to communicate their knowledge and respond to questions.

THE INDUSTRY PARTNER:

Company Picture

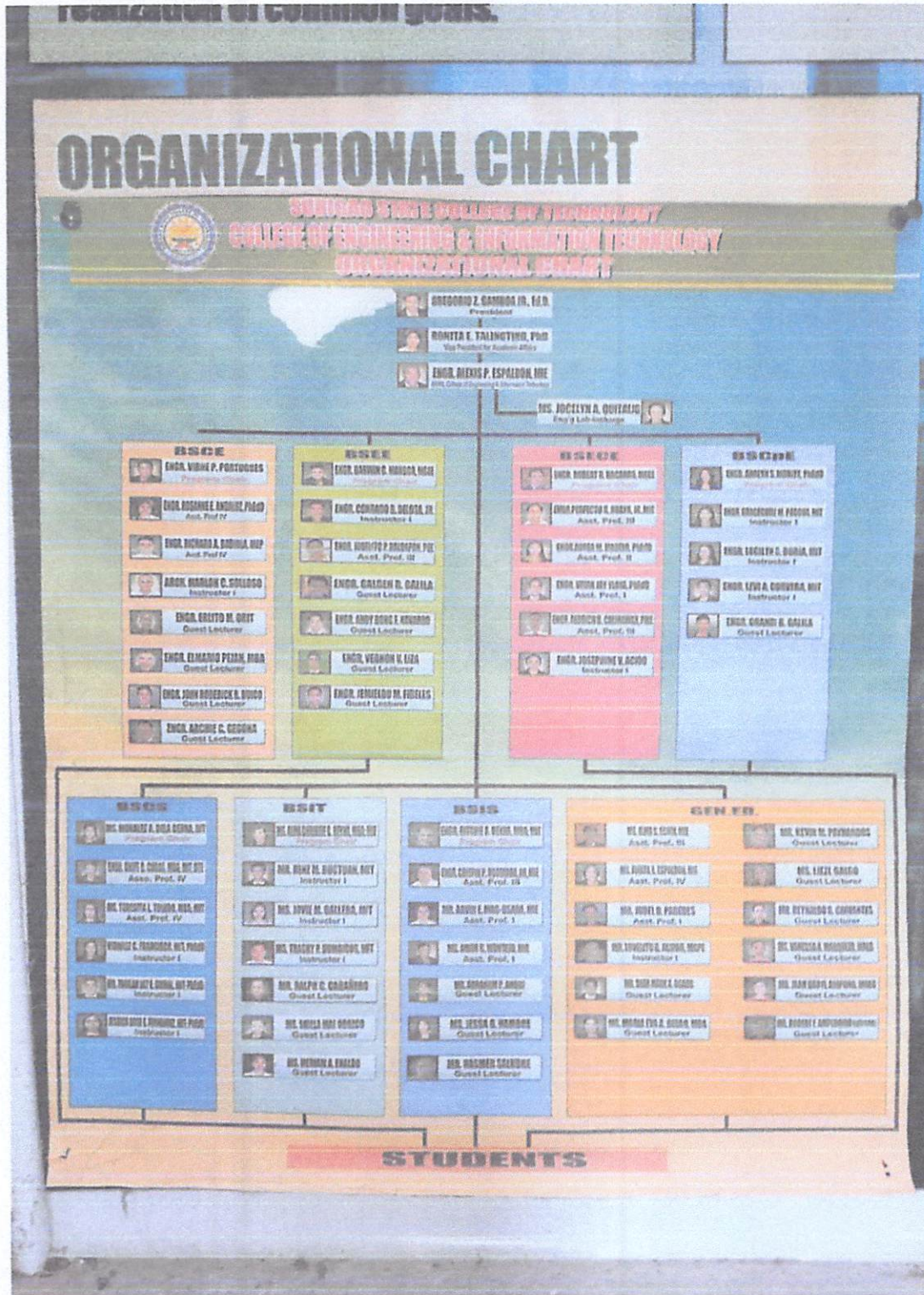


"For Nation's Greater Heights"



Company History

Company Organizational Chart





SURIGAO STATE COLLEGE OF TECHNOLOGY

SURIGAO CITY, MAIN CAMPUS

OJT DAILY ACCOMPLISHMENT REPORT

Name of Industry: Surigao State College of Technology

Address of Industry: Narciso St., 8400, Surigao City, Surigao del Norte, Philippines

Date	Activities Done	Remarks
06-23-21	OJT Orientation being discussed by Ma'am Rhoda May B. Macalam and Engr. Federico Aves	Accomplished
06-24-21	Reinstallation of AutoCAD, Reviewing Past Plans Designing Ground Floor Plan Designing Second Floor Plan	Accomplished Accomplished Accomplished
06-25-21	Roof Plan Elevations and Sections Doors and Windows Details	Accomplished Accomplished Accomplished
06-26-21	Foundation Plan, Framing Plan, Roof Beam, Roof Framing Plan	Accomplished
06-27-21	Section of Column, Walls and Two-Way Slab Detail	Accomplished
06-28-21	Stair Detail, RCB Details, and Beam Schedule	Accomplished
06-29-21	Lighting Plans, Lay-out Plans, and Rise Diagram Schedule of Loads, Circuit Breaker, Electrical Notes, and Legend of Electrical	Accomplished Accomplished
06-30-21	Plumbing Plans and Septic Plans Isometric Plan of Plumbing, Specification and Legend of Plumbing	Accomplished Accomplished
07-01-21	Perspective of Two-Storey of Residential House	Accomplished
07-02-21	Estimates Estimates and Bill of Quantities	Accomplished Accomplished
07-03-21	Design and analysis of Slabs using ETABS and excel	Accomplished

07-04-21	Design and analysis of Columns using ETABS and CSI detailing	Accomplished
07-05-21	Design and analysis of Beams using ETABS and excel	Accomplished
	Design and analysis of Tie Beams using ETABS and excel	Accomplished
07-06-21	Design and analysis of Footings using ETABS and excel	Accomplished
07-07-21	Design and analysis of Wall Footings using excel	Accomplished
07-08-21	Design and analysis of Stairs using excel	Accomplished
07-09-21	Design and analysis of Trusses using ETABS and CSI detailing	Accomplished
07-10-21	Rebar Cutting List using excel	Accomplished

DAY 1: June 23, 2021 (afternoon)

We had an OJT orientation via zoom. Ma'am Rhoda May Macalam discussed the requirements we must comply before and after the OJT. While Engr. Federico Aves discussed the things we must finish within the allotted time for this training. We were assigned to make a complete two-storey plan of either commercial building or residential building, its structural designs of footings, columns, beams, slabs, wall footings, tie beams, stairs, and trusses, its complete estimations, and rebar cutting list.

DAY 2: June 24, 2021 (8 a.m. – 5 p.m.)

I started reinstalling my AutoCAD application. I scanned my past plans last semester to get more ideas. Then, I started making my ground floor plan using AutoCAD application. After making my ground floor plan, then proceed making my second floor plan.

DAY 3: June 25, 2021 (8 a.m. – 5 p.m.)

At 8 a.m. I started creating my roof plan. I designed it with its detailed truss. Then, I designed the elevations of my proposed two-storey residential building. I did the front, rear, left, and right elevations. After I finished doing my elevations, I continued on working on longitudinal and traverse section which are essential part of architectural plan. Next, I started creating the windows and doors details which are also essential information for the overall of the design.

DAY 4: JUNE 26, 2021 (8 a.m. – 5 p.m.)

For my structural plan, I started designing the foundation plan first from the ground floor. Then, I proceeded on making the roof beam and roof framing plan and put the details of all the structural design.

DAY 5: JUNE 27, 2021 (8 a.m. – 5 p.m.)

Still working on structural plan, I started designing the column. Then I continued working on designing the walls and two-way slab details.

Company Profile

Objectives: We strive to help CEIT of SSCT attain its goals as learning institution through;

CEIT College Dean's Office Duties:

- Supervising various campus programs
- Serving as a liaison between college administrators and student organizations
- Oversee Academic Programs
- Budgets
- Handle Student Complaints
- Working with Professors
- College Representative

VISION

To be a center of excellence in engineering and information technology education.

MISSION

To provide relevant, quality and sustainable instruction, research and extension programs and services to produce responsible and globally competitive individuals in the fields of engineering and information technology.

GOALS

1. An outcomes-based learning experience for students that fosters the application of engineering and information technology disciplines.
2. Research, innovation and creative works that promote a sustainable, just, and prosperous world.
3. Establish linkages with industry, government and other sectors in the realization of common goals.

OBE Framework

In compliance with the Commission of Higher Education (CHED) Memorandum Order Nos. 37 and 46 series of 2012, the College of Engineering and Information Technology adopts the Outcomes-Based Education (OBE) system in the implementation of its academic programs.

The center of the SSCT College of Engineering and Information Technology OBE framework is CMO 37 and 46 which specifies the standards of Outcomes-Based Education in the Philippines where the learning outcomes, learning environment, teaching-learning activities, and assessment & evaluation were all anchored on. All these activities were also based on the Program Educational Objectives (PEO) which is also based on the Vision, Mission, and Goals of the college. The PEO shall undergo accreditation process so that it can be certified in complying the Outcome-Based Education.

approving the appointment of Dr. Medina as the College President to serve the unexpired term of Dr. Lañada effective May 15, 2007. On March 4, 2009, Dr. Anastacio P. Martinez succeeded Dr. Medina and was designated as Officer-in-Charge to the Office of the President per BOT Resolution No. 661 s. 2009 who served the College until August 14, 2009. On August 15, 2009, Dr. Virginia D. Akiate who was the Regional Director of the Commission on Higher Education in CARAGA Region was designated as Officer-in-Charge of the College and was confirmed by the Board per Resolution No. 716 s. 2009 during its Special Meeting on October 30, 2009 at Almont Hotel and Inland Resort in Butuan City. Her designation as OIC ended on November 30, 2010.

The Surigao del Norte College of Agriculture and Technology (SNCAT) which was formerly the Mainit National Agricultural School (MNAS) by virtue of R.A. 5256 1983 Batas Pambansa Blg. 358 on May 26, 1969 was integrated to SSCT through a Memorandum of Agreement (MOA) entered into by and between CHED and TESDA on October 10, 2008 duly represented by TESDA Director General Emmanuel Joel J. Villanueva and Dir. Virginia D. Akiate who was then the CHED Regional Director in Caraga at the same time the Officer-in-Charge of SSCT with the presence of the two representatives of Surigao del Norte, Cong Francisco T. Matugas of District I and Cong. Guillermo A. Romarate Jr. of District II.

Under the Memorandum of Agreement, the Higher Education Programs of Surigao del Norte College of Agriculture and Technology (SNCAT) will be placed under the direct supervision of SSCT. The same was confirmed by the Board through Resolution No. 735 s. 2009 on December 28, 2009 during its 44th BOT Meeting. Dr. Georgito G. Posesano, Professor II of SSCT-Main Campus was designated on November 25, 2010 as its Campus Director.

The year 2010 marked another milestone in the history of SSCT as the new lady president, Dr. Gloria C. Gemparro, after undergoing the year-long selection process, assumed into office as the 5th College President of the Surigao State College of Technology on December 1, 2010 pursuant to BOT Resolution No. 25 s. 2010. With Dr. Gemparro at its helm, everybody hopes for a bright future as it faces 21st Century challenges in pursuit of quality and relevant education for all its constituents.

ASSESSMENT OF WORK EXPERIENCE

It was an excellent opportunity for me to further expand and broaden my knowledge and competency as a civil engineering student and for future career ambitions after graduation as one of the 3rd year students who took the Civil Engineering on-the-job training course. Throughout my journey, I've been able to use the tools and abilities that my extensive academic training in SSCT provided me with to be competent enough to pursue various chances available in the outside world.

Regardless of the pandemic, my personal objective was to work in an on-the-job training role where I could use my critical and analytical skills from my academic studies. I understand why we were not permitted to participate in typical on-the-job training, and it is to ensure the safety of all trainees in the middle of the covid-19 pandemic that is currently affecting the country. Despite the fact that we were receiving on-the-job training at home and using our school as a practice site, I was still interested in strengthening my foundation in structural planning and design. With this in mind, I applied for a student trainee position at Surigao State College of Technology. (Main Campus). Fortunately, my application was accepted.

The whole practicum requires 240 hours of training which totals to 30 days for a schedule of 8 hours per day. I started my training on June 24, 2021 after the OJT orientation. Prior to that day, Ma'am Rhoda May B. Macalam gave us a brief orientation regarding the practicum and Engr. Federico Aves stood as the supervisor for the whole training. Of course, he briefed us of our duties and responsibilities we have been tasked as a student trainee. We were assigned to make a complete two-storey plan of either commercial building or residential building using CAD, its structural designs of footings, columns, beams, slabs, wall footings, tie beams, stairs, and trusses, its complete estimations, and rebar cutting list using excel, but I also used ETABS which is an engineering software product that caters to multi-story building analysis and design for my further learning.

My schedule starts at 8:00 in the morning and ends at 5:00 in the afternoon from Monday to Sunday. My experience was personally motivating and enhancing. I was able to make documentations of the accomplishments of my work. And I was able to broaden my knowledge regarding structural planning and designing. And later on analyze it, ensuring that the building is safe enough to withstand some load factors such as deadloads, liveloads, and environmental loads. These elements were designed base on the standards set by the code. I was able to manipulate my time also in computing bill of quantities and cost estimate of the building. Of course, my academic training experience was a great help in doing such task. Additionally, I had the very opportunity to interact with my co-trainee via zoom and Google meet as we shared our own ideas on structural plans and designs.

Overall, I found the experience to be really rewarding. In addition, I was able to contribute my knowledge to the completion of the tasks. The on-the-job training I received at the Surigao State College of Technology (Main Campus) inspired me to develop and become a better civil engineering student and aspiring professional engineer in the Philippines in the near future. As a Civil Engineering student who will soon be a part of society as a working professional, the experience inspired my compassion, competence, and devotion.

The Surigao State College of Technology is a public college in the Philippines. It is mandated to provide higher vocational, professional and technological instruction and training in the fields of agriculture, fisheries, engineering and sciences, as well as short-term technical courses. It is also mandated to provide primary consideration to the integration of research/studies for the development of the Province of Surigao del Norte. Its main campus is located in Surigao City. Surigao State College of Technology (SSCT) was formerly Surigao del Norte School of Arts and Trades, established as a trade school with the help of then Governor Jose C. Sering on August 8, 1969 by virtue of Republic Act 6057 under the supervision of Supt. Marcelo S. Bonilla of Cebu School of Arts and Trades, Cebu City.

The school formally started its operation on September 15, 1969 with borrowed technology teachers from three different schools of the province. There were 103 pioneering students in the first secondary trade and the trade technical curricula. Two 2-storey buildings were constructed upon donation of 1.2 hectares of land through the Provincial Government. Along with this, several machineries were acquired from Japan Overseas Cooperation Volunteers; Technical Vocational Education Program; Asian Development Bank; and Philippine Australian Technical Vocational Education Program which became instruments of becoming a fullfledged higher institution offering Bachelor of Science in Industrial Technology and the Bachelor of Science in Industrial Education.

From 1969 to 1988, Dr. Tomas P. Solana, the principal of Numancia National Vocational School (NNVS) served as its 1st Principal and later became the College Vocational School Superintendent II and steered SNSAT for almost two decades. Upon Dr. Tomas P. Solana's retirement in February 1988, Dr. Ernesto N. Gonzales assumed into office as the Vocational College Superintendent.

Through the efforts of the late Senator Robert Z. Barbers, R.A. 8650 merged SNSAT with the Malimono School of Fisheries, a secondary school that offered the Revised Fisheries Curriculum of 1972 under P.D. 223 in 1975, thereby creating the Surigao State College of Technology (SSCT) which was signed into law on June 5, 1998 by then President Fidel V. Ramos. With the conversion of SNSAT and Malimono School of Fisheries to a State College, there was a major review of its organization, curriculum, and programs and standards under Dr. Teresita T. Tumapon who took the seat as the 1st College President on September 25, 1998.

The chartered State College integrated a satellite campus on October 30, 2000 which is the Siargao National College of Science and Technology or SNCST situated in Del Carmen, Surigao del Norte. The integration was made pursuant to Section 8 of RA 7722 and Section 4.1 of RA 8292. Dr. Gloria C. Gemparo, VIS-III of SSCT assumed as its 1st College Administrator until May 14, 1998. The retirement of Dr. Tumapon on October 2, 2003 paved the way for Dr. Reynaldo T. Peña as the 2nd College President on October 3, 2003 and after more than four (4) months of presidency, Dr. Peña opted to end his term on February 29, 2004 to assume as Regional Director of CHED –Region XI, Davao City where the then CHED Regional Director, Dr. Joanna B. Cuenca was designated as the Officer-in-Charge of the College on March 1, 2004 until March 3, 2005. Engr. Henry L. Lañada, Ph.D. assumed into office on March 4, 2005, as the 3rd College President of the Surigao State College of Technology and unexpectedly resigned on January 4, 2007 which eventually led to the designation of Dr. Jocelyn T. Medina as Acting President effective January 5, 2007 per BOT Resolution No. 490 s. 2007. On May 11, 2007, the Board passed Resolution No. 521 s. 2007