

Chapter 1



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Chapter 1 INTRODUCTION On-the-job training (OJT) is a type of skill development where an worker learns how to do the work through hands-on experience. This is in contrast to skill formation that is purely cognitive or perceptual. OJT generally gives the trainee the opportunity to work in the same place and with the same equipment that will be used regularly which can make it an efficient approach to learning new things. On the job training has many advantages, but it can also have a few disadvantages if the OJT is not properly planned and executed. The goal of the OJT program is to place participants in occupations that will enhance their prospects for long-term employment and will ultimately permit them to become self-sufficient. OJT involves the acquisition of specific skills and employment competencies, through exposure in an actual work setting, to the processes, work tasks, tools and methods of a specific job or group of jobs. It is the responsibility of supervisors and managers to utilize available resources to train, qualify, and develop their employees. On-the-job training (OJT) is one of the best training methods because it is planned, organized, and conducted at the employee's worksite. OJT will generally be the primary method used for broadening employee skills and increasing productivity. It is particularly appropriate for developing proficiency skills unique to an employee's job - especially jobs that are relatively easy to learn and require locally-owned equipment and facilities. OJT training is often cost-effective for a business because no outside teachers or programs are needed, and the training is typically conducted as part of the actual work shifts. There is no need for the new worker to travel for the training, which could require paying for transportation. No extra equipment is needed either, as the new worker learns by using the tools that he or she will be using for the job. One major

drawback of on the job training can be finding the right time for it. The person responsible for giving and evaluating the training has to be sure that his or her other job responsibilities are being met. Another disadvantage of OJT is that it can be difficult to find the right person to conduct it. The person doing the training must have the knowledge and skills with the same equipment that the learner will be working with. Care must also be given not to pass on sloppy work habits or unintentionally teach irrelevant or inefficient work methods to the new worker/learner. If these disadvantages are eliminated, however, on the job training can be beneficial for both the company and the new employee. OJT can be cost-effective for the business since a separate training program isn't required and the training is part of the actual work shifts. No extra equipment is needed as the new worker learns on the equipment needed for the job anyway. On the job training often works out really well for the new employee since traditional training periods tend to have a training allowance that may be lower than the regular pay scale for the job. The Binangonan Catholic College supports the on-the-job training programs of the College of IT to uplift the morale, productivity and professionalism of the aspiring employees under the Information Technology Program of this university.

Historical Background of the Company According to the records of Huerta Cavada, Binangonan, originally a visita of Morong, was separated and became independent parish in 1621. Another version stated, however, that Binangonan was separated from Morong in 1737. Binangonan was first under the ecclesiastical administration of the Franciscans. A treaty between the Franciscans and the Jesuits in 1679 assigned Binangonan to the latter in exchange of the former dominion over Baras. After 18 years, the Jesuits transferred their power

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over Binangonan to the Calced Augustinians in 1697. Forty years later, the Calced Augustinians restored it back to the Franciscans in 1731. In 1766, the Superior Gobierno licensed Angono as an independent parish separating it from Binangonan. Angono's ecclesiastical activities were placed under the care of the secular clergy. In 1835, Binangonan was separated from the province of Laguna and incorporated in the newly created Districts de los Mateo, later on renamed Distrito Politico Militar de Morong. On August 6, 1898, the natives of Binangonan joined the revolutionary government of General Emilio Aguinaldo against the Spanish rule. Under the American regime, Binangonan became an independent municipality under General Order No. 40 of March 29, 1900. On June 11, 1901, Act No. 137 of the Philippine Commission incorporated this town with the newly created province of Rizal. Binangonan temporarily lost independence when it was combined with Morong, Baras and Cardona by virtue of Act. No. 942 in 1903. Act. No. 948 of November 6, 1903 restored independence to Binangonan and made Angono a part of Binangonan again. On January 1, 1939, Angono was made an independent town and part of the province of Rizal.

Vision/Mission/Objectives of the company Vision BINANGONAN with an abundant economic opportunity to all, vibrant and healthy ecology that will usher to ah progressive CITY. Mission To harness all resources to serve the needs of its constituents towards industrialization and urbanization with dedicated and accountable public officials and empowered citizenry through the guidance of the Divine Providence. Objectives of the Company Type the information here. Organizational Chart of The Company MIS Organizational Chart MIS STAFF Department/Division/Section Management Information System Office (MIS) is composes of division headed by the Assistance Head

or OIC and Under by the Mayor who are primarily responsible for giving the policy formulation and overall management of the MIS department. the staff of MIS department do there work like assembling the computer and to troubleshoot the error possibilities and also to think & design the elimination techniques logically & technically. And also to assist in any department at the municipality of Binangonan. Personnel In-Charge and Designation Mr. Garizaldy D. Apruebo-Head Office and OIC of MIS Inclusive Dates of Training

The On-the-job trainings were the one enrolled subjects of Associate in Information Technology year students of Binangonan Catholic College during 2nd semester of school year 2012-2013. The inclusive dates of training for On-the-job Trainings were November 29, 2012 to February 28, 2013. It is compose of 200 hours.

Chapter 2 IN-PLANT TRAINING PROGRAM

In plant training is a compulsorily part in the academic duration of College of Associate of Computer Technology Degree and Diploma programs under various agreed educational institutions. Which is not be completed for just like a certification course. This training period plays the unique role in every Students life . Training in the sense it provides the various ideas and also leads the students to think out of the boundary limit in order to encourage their creativity and innovating skills. The Destination of this in-plant training program is to give the full fledged energy to the students to face this world with basic knowledge about the companies and process involved over their in various modules, so that he/she will be make themselves in which process they are going to show their interest. After the successful completion of studies, students have to face this competitive world with this knowledge to face many problems and to find the right solutions which is to be solved in the minimum duration of time. Some problems to be solved by our

knowledge but some problems are to be solved only by our experience.

Experience gained by us by knowing the errors possibilities and also know to troubleshoot the error possibilities and also to think & design the elimination techniques logically & technically. This in-plant training program of the ACT Program focuses on knowledge and skills development prior to the

application of the IT theories and concepts. The College linkages Industry experts from relevant fields would provide insight and training to the

students. TIMETABLES A timetable or schedule is an organized list, usually

set out in tabular form, providing information about a series of arranged

events: in particular, the time at which it is planned these events will take

place. Table 1. The Weekly Agenda of the Student Trainee. | DAY | TIME | JOB

DESCRIPTION | | Monday | | Every Monday the municipality of Binangonan

make a flag | | | 8: 00-12: 00 | ceremony and task to attend all office worker

the trainees | | | | remains inside the office. After they come back in the

office | | | | the head give an task for the trainee to encode or assemble the | |

| | computer. | | Tuesday | | Encoded documents, data and program,

assembling straight | | | 8: 00-12: 00 | through. | | Wednesday | | Encode data

or assist in any department with the staff. | | | 8: 00-12: 00 | | | Thursday | |

Encode data or assist in any department with the staff. | | | 8: 00-12: 00 | | |

Friday | | Encode data or assist in any department with the staff. | | | 8: 00-

12: 00 | | | | | Areas of Training The training areas of the On-the-job Training

held on Municipal of Binangonan, Management Information System Office

and some areas are outside of municipal. Function and Duties of Employees

The function and duties of employees to MIS Office is to Serve/Assist all

computerized/automated department, safekeeping of databases and

programs, manage, maintain, secure all information technology in the

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municipality and Implement Automation for fast and accurate Transactions.

List of References in the Company Library The table below shows the available manual or handbook as references of individual employee

pertaining to the policies and guidelines set forth by the organization. Table

2. Company Library References. | Company References | Description | |

Finger scan | Machine that check the daily time record. | | Daily time record |

Is also called DTR of employees check if their late, absent or over time. | |

Accomplishment report | Daily assistance from other department. | |(GAS)

Government Application Software system | Giving system security and

system trustee menu rights. | | Automated system | Implement automation

for fast and accurate transaction. | | Server Maintenance |*Maintain good

condition of all connections and the specification of server. | | |*Update

antivirus and remove unnecessary files datas and programs. | | |*Regularly

check the status of server softwares and hardwares. | | LAN/Internet

Maintenance |*Regularly check the connections of our switch hubs and

cables. | | |* Always check and test the stability of internet connections. | | |*

Keeping our internet always available and secured. | | Safekeeping of all IT

equipments and facilities | Inventory and keep our IT equipments & facilities

in safe place. | Chapter 3 DAILY ROUTINARY ACTIVITY In this chapter, the

student trainee presents the day-to-day standardize actions or procedures

that are followed regularly and often repetitiously. NOVEMBER 2012 | DATE |

JOB DESCRIPTION | | November 29, 2012 | Installing visual basic and loading

the program in the computer. | | | Note: | | | First day of OJT. | | | Earned 4: 00

hours. | DECEMBER 2012 | DATE | JOB DESCRIPTION | | December 03, 2012 |

Teach how to Assembled the CPU. | | December 04, 2012 | Assembled the

CPU. | | | Assist to assembled the Printer in the mayors office with one of the

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staff of MIS | | Mr. Jerwin. | | December 05, 2012 | Encoding the marriage and birth certificate of the file name and year. | | December 06, 2012 | Encoding the marriage and birth certificate of the file name and year. | | December 07, 2012 | Encoding the marriage and birth certificate of the file name and year. | | December 10, 2012 | Encoding the marriage and birth certificate of the file name and year. | | December 11, 2012 | Encoding the marriage and birth certificate of the file name and year. | | December 12, 2012 | Encoding the marriage and birth certificate of the file name and year. | | December 13, 2012 | Encoding the marriage and birth certificate of the file name and year. | | December 14, 2012 | Searching about technical errors using internet. | | December 17, 2012 | Searching how to assemble the computer. | | December 19, 2012 | Encoding the marriage and birth certificate of the file name and year. | | December 21, 2012 | Receiving files to other department. | | Checking attendance to HR. | JANUARY 2013 | DATE | JOB DESCRIPTION | | January 10, 2013 | Checking attendance to HR. | | January 11, 2013 | Checking attendance to HR. | | Paying bills to the Land Tax. | | January 14, 2013 | Checking attendance to HR. | | January 16, 2013 | Checking attendance to HR. | | Searching about the computer. | | Assembled the straight through. | | January 17, 2013 | Encoding the marriage and birth certificate of the file name and year. | | January 18, 2013 | Encoding the marriage and birth certificate of the file name and year. | | January 21, 2013 | Encoding the marriage and birth certificate of the file name and year. | | January 22, 2013 | Encoding the marriage and birth certificate of the file name and year. | | January 24, 2013 | Encoding the marriage and birth certificate of the file name and year. | | January 25, 2013 | Encoding the marriage and birth certificate of the file name and year. | | <https://assignbuster.com/chapter-1-narrative-essay-samples/>

January 28, 2013 | Encoding the marriage and birth certificate of the file name and year. | | | Assembled the printer in other department. | | January 29, 2013 | Assembled the straight through. | | | Encoding the marriage and birth certificate of the file name and year. | | January 30 , 2013 | Assisting for the Sangguniang Bayan with Mr. Domingo. | | January 31, 2013 | Assembled the straight through. | | | Encoding the marriage and birth certificate of the file name and year. | | | Burn the Microsoft 2003. | FEBRUARY 2013 | DATE | JOB DESCRIPTION | | February 01, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 04, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 05, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 06, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 07, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 08, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 11, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 13, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 14, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 15, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 18, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 19, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 20, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 21, 2013 | Encoding the marriage and birth certificate of the file name and year. | | | Searching at the computer. | | February 22, 2013 | Encoding the marriage and birth certificate

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of the file name and year. | | February 25, 2013 | Encoding the marriage and birth certificate of the file name and year. | | February 26, 2013 | Encoding the marriage and birth certificate of the file name and year. | | | Note: | | | Last day of OJT. | Chapter 4 SELF-ASSESSMENT In this chapter, the student trainee comprehensively self-assessed the additional knowledge and skills achieved during the training program. Achievements a. Skills and Current Technology Learned/Enforced - Encoding- enhance typing skill and familiarized in proper use of keyboard. - Assembling- learned to assemble a cable. - Printing- learned and familiarized in proper use of printer. - Assisting- enhance the knowledge and skill, and communicating others. b. Equipment, Machinery, Testing Apparatus, etc. Handled - Telephone- learned how to respect awfully. - Computers- enhance the knowledge and skill. - Straight through UTP cable- learned how to crimp and put Rj45. c. Strong Points Versus Weak Points Base on On-the-job Training programs the strong point fight weak point when the determination on a trainee begins so that all task given will work finish but in a times of problem or unexpected task to be work on it might come tne weak point for worried to fail and being not prepared. Sometimes the weak point is when the personal problems comes in life. d. Best Experience on the Job The best experience On-the-job Training program is when attended on the Sangguniang Bayan to assist. Also to crimp the straight through, encode data and sometimes the staff teach how to burn cd, format and scan memory. Last is communicating the employees or staff and the other OJT trainee. e. Evidence of Background Preparation Before the On-job-Training I attend in Associate in Computer Technology Orientation for OJT held by Mr. Johnwell Evanchez at the Binangonan Catholic College. Also do some self-studies at home and school. Faults a. Causes The always cause

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of faults if the work and assign duties not familiar and its feels shy. b.

Suggested Solutions To make appropriate responses when someone does something to that solution is make an further study and experiences with more practices and preparation to your expected jobs and listen

authentically. Personal Relations: Integration with the Company Personnel

The personal relation and integrated with the company personnel have a boundary in office hours and even at break time. The process of opening a bounding to all employees are work to the office, regardless of being trainee,

or student. Attendance and Punctuality The attendance from November to February of my On-job-Training in Municipality of Binangonan, Rizal are satisfactory always present and in punctuality I wake up early to arrived not

late. Interest and Commitment The feeling and concern about the OJT makes my attention turn toward it be a best trainee also Interest to learned.

And make it all my best in this OJT. Chapter 5 RECOMMENDATIONS In this chapter, the student trainee contains the insights toward how the on-the-job training incorporated to the Information Technology program offered by the College of Binangonan Catholic College will be enhanced, alternative

solutions to have a better company management and advice to the upcoming student-trainees who will conduct work site training at the same company. Potential of the Company as a Training Ground The Management

Information System of the Municipality of Binangonan, Rizal aims to develop the skills of the students/trainees in every aspect of community services. It helps to apply the skills that used in the MIS office. a. Availability and

Appropriateness of Facilities, Equipment, Tools and Machinery I would like to recommend the municipality of Binangonan, Rizal to other On-job-Training because it has better facilities technical to learning. It has complete IT

equipment of the facilities. b. Company Cooperation Personnel The personnel's especially the department heads are very supportive and cooperative, in view of their desire to render good quality service, they would like the On-job-Training student to do the same that's why they will teach you the technique and technical know how. They also treat you one of their families. Assessment to the Duration of Training The training duration is neither long or short, it's just enough to teach the trainees all the things that they should learn. It has enough time to learn and understand the different office procedures. They did not abuse the trainees. Proposed Revisions for the Improvement of the Training Program 1. The training students should be asked to make an assessment and evaluation for as to move the area for improvements. 2. The student should be asked to having a task or work in the office. 3. Likewise, students should be written their comments and suggestions for us to farther improve our service and community. Advised to Future Student-Trainee a) Always smile. b) Don't be shy. c) Be friendly. d) Focus in your assign work or task. e) Be honest. f) Be diligent. g) Be cooperate. h) Don't give up. i) Give your best. j) Always think positive. k) And say sorry if you do something wrong. APPENDICES APPENDIX A Curriculum Vitae APPENDIX B Endorsement Letter APPENDIX C Parent's Waiver and Consent APPENDIX D Certificate of Completion APPENDIX E Evaluation Sheet for OJT APPENDIX F Daily Time Records APPENDIX G Location Map APPENDIX H OJT Photos ----- Place the caption here. Place the caption here. Jhanver Tabor Domingo AÑ±ain Jr Rhonald Dean Pitular Rizalde V. Florendo Jerwin Valdez Benjamin Dela Rosa Hon. Cecilio M. Ynares Municipal Mayor Garizaldy D. Apruebo MIS-OIC