

# The on-the-job training – narrative essay



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## 1 Chapter I INTRODUCTION Nature and Importance of the On-the-Job Training

The on-the-job training is a requirement for the academic part of a Bachelor of Science in Information Technology. Through on-the-job training, the trainees' skills are developed and enhanced. On the field of computer technology, knowledge is not only acquired in the four sides of the classroom. Exposure and experience are also important to enhance skills specially in troubleshooting. On-the-job training typically includes verbal and written instructions, demonstration and observation, and hands-on practice. On-the-Job training is very important for it is the gateway of any information technologist to greater opportunity and success. It is the chance to show and apply their gained knowledge in the school through actual performances and various activities. It helps them develop not only their knowledge but also attitude required in their field of specialization. Through exposures, the student-trainee becomes competent and efficient in managing different tasks like solving a simple problem in computer and in the company. 2 Not only the performance and competency are developed in the training but also cooperation and coordination by sharing knowledge and ideas in solving a problem. In the training, the student-trainee is exposed to different tasks that will help them in developing their skills such as: encoding, troubleshooting, formatting and installing computers, repairing and setting up a network. This training gives the student-trainee the experience and knowledge to be globally competitive information technologist. Objectives of the On-the-Job Training Generally, this on-the-job training aimed to enhance the skills of the trainee and become more efficient and effective in the field of Information Technology and as a highly-trained information technologist in the future. Specifically, the On-the-Job Training aimed to: 1. apply theories,

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concepts and principles in trouble shooting, as well as formatting, operation and maintenance the computers; 2. acquire innovative skills and techniques required in the practice of their profession; 3. iscover God-given potentials, physically, mentally, morally, and emotionally through the familiarization of actual office practices and protocols; and 3 4. become efficient, effective and proficient in the field of Information technology and aspire to be an expert Information technology in the near future.

**Location and Duration of the On-the-Job-Training** The first part of On-The-Job Training was conducted at Mindoro State College of Agriculture and Technology, Main Campus, Alcate, Victoria, Oriental Mindoro from October 25 to November 5, 2010. And on November 8, 2010 to February 1, 2011, the trainee conducted her OJT at Land Bank of the Philippines Calapan City Branch, Lumangbayan Calapan City.

**Profile of Training Agency Mindoro State College of Agriculture and Technology** MinSCAT is the youngest State College in Region IV and is the only one in the province of Oriental Mindoro. It directs its role to contribute to the development efforts and social transformation initiative of Mindoro. With its conversion into a state college, the institution was able to move forward and direct its goal to a fruitful realization of its mission that is to provide a higher ocational, profession and technical instruction and training in agricultural and industrial field with special emphasis given to the agricultural extension, advanced studies and progressive leadership in the field of 4 agriculture including education and home technology, with emphasis given to agricultural industry, fishery, forestry, industry education, agricultural engineering, and short technical or vocational courses within its area of specialization. With its continuing efforts for prominence and xcellence, the members of this academic community need rally behind the

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plans and expectations of its administrators. Worth noting was the effort of Dr. Angelito A. Bacudo whose leadership had spearheaded the community in the development of the school programs to perform its mandatory functions, namely: instruction, research, extension and production. Through the commitment of its leaders to make MinSCAT the home of ever-growing intellectual strengths, there is no doubt that this college will produce highly competent graduates. After the death of Dr. Angelito A. Bacudo, his commitment and enthusiasm to make a one fine research and extension institution was continued by Dr. Levy B. Arago Jr. as officer-in-charge to the Office of the President whose efforts in a short period of time helped attain distinction in the four mandatory functions of the college. 5

Picture 1  
MinSCAT The trend continues with the administration of the new College President, Dr. Jesse T. Zamora who stresses on achieving distinction in the delivery of quality instruction to its clientele.

His strong will of transforming the college into one fine research institution receiving recognition in the fields of research is gradually realized through empowering its human resources. The Research Center which houses and further develops the BananaCultureTechnology and mushroom production is equipped with workers and researchers who are highly competent in the field. Meanwhile, through the continuing appreciation and harnessing of the college natural assets, the production sector propels itself towards developing its rice reduction project of 10 hectares; cattle production, hog and poultry raising industry. The fruit tree production, like rambutan and lanzones is also catered. 6 These resources are designed to provide its graduates the basic skills they need to become competent in both crop and

animal production technology. Likewise, these resources help MinSCAT to blaze trail in this part of hoping that this effort will set conflagration of support and recognition of the crucial role of research for the development and social transformation. Moreover, emphasis on the technological capability of he College is reflected on the offering of a bachelor's degree in Information Technology where students are given higher exposures on the maintenance and application of computers as their specialization. With this opportunity, the graduates are readily prepared for their future employment. With the aforementioned strengths and capabilities of MinSCAT, no doubt that the College will continuously produce more and more competitive graduates who will be the country's partners in uplifting the economy by investing on human resources.

Land Bank of the Philippines Land Bank of the Philippines or Bangko sa Lupa ng Pilipinas, is a bank in the Philippines owned by the Philippine government with a special focus on serving the needs of farmers and fishermen. While it provides the 7 services of a universal bank, it is officially classified as a "specialized government bank" with a universal banking license. Land bank is the fourth largest bank in the Philippines in terms of assets and is the largest government-owned bank. It is also one of the biggest overnment-owned and controlled corporations in the Philippines. The Lank bank of the Philippines is a government financial institution mandated to spur countryside development. Nowadays, Land bank of the Philippines adopts computer based system for more precise services to the needs of Pilipino people in a new generation. The LANDBANK uses online banking for their individual and institutional clients. As a government universal bank they use computer

based system in connecting with other branch, as well as entering and keeping records of their clients. As part of the field of information technology, Land Bank of the Philippines implemented computer programs in opening and closing client's accounts as well as in filing transaction.

8 Picture 2 Land Bank of the Philippines Vision As a government Universal Bank, Land Bank shall be dominant financial Institution in the countryside leading the nation to economic prosperity. Land Bank envisions an efficient, proactive, dynamic and financially sound organization, responsive to national goals and aspirations; maintain highly trained and motivated professionals omitted the highest standards of ethics and excellence and contribute to building progressive and God-centered communities in the service of humanity.

Mission Land Bank of the Philippines is enduring the best quality of life and success of clients, business partners, employees and Filipino people as their mission. " For Farmers and Landowners, LBP continues to improve their socio-economic status through timely financial and 9 technical support. For clients, it innovates and advances products and services in a proactive and efficient manner to meet their local and global demands. Their services are consonant with ecological enhancement. For business partners, Land Bank has mutual cooperation and complementation to achieve optimum gains in an environment of trust and confidence. For employees, LBP ensures a work atmosphere of mutual respect and team work within a system of recognition and rewards. It continues to provide appropriate training and values enhancement to ensure the highest degree of professionalism and integrity. LBP molds an organization composed of highly competent people driven by supervisor technology.

And for the Filipino People Land Bank commits unwavering loyalty and dedicated services in the pursuit of national interest. ” Definition of Terms

The following terms are conceptually defined: Computer – an automatic electronic machine that can store, retrieve and process data (<http://en.wikipedia.org/wiki/Computer>) Document- a work of non-fiction writing intended to store and communicate information, thus acting as a recording (<http://en.wikipedia.org/wiki/Document>) 10 Fax Machine – a machine used to send or receive facsimile communications([http://www.webopedia.com/TERM/F/fax\\_machine.html](http://www.webopedia.com/TERM/F/fax_machine.html))

Filing - the activity of storing files in their proper place (<http://en.wikipedia.org/wiki/Filing>) Photocopying - is the process of photographically reproducing a document of text, illustrations, or other graphic matter (<http://www.scienceclarified.com/OiPh/Photocopying.html#ixzz1CjrP6ap9>) Sorting - activity keeping documents sequentially (<http://en.wikipedia.org/wiki/Sorting>) System – a collection of elements or components that are organized for a common purpose (<http://www.google.com.ph/search?hl=tl&biw=125&bih=501>) Telephone - instrument for transmitting and receiving sounds over long distances by electricity (<http://en.wikipedia.org/wiki/Telephone>) Voucher – a bond which is worth a certain monetary value and which may be spent only for specific reasons or on specific goods (<http://en.wikipedia.org/wiki/Voucher>) Xerox Machine – a photographic reproduction of graphic matter ([http://en.wikipedia.org/wiki/Xerox\\_Machine](http://en.wikipedia.org/wiki/Xerox_Machine))

11 Chapter II METHODOLOGY In this chapter, the trainee presents the method in the preparation for the in-campus and off-campus training. 12 She also presents the orientation of the training as well as the recording of

activities undertaken during the training. Preparation of On-the-Job Training

Before the start of the On-the-job Training a letter of request was prepared by the OJT coordinator Gerry M. Laylo and submitted to the office of Director for Instruction. Mr. Gerry M. Laylo coordinated with the different agencies and companies where the training will be undergone. Upon approval of the cooperating agency, the student trainee was required to prepare resume, medical certificate and evaluation/rating sheet which were resented and submitted to the head of agency.

**On-the-Job Training Orientation** The trainee was assigned to conduct the in-campus for 10 days before having the off-campus for 60 days. At the start of the in-campus training, Mrs. Analyn Jatulan oriented the trainee and her co-trainee on the activities they would perform during the in-campus training. On the off-campus training, the agency personnel oriented the trainee of what kind of jobs she will do in the training. She was also familiarized on the equipment, tools and machinery that will be used throughout the 3 training. She was introduced to the manager and employees of the agency.

**Recording of Data** The day-to-day activities were recorded by the student-trainee which were presented to the adviser every time he visited her. She had also a daily time record. Pictures on different activities were also taken as additional documentation for the preparation of the narrative report that will be submitted at the end of the training as a course requirement.

**Activities Undertaken During the On-the-Job Training** The trainee underwent the following activities during he in and off campus training:

**In-Campus On-the-Job Training Other Activities** Sorting Files Stamping date Maintaining the Orderliness and Cleanliness of the Work Area

**Off-Campus On-the-Job Training IT Related Activities** 14

Encoding/inputting accountants advice of barangays, municipalities and

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agencies Sending message through fax machine Scanning the specimen signature card Other Activities Verifying checks Sorting and filing accountant's advice Stamping date and verified by Segregating the specimen signature cards on the attach documents Putting signature card on plastic envelope and inserting it on vault Answering phone calls

Operating Xerox machine Chapter III ON-THE-JOB TRAINING ACTIVITIES This chapter presents the activities of the trainee during her in-campus and off-campus training. Through these activities, the trainee developed and enhanced her skills. In Campus On-the-Job Training During the in-campus OJT, she spent ten days training in the Cashier's Office. She, together with Ms. Eden Escorpizo had given the task of sorting out files, stamping paid and maintaining the cleanliness and orderliness of the work area. 15 Other Activities Sorting of files and Stamping paid While the trainee was in the Cashier's

Office, she was given a task to sort out files, which included the vouchers, purchase requests and order of the employees. In sorting out files, the trainee arranged the documents according to month, date and year in order to have an organized record. After she had sorted the files, she had to stamp those documents with the word " paid" to know that it was already negotiated. Picture 3 Sorting of files Maintaining Orderliness and Cleanliness of the Work Area The trainee was also in-charge to clean the office in order to have good atmosphere in the ork place while the students of the college were settling their accounts. In the morning, before 16 sorting out files, the trainee cleaned the work area first. She used broom in sweeping the floor and dustpan to clean the trash. She also used rug to clean the windows of <https://assignbuster.com/the-on-the-job-training-narrative-essay/>

the work area. The trainee consumed almost 30 minutes cleaning in the morning and 15 minutes cleaning in the afternoon before leaving. Picture 4 Cleaning the four corners of the room Off Campus On-the-Job Training The trainee was assigned at LANDBANK of the Philippines Calapan City Branch.

The Branch has different areas or divisions. She was assigned at the Signature Verification. It is a division that verifies first whenever the clients are going to in-cash and deposits checks, withdraws and deposits the inter-branch checks, and made withdrawal on their passbook. 17 Picture 5 Signature Verification IT Related Activities Encoding/inputting accountants advice of barangay, municipalities and agencies When the clients are going to withdraw themoneythere are different documents needed. Like in the barangay, municipalities and agencies, hey have to bring their accountant advice in order for them to in cash the check. All the advice is required to be inputted on FIAS (Financial Information Access System). In inputting advice, the trainee used computer and the ID of her boss. She encoded the needed information like the account number, check number, status code, amount, date and the name of the payee and then the trainee pressed the F9 button to save what she had inputted. She consumed almost 3 hours per day in inputting the 18 dvice which is usually given before the checks could be in cash or deposited. Picture 6 Inputting Accountants advice Sending message to an auto and non auto fax machine In the training agency, one of the machines that the trainee used is the fax machine. She was oriented by Mrs. Sheryl Jabat, acting verifier on how to use the gadget. When sending confirmation, the trainee first put the paper on the feeder of the machine, then dialed the number and made a call to the branch she has to send the

confirmation. When it is a non auto fax machine, the employee on the other branch has to pick up he phone, then the trainee says the tag line “ fax tone please”, and when the trainee heard the 19 long beep, she pressed the start button and started sending the confirmation. On the other hand, if it is an auto fax machine after the trainee made a call and heard the fax tone, she pressed the start button. Picture 7 Picture 8 Sending message to an auto and non auto fax machine Scanning the specimen signature card The specimen signature card contains the information of the clients opening an account. The signature card comes from the new account ivision. The new account required the client to fill up the form for the information needed and sign in the card. The new account forward the card with the attach documents to the verifier for filing the attach documents and scanning the card for recording. When scanning the signature 20 card, the ID of the employee is also used. First the trainee chose what kind of card she was going to scan, then she changed the date according to the date of the signature card. The trainee put the signature card on the feeder of the scanner nd clicked the start button for the start of scanning. Picture 9 Picture 10 Scanning the specimen signature card Other Activities Verifying checks One of the activities the trainee performed in Land Bank is verifying the incoming checks. All the incoming checks have advice. In verifying checks, the trainee verified if the name, account number, check number, amount in words and figures, and date are similar to the advice. She 21 also checked if the checks have signatures of the concerned signatories. The trainee performed this activity for almost 22 days, every morning from : 00 am to 11: 00 am. Picture 11 Verifying checks Sorting and filing accountant’s advice After advices had been inputted, it will be filed for record purposes. The advices

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were filed on the folders of different municipalities, barangays and agencies. It is filed according to the month, date, year and account number. 22 Picture 12 Sorting and filing Accountants advice Stamping date and verified by The trainee marked the advice by date including the verified by because it will be signed by the verifier to document that the advice was received on that date.

After the verifier signed the advice, it was filed for record purposes. The trainee also stamped class C to the receipt that the teller received while negotiating to the customers. The receipt has two colors, the yellow and the blue. 23 Picture 13 Stamping date Segregating the specimen signature cards on the attach documents When the trainee is segregating the specimen signature cards, she placed the specimen signature card on the left side of the table while the attached document is on the right side. The trainee segregated the specimen signature on he attached documents because these documents were filed while the signature cards were scanned. Putting signature card on plastic envelope and inserting it on vault Other activity that the trainee did in Land Bank was inserting signature card on plastic and 24 placing it on vault. The trainee folded the card according to the size of the envelope so that it will fit on it and then placed it a plastic. Before placing it on the vault, the trainee sorted it first according to the account number for easy insertion in the vault. The cards were ut on the vault to be secured and it served as the information of the client opening an account. Picture 14 Putting signature card on plastic envelope Answering Phone Calls Answering phone calls was also an activity that the trainee performed in the agency. The employee taught her on how to answer the phone call. In answering

phone calls the trainee used the tag line " hello! Good morning! Thank you for 25 calling LandBank, this is Elel, how may I help you? Then the client tells what their call is for. Sometimes clients need to speak with the ank employee regarding an important matter. When there is a question about the client's accounts, the trainee called the assigned employee who knows that matter. She learned how to communicate people with different attitudes while answering phone calls. Picture 15 Answering phone calls Operating Photocopying machine Land Bank has its own photocopying machine. Photocopying files is needed to duplicate necessary files for record purposes. It is used when documents like the confirmation checksphoto26 and valid ID's of clients attached to the confirmation need to have extra copy.

The trainee operated the Xerox machine every day for about 2 minutes in every confirmation. There is almost 6-8 confirmation every day. Sometimes the trainee used the adjusting button of the machine when she had to adjust the brightness and to minimize/maximize the output. The trainee also photocopied the important document sent through fax machine that would be filed in the respective folders. Picture 16 Xerox Machine Chapter IV SELF-ASSESSMENT 27 On-the-Job Training is one of the efficient ways of developing the skills and knowledge of every student hrough the application of theories learned in school. It serves as a stepping stone to improve the trainee's skills and specific work attitude and values required in the actual working area. This chapter presents the assessment of the trainee on her experiences in performing the real work scenario through the on-the-job training. Achievements Within the training period, the trainee experienced, performed and workout activities related to areas of Information Technology.

With the supervision of skilled and competent personnel, she also practiced to use different kinds of tools and equipment's which developed her skills in the field of office work for being exposed to the actual activities necessary for effective preparation on the trainee's future career. Skills and Current Technology Learned/Enforced 28 During the trainee's stay at Land Bank, she was able to familiarize and use various technologies. She also enhanced her communications skills. The student-trainee learned the proper encoding/inputting of accountant's advice on FIAS using the system in Landbank and proper scanning of specimen signature card using the scanner.

The student-trainee also became familiar with the company procedures and flow of transactions in depositing and withdrawing and how to in cash and deposits check. Equipment, Tools and Machinery Handled To be an effective and efficient employee, the trainee should learn the use of different equipment, tools and machinery on the agency where she conducts her OJT. She handled different equipment, tools and machinery as she performed tasks assigned to her. She used photocopying machine as she photocopied various documents needed to be duplicated. She also encoded in the computer with a system the barangay, municipalities and agencies advice on FIAS. She also used scanner for scanning specimen signature card and 29 fax machine for sending documents and confirmation to other branches. Best Experience on the Job The best experience that the trainee considered is the appreciation she gained from her boss because of the job well done. It happened when her boss went to Manila because of a very important matter. The trainee finished the task like verifying checks, sorting and filing

accountants' advice, stamping date and verified by and segregating specimen signature cards on the attached documents on the same day even if her boss was not around. Problems Encountered Every student-trainee should be dedicated on their assigned task. Doing it correctly is their job to fulfill. The problem that the trainee encountered during her training in Land Bank is when she is inputting the advice. When inputting an advice, the trainee has to use the ID of an employee where in the ID serves as password to open such specific system. When the system is already opened sometimes she encountered wrong entering of details such as account number, check number and amount and recognized it after she had saved the advice. 30 Another problem the trainee encountered is when scanning signature card. Sometimes, when she was scanning the card, she forgot to change the date. So she really made it sure that she did it well by concentrating on her task. Recommendations Based on the experiences and observations on different activities performed by the trainee, the following are recommended: 1. The conduct of in-campus training should focus more on computer related activities to prepare students in various relevant activities. 2. The future trainees should be dedicated and love their work for the best result of their training. 3. The OJT adviser/coordinator should find more computer allied companies and agencies for the welfare of the student trainees. References Other Sources <http://en.wikipedia.org/wiki/Computer> <http://en.wikipedia.org/wiki/Document> 31 [http://www.webopedia.com/TERM/F/fax\\_machine.html](http://www.webopedia.com/TERM/F/fax_machine.html) <http://en.wikipedia.org/wiki/Filing> <http://www.scienceclarified.com/OiPh/Photocopying.html#ixzz1CjrP6ap9> Burger, 1991 <http://en.wikipedia.org/wiki/Sorting> <http://www.google.comph/search?hl=tl&biw=125&bih=501> <http://en.wikipedia.org/wiki/Telephone> <https://assignbuster.com/the-on-the-job-training-narrative-essay/>

org/wiki/Voucher [http://en.wikipedia.org/wiki/Xerox\\_Machine](http://en.wikipedia.org/wiki/Xerox_Machine) APPENDIX I  
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 MARITES L. BUNQUIN Cash Clerk (PG - 6) RACHELLE J. ATIENZA Cash Clerk (PG  
 - 6) ALMIRA R. LAYA Bookkeeper (PG - 5) ABEGAIL C.

MACALALAD Bookkeeper (PG - 4) ISMAELENE C. MAYORALGO Clearing Asst.  
 (PG - 4) VIRGILIO M. ABAN Department Manager III (PG - 12) DOROTEO R.  
 DIMAILIG Driver ERIC H. MENDOZA Driver MA. EVELYN A. MARQUEZ ASST.  
 DEPT. MANAGER (PG - 10) MA. VERNA D. DE MESA Executive Asst. (PG - 6)  
 LIZZA MAE F. CAMPOSANO Teller (PG - 5) NORA D. BAGUST Teller (PG - 6)  
 JOSELITO JAY JARANILLA Teller (PG - 4) LOLITA V. APOSTOL Operations  
 Supervisor (PG - 8) SHERYL I. JABAT Doc. Examiner (PG - 5) JOSEPH E.  
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 Philippines Calapan City Branch 40 APPENDIX VII List of Activities November  
 08, 2010 41 • Oriented by Mrs.

Sheryl I. Jabat (assigned verifier) of the task to be performed while  
 conducting the on-the-job training November 09, 2010 • Sorted and filed  
 Accountants advice of different barangays, municipalities and agencies  
 November 10, 2010 • Stamped the date and verified by, sorted and filed the  
 accountants advice November 11, 2010 • Sorted and filed the advice • Her  
 supervisor taught her on how to verified checks November 12, 2010  
 • Stamped the date and verified by, sorted and filed the Accountants advice  
 • Verified the checks November 16, 2010 • Verified the checks • Stamped the  
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date and verified by, sorted and iled the Accountants advice November 17, 2010 •Photocopied the documents •Stamped the date and verified by on the advice November 18, 2010 •Photocopied the documents •Sorted and filed the advice November 19, 2010 •Her supervisor taught her on how to send a fax 42 •Stamped the date and verified by to the advice November 22, 2010 •Faxed confirmation to Pinamalayan branch •Sorted and filed the advice November 23, 2010 •Answered phone call •Faxed confirmation to Pinamalayan branch •Sorted and filed of advice November 24, 2010 •Faxed confirmation to Pinamalayan branch •Stamped the date and verified by to the advice

November 25, 2010 •Verified the checks •Encoded transmittal November 26, 2010 •Printed transmittal •Stamped the date and verified by, sorted and filed Accountants advice November 30, 2010 •Verified the checks •Faxed confirmation to Pinamalayan Branch December 01, 2010 •Verified the checks •Photocopied the documents •Filed and sorted Accountants advice December 02, 2010 •Verified the checks •Photocopied the documents •Filed and sorted the advice 43 December 03, 2010 •Verified the checks •Photocopied the documents •Filed and sorted the advice December 06, 2010 •Her supervisor taught her on how to input ccountants advice on the FIAS •Photocopied the documents December 07, 2010 •Inputted the Accountants advice on the FIAS •Sorted and filed the advice •Answered phone calls December 08, 2010 •Inputted the Advice on the FIAS •Stamped the date and verified by, sorted and filed the advice December 09, 2010 •Inputted the Accountants advice on FIAS •Answered phone calls and faxed confirmation to Pinamalayan branch December 10, 2010 •Placed signature

card forms to the envelope and inserted it on the vault • Photocopied the documents December 13, 2010 • Verified the checks • Stamped the date and verified by, sorted and filed the advice December 14, 2010 • Verified the checks • Faxed the confirmation to Pinamalayan Branch • Sorted and filed the advice 44 December 15, 2010 • Verified the checks • Answered phone calls and faxed confirmation to Pinamalayan branch December 16, 2010 • Verified checks • Stamped the date and verified by, sorted and filed the advice and other documents December 20, 2010 • Verified the checks • Faxed the confirmation to Pinamalayan Branch • Stamped the date and verified by to the advice December 21, 2010 • Stamped the date and verified by, sorted, filed and inputted the Accountants advice on the FIAS January 03, 2011 Inputted Accountants advice • Sorted the advice January 04, 2011 • Sorted and filed the advice • Faxed the confirmation to Pinamalayan Branch January 05, 2011 • Verified the checks • Stamped the date and verified by, sorted and filed the advice • Faxed confirmation to Pinamalayan Branch January 06, 2011 • Verified the checks • Sorted and filed the advice • Placed specimen signature card forms on the plastic and inserted it on the vault 45 January 07, 2011 • Verified the checks • Stamped the date and verified by to the advice • Placed specimen signature card forms on the plastic and inserted it on the vault January 10, 2011 Answered phone calls • Photocopied the documents and sorted and filed the advice • Segregated the documents attached to the specimen signature card forms January 11, 2011 • Verified the checks and sorted the advice • Placed the specimen signature cards form on the plastic and inserted it on the vault January 12, 2011 • Answered phone calls • Photocopied the documents and sorted and filed the advice • Separated the documents attached to the specimen signature card forms

January 13, 2011 •Verified the checks and sorted the advice •Placed the specimen signature cards form on the plastic and inserted it on the vault

January 14, 2011 Her supervisor taught her on how to scan the specimen signature cards •Stamped the date and verified by and sorted and filed the advice 46

January 17, 2011 •Sent confirmation to Pinamalayan Branch

•Stamped the date and verified by, sorted and filed the advice •Separated the documents attached to the specimen signature cards

January 18, 2011

•Scanned the specimen signature card, placed it into the plastics and inserted it into the vault •Inputted the advice on the FIAS

January 19, 2011

•Sent confirmation to Pinamalayan Branch •Stamped date and verified by, sorted and filed the advice •Separated the documents attached to the specimen signature cards

January 20, 2011 •Stamped the date and verified by, sorted and filed the advice •Separated the documents attached to the specimen signature cards

January 21, 2011 •Sent confirmation to Pinamalayan Branch •Stamped the date and verified by, sorted and filed the advice •Separated the documents attached to the specimen signature cards

January 24, 2011 •Filed the Accountant advice 47 •Labeled the specimen signature cards

January 25, 2011 •Encoded and printed the transmittals and inputted the advice

January 26, 2011 •Inputted, sorted and filed the advice

•Sent an inter-branch confirmation to Puerto Princesa Branch

January 27, 2011 •Filed the advice and labeled the specimen signature card forms

January 28, 2011 •Filed the advice labeled the specimen signature card forms

January 31, 2011 •Inputted, sorted and filed the advice •Encoded the Itinerary Travel of the department manager

February 01, 2011 •Faxed confirmation of Pag-ibig checks to Batangas branch •Photocopied the

documents needed in the confirmation •Inputted the advice on FIAS and sorted and filed the advice February 02, 2011 •Inputted the advice on FIAS and sorted and filed the advice 48 •Retrieved phone call to Batangas branch, regarding to the confirmations February 03, 2011 Scanned the specimen signature cards, placed it on the plastics and inserted it on the vault

- Photocopied the documents and inputted, sorted and filed the advice February 04, 2011
- Scanned the specimen signature cards, placed it on the plastics and insert it into the vault
- Photocopied the documents and inputted, sorted and filed the advice
- Labeled the specimen signature cards February 07, 2011
- Answered phone calls and faxed confirmation to Palawan Branch
- Pulled out the signature cards of the account which is closed and dormant February 08, 2011
- Inputted, sorted and filed the advice
- Scanned the specimen signature cards, placed it n the plastics and inserted it on the vault February 09, 2011
- Inputted, sorted and filed the advice
- Scanned the specimen signature cards, placed it on the plastics and inserted it into the vault 49 February 10, 2011
- Inputted, sorted and filed the advice
- Pulled out the signature cards of the account which is closed and dormant February 11, 2011
- Inputted, sorted and filed the advice
- Pulled out the signature cards of the account which is closed and dormant

APPENDIX VIII Certificate of Completion 50 BIOGRAPHICAL SKETCH The author was born on January 01, 1991 at Sta. Rosa 2, Baco Oriental Mindoro. She is the only daughter of