

# On-the-job training narrative report

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**MY OJT NARRATIVE REPORT**

On-the-job training, sometimes called direct instruction, is one of the earliest forms of training (observational learning is probably the earliest). It is a one-on-one training located at the job site, where someone who knows how to do a task shows another how to perform it. In antiquity, the kind of work that people did was mainly unskilled or semiskilled work that did not require specialized knowledge. Parents or other community members, who knew how to do a job necessary for survival, passed their knowledge on to the children through direct instruction.

Before the start of first semester for the school year 2013-2014, my classmate and I start to look for an accounting firm for our OJT. We submitted resumes in several banks and accounting firms. The next day, one of the accounting firm (QML Bookkeeping and Management Services), texted us to come to their office for an interview. They accepted us as their trainees and orient us about their policies in the office.

June 10, 2013—Monday, was my first day in OJT as a trainee. On the way to the office at Tagapo, City of Sta. Rosa, Laguna, I felt nervous and excited at the same time. When I arrived in the office, my first duty is to pay for the client's tax, which is due for the month. One of the employees, Ms. Arianne Vargas, instructed me first for the things that I have to do. After that I came back to the office. My superior, Mrs. Pilar Lampa, orient me for the duties that I have to do like updating clients accounting books and answering telephone calls and how I will going to approach and entertain the clients. I have learned to be very patient and polite in answering phone calls and the right entries in journalizing.

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On the first week of my training, I made few mistakes because I am still confuse on how I will going to do some of my duties like what documents do I have to put in clients folder for the managements records and what documents do I have to make for the clients copy. I learned that before doing my assigned duties I have to make sure that I understand my superior's instructions to avoid mistakes, confusion and always coming back and forth to ask for the right things to do.

From that training I learned several office works like filling of the right documents on its respective folder, filling of clients documents that are necessary in making their financial statements, encoding for clients purchases, expenses and sales which is also the basis in computing their tax and updating client's books. I realized that doing actual works are much easier than analyzing a problem on a textbook.

I also learned how to fill up BIR forms and computing the clients' taxes for the month. I gain knowledge about some BIR rules and regulations like the due dates of the BIR forms for each month, basis of computing taxes and the amount of payment for the penalties committed. The current BIR issue that we encountered is the printing of new receipts of every business because of some changes of its format. Clients have to return all of their old receipts to the BIR for disposal and use the new printed receipts. Those who violate their rules have to pay for the penalties.

Even though it is really hard to accomplish some duties and fulfill the time needed for the OJT because of some school activities I still enjoyed being a trainee. For me the problems that I had encountered are just a challenge and a lesson that I might use in my future career in the industry. I know that this is

just the start of everything but I'm willing to learn more. Read about Pros and cons of on the job training

### **COMPANY PROFILE**

Our Company began on June 15, 1995 as a sole proprietorship under the maneuver ship of Mr. FERNANDO CANLAS LAMPAto provide accounting and management services of a small to medium entities. We provide tax and accounting compliance services. We do them well at a good value for the client. We like our clients, we join in celebrating their successes and anguishing with them as they confront challenges. The truly rewarding part of the business is relating with others, being able to help them with the important and sometimes very intimate decisions. We charge our client based on the service we have catered to them. However, it's the only fair way to bill that we know of. But we assure them that we'll provide the level of service that they needed, and will encourage you to find the appropriate spot along the accounting/tax prep spectrum where our services will deliver the best value for you.

### **SERVICES**

Bookkeeping

Services

Tax

Services

Filing / Preparation of monthly and Quarterly VAT or Percentage Return Filing  
/ Preparation of Monthly Withholding Tax Return (Expanded and Compensation) Preparation of Quarterly and Annual Financial Statement

Filing of Quarterly and Annual Income Tax Return

**Other Services**

Employee Benefits such as SSS/Philhealth and Pag-Ibig Premium Payment and Reporting We process Business Name Application from Department of Trade and Industry (DTI)/ Securities and Exchange Commission (SEC) And also we process Business Registration in Municipality or City Office / Bureau of Internal Revenue (BIR) and other required legal documents.

**Our Mission:**

To operate our company as a successful business providing cost efficient, effective and competitive services for small to medium business owners. To provide for the present and future needs of our company in ways that are sensitive to people, use wisely and are in harmony with the environment.

**Our Vision:**

Our company exists to make valued contributions to our clients businesses.

This will be achieved by attention to collaborative efforts and with confidence in providing services that exemplify the highest standards of quality, performance, and service. Having professional staff with imagination, knowledge and people skills are paramount in a successful implementation of these goals. We look forward to a future that includes:

- (1) a deep respect for our clients as individuals,
- (2) a dedication to affordable quality and service and
- (3) a commitment to community responsibility.