

Sample of narrative report for on the job training essay sample



**ASSIGN
BUSTER**

The On-The-Job Training (OJT) is one of the requirements in order for a student to be able to graduate from college and to become a professional. This training prepares the students to practice their profession. Thus, in adjusting one's self and mingling to others one must cope up with the different standards and attitudes of the people in a particular field of industry. It is also a bridge to enhance the students' skills that should be an advantage when they finally land a job. It was the morning of April 19, 2012, 7: 25 when I started my on-the-job training at the Bureau of Internal Revenue (BIR) in Hilltop Batangas City. I felt a little bit nervous while waiting for Mrs. Rosena De Castro at the taxpayer service area. She was to orient and assign us to our assigned section. I was assigned at counter 5 as assistant to Mr. Allan L. Cabello. I knew it would be different from what I used to do and they would expect more as regard my performance in accomplishing different tasks. During my OJT I learned a lot from every task. Verifying Taxpayer Identification Number (TIN) was one of my common tasks every day. Form1904 and Form1902, although they are both application form for TIN, differ from each other since Form1904 is used for Capital Gains, Estate Tax, and Donor's Tax; while Form1902 is used by local employee or those taxpayers who received purely compensation income can. Processing of application for Taxpayers Identification Number (TIN) for EO98 (Executive Order) are used for renewals of driver's licence; open an account at the bank; and etc. These are supported by other documents like birth certificate; any valid ID that will show the applicant's complete name, birth date and signature (Driver's licence, IBP ID, Passport); marriage contract, if married.

Sometimes I was instructed to update the taxpayers TIN by the employee. I also entertained the taxpayers' concern.

I spent more than 300 hours on my On the Job Training at the Bureau of Internal Revenue (BIR). There are a lot of things that I will never forget. I had become a part of the front liners. I learned how to socialize with the taxpayers, employees, and co-trainees. I also learned to be hard working, responsible and alert. Also I experienced to work under pressure, and to enhance my skills in communication. Being courteous and industrious gives good impression to the people around. And keeping a smile on my face brings them warmth which I feel when they smile back. I acquired different skills and knowledge about the field i am working on. This training brought me on a different level of confidence because here I noticed that my skill had improved. More importantly, a glimpse, it gave me of what or how I would be as a professional.