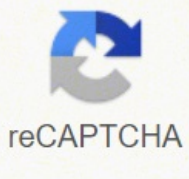




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RAMON MAGSAYSAY TECHNOLOGICAL UNIVERSITY

IBA CAMPUS

COLLEGE OF ARTS AND SCIENCES

A NARRATIVE REPORT

In Partial Fulfillment
of the
On-the-Job Training
in the Course
BACHELOR OF SCIENCE IN PSYCHOLOGY

Submitted by:
MAY ANN I. BLANCO

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Introduction

This Narrative report contains the experiences, learning's, insight gained and some supporting documents required for the internship program of College of Arts and Sciences of Eulogio "Amang" Rodriguez Institute of Science and Technology.

On the job Training are part of a college curriculum that aims to train and orient students about the work and their future career. OJT is very important not only to teach students their chosen career but to show students the reality about working. OJT will be your training ground. If you still have no idea on what is meant to be a worker, OJT will give you at least 10% of career realities. Your background OJT experience is very important when applying a job. Employers often asked about the OJT experience and how it is related on the job that you are applying for.

Most students have taken their OJT for granted; not realizing the importance it can bring on their future career. Having a good performance during OJT is very important especially now that there's a tight competition towards job seekers and the high qualification of companies.

ACKNOWLEDGEMENT

I would like to express my warmest gratitude to all those who helped me in the completion of this portfolio and those who became a big part of my college life:

To my COPTED family and teachers, especially Dr. Dexter Balajada, Mrs. Cherrie Ann Basilio and Mrs. Grace Tiqui, for their guidance, encouragement, and their inspiring words to motivate me to develop and become effective teachers; for their undying support and patience; for their words which lightened me up towards the right direction.

To all the personnel in our Laboratory schools – UA High School Department and Pampanga High School, for welcoming me and my fellow student-teachers wholeheartedly and for giving us the opportunity to experience how it is to become real classroom teachers.

To all my cooperating teachers both in UAHS and in PHS – Ms. Richel Duay, Ms. Lily Quizon, Ms. Consolacion Pasamba, Ms. Elvira Tayag, Mrs. Liza Rose Quinto, Ms. Bernadette Delos Santos, Mrs. Loida Maglanque and most especially Ms. Larna Magtoto, for all the things they taught me; for sharing their experiences and giving their time and effort in giving me pieces of advice; for their concern, encouragement and guidance.

To my students in UAHS - I-Exodus, II-Jeremiah, III-Romans, IV-St.Phillip, as well as my students in PHS - I-Newton, I-Edison, II-Darwin, II-Mendel, IV-Bonifacio 3 and especially I-Einstein, for giving me their love and for treating me as if I am their real teacher; for being my younger brothers and sisters, and friends at the same time and for giving me unique experiences I never thought I would have.

Grateful acknowledgement is expressed to my beloved parents, Mr. Remigio B. Deang and Mrs. Rowena V. Deang, also to my younger sister Marinelle V. Deang for being my inspirations and motivation to always do my best in everything I do and to always soar higher; for their hard work just to be able to send me to school; for their patience, love and undying support; for always being there for me in times of laughter and when things weren't so great; for always showing the world and making me feel how much they are proud of me; for their teachings and guidance which made me become as to what I am now.

ACKNOWLEDGEMENT

Allow me to thank the people first behind the success of being here at NMDC and for making our OJT a possible one.

First and foremost, I would like to thank God for his infinite love and guidance throughout my practicum. For giving me the strength and knowledge so I have completed my practicum hours.

To North Matrix Development corporation for the support and permission to render my On-the-job training to their Company. And to all staff of North Matrix Development Corporation who had played a major part in the acquisition of my training, for imparting their skills, knowledge, and for treating me not as an employee but as a part of their family.

A word of appreciation to Mr. Roger Cuaresma and Mr. Rudy Manuel, our foreman, for the knowledge, support, and for those inspirational words that he had shared with us.

Thank you for believing in my skills and capabilities. Especially to my loving family who had been a big part of this endeavor, for giving me the courage to do what I need to. For all the hardships, patience, love and support. Thank you for always being there for me.

To my co-trainees for helping me to face this challenge. For giving me the knowledge, technique and inspiration to pursue my training.

My success could not turn into reality without these people who help me in different ways. To all of you who had been with me in the completion of the requirements. I appreciate all your help.

Thank you very much!

A Narrative Report

Presented to

The Faculty of College of Business and Commerce

University of Rizal System

Binangonan, Rizal

In Partial Fulfillment

Of the Requirements for the Degree

Bachelor of Science in Business Administration

Major in Management

Submitted to:

WENIDA C. URSUA

OJT Coordinator

Submitted by:

Lianny Marie C. Aspera

Student Trainee

May 2008

APPROVAL SHEET

51. Wright who led as Governor General. ` 73. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy AWARDS RECEIVED DeaneÁÁÁs Lister Awardee Colegio De San Gabriel Arcangel 2010-2011 Area E, Fatima V. City of San Jose Del Monte, Bulacan DeaneÁÁÁs Lister Awardee Colegio De San Gabriel Arcangel 2011-2012 Area E, Fatima V. City of San Jose Del Monte, Bulacan CHARACTER REFERENCES Mr. Gil O. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy March 20, 2013 Director Noel B. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy E V A L U A T I O N S H E E T 54. The GAO was renamed the Commission on Audit (COA) and was granted broader powers under the new Constitution promulgated in 1973. Narrative Report. ÁÁÁÁ Daily Accomplishment Report. ÁÁÁÁ Narrative Report on Weekly Activities. ÁÁÁÁ Learnings. ÁÁÁÁ Conclusion VIII. Appendices. ÁÁÁÁ Evaluation Sheet. ÁÁÁÁ Certificate of On-the-Job Training. ÁÁÁÁ Pictures. ÁÁÁÁ Daily Time Record. ÁÁÁÁ Recommendation Letter. ÁÁÁÁ Resume 4. She is a simple girl. I realized that I should be more focused in school and do everything heartily and with all that I can. It was truly a historical event that highlighted the need for reforms in government as a whole. They really became my inspiration for me to be an auditor someday. Another was the visita de tierra, a visit of inspection made every three years, which often revealed glaring anomalies in the handling of local government accounts. This photo was taken when I was checking the list of employees who have submitted their Sworn Statement of Assets, Liabilities and Net Worth. Installation of this program represented a break from tradition that laid undue emphasis on compliance and voucher audit. OF WORKING HOURS Monday 25-Mar- 13 *ABSENT* - Tuesday 26-Mar- 13 Reviewed the 1st and 2nd Semester assessment of the employees 8 Wednesday 27-Mar- 13 *HOLY WEEK* - Thursday 28-Mar- 13 - 29-MAR- 13 - TOTAL NO. My training supervisor accompanies me to my table where I stay during my work training. 39. Colegio de San Gabriel ArcAngel fundÁ 1993 Bachelor of Science in Accounting Angelina Fate Emma Capa DirecciÁ n: BLK 23, Lot 5-B Á rea I, Brgy. She never pressured me to rush into the chores she's given me. My training manager Á also told me to calculate the scrap value of depreciable assets and add up everything. Competent in Microsoft Office 2007 (Word, Excel and PowerPoint) Tertiary Educational Fund College of San Gabriel ArcAngel 2010-Present Area E, FÁtima V. City of San JosÁ© del Monte, Bulacan Secondary San Jose del Monte National Trade School 2006-2010 Á 2006-2010 E, FÁtima V. City of San JosÁ© del Monte, Bulacan 86. Gabriel ArcAngel fundÁ 1993 Bachelor of Science in Accounting 114. Á anniversary celebration of COA 63. Taft renunciÁ 3 was Civil Governor and was replaced by Luke E. 72. This staff. The law required that all the king's appointees, were required to review all vouchers and check them against corresponding entries in the account books. I was very nervous during that time because that was my first time to talk to the supervisory auditors. Colegio de San Gabriel ArcAngel fundÁ 1993 Bachelor of Science in Accounting lawÁ at the same time. 81. 68. LAYER Enterprise: Auditor Á CommissionÁ Daily work activities Week 7 Day Daily Date Daily achievements No. Colegio de San Gabriel ArcAngel fundÁ 1993 Bachelor of Science in Accounting, the best it can be. My co-apprentices. The birth of an institution Á nurture a nascent government requires a mixture of boldness and prudence. She is an English-speaking girl who always asks us to play Barbie with her during our free time. 4-13) Angelina Fate E. For the first time, the institution Á not Last week, I called the headers of the audit team regarding the COA Week and, after calling them, I summarized the total. total. of the members of the audit team who will arrive at the Central Office for the anniversary and I finished it on the second day. Company Profile Á ÁS COA HISTORIA Á, "COA VISION Y MISIÁN Á", COA HIMN Á, ÁS COA SEAL Á, "COA Cartel Organization Á. ÁS Constitutional Provisions VII. 65. The three stars Silver (Argent) (Mulleets) on the blue background (Azure) represent the national scope of the jurisdiction of the Audit Commission: The seven gold coins (or) coins (terantas) on the red base (Gules) represent the seven functions of the Commission. 40 hours certified by: Name of coach 43. Dedication IV. College of St. Gabriel ArcAngel founded 1993 Bachelor of Science in Accounting After the Program, he returned to our office to accommodate the auditors for lunch. I had the task of codifying the Order of the Office of the Cluster 6 of Regions IV "XIII and the car containing the name of the audit leaders of the audit team and the members of the audit team, their designation and position and their agencies as well. I was starting to meet people of different position/level. It's very strict but encouraging. As usual, with my heart beating so fast due to nervousness, I helped my training manager with regard to the documents I was working on. To my friends and co-learners, for happiness and for being there to support and comfort me when I have difficulties during my training. 77. I spoke with them respectfully and with a nice voice so that we could have a good conversation. We were all very excited and busy during that day. College of St. Gabriel ArcAngel founded 1993 Bachelor of Science in Accounting Week 5. tasks were becoming more difficult as the days went by. In the Audit Commission, the actions and personalities of its employees are evaluated twice a year, first semester and second semester. Also photocopy the official documents. Knowledgeable professional skills in written Á and oral communication capable of learning quickly, demonstrate flexibility and reliable, analytical and hardworking; It can work well both independently and as a team. Although I already finished working there as an apprentice. I am looking forward to working with them, not as an apprentice, but as an auditor, some day. There was a parade, but we could not unite us because the program took place at the coa sports and cultural center. Back to my achievements, it was also asked to bring official documents to the professional and institutional and ITO development sector. In my first day of training, I was very excited and something nervous about the new environment and the new town that surrounded me. Of working hours on Monday, May 6-13 segregated and compiled the declaration of audit suspension, dismissals and charges; Official photocopied documents; He helped Sir Karlo; He called the employees by telephone with respect to his saln 8 Tuesday, May-13 helped in the preparation for the last day of the COA Week; Telephone calls answered 8 MiÁ © RCOLES 8-May-13 sent the 3rd lot of saln to HRDMS 8 total no. School of San Gabriel ArcAngel founded in 1993 Bachelor of Accounting with MÁ is Ava, daughter of a group employee 2. To the institution where I am studying, St. Gabriel Arcangel, where I am continuously growing as a Bachelor of Science in Accounting Student and Dr. Gabriel G. of working hours on Monday 15-Apr-13 reviewed private public associations in infrastructure projects (public audit guidelines); Official photocopied documents; Answered telephone calls 8 Tuesday 16-Apr-13 requested a copy of Opinion No. 2009-074 in the legal services sector; Official photocopied and photocopied documents; 8 MiÁ © rColes 17-Apr-13 files compiled on the lever; Answered telephone calls; He helped Sir Karlo 4 Thursday 18-Apr - 13 asked the state of the coupon in the Accounting Department; answered telephone; 8 Friday, 19-Apr-13 called the members of the audit team regarding the presentation of their PDS to 8 TOTAL NO. 11 o'clock. Finally, one of the state auditors asked me to call the supervising auditors to remind them of the presentation of the breakdown of the actual MOOE. Colegio de San Gabriel ArcAngel Founded 1993 Bachelor of Science in Accounting This week was not as heavy as the week before but I enjoyed it because of the new tasks I fulfilled. This was also remembered by the significant involvement of the COA in international events such as the initiation of the creation of the Asian Organization of Supreme Audit Institutions (ASOSAI), sponsorship of training courses for auditors in Asia and the holding of the 11th International Congress of Tax Entities. Higher Education Institutions (INCOSAI) in 1983. Our OJT Coordinator will contact you regularly to monitor the performance of our students. I also faxed official documents and answered telephone calls. We'd appreciate hearing from you soon. Colegio de San Gabriel ArcAngel Founded 1993 Degree in Accounting In the mid-19th century the Court of Accounts was created. 30 years. All the people I've worked with during my on-the-job training are very inspiring. With me is Ms. Rosalinda De Guzman, State Auditor III of the NGS 6 Group. OF HORS 24 Certified by: Name of Trainer 26. Again, there was a lot of food, delicious food, specifically, Capa Company: Audit Commission ACTIVITIES DAY OF WEEK 3 DAY ABOUT NO. He provided everyone with an opportunity for introspection and created a path to change. 52 years. The great change in the nature of government had dominant effects in the 14th century. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Accounting L E A R N I N G S The training I received at the Audit Commission is learning many experiences every day. Table III. Instead of having an Auditor General the GAO alone, the new Constitution Á foresee a Á collegiate body of three people. people. in Audit. Colegio de San Gabriel ArchÁngel Founded 1993 Bachelor of Accounting Meet Mang Juan, the mascot I saw around the COA site during the celebration Luncheon during the celebration. Led by the Royal Audiencia, it was designed to hold colonial officials strictly accountable for all actions during their tenure. My internship partner and I were assigned to receive SALNs to be introduced by employees and that same day, we started compiling it. Anasin who, with all he can, shares with us all he knows 6. Colegio de San Gabriel ArchÁngel Founded 1993 Bachelor of Science in History of Accounting Auditing as a tool for effective governance has been recognized and practiced since the Spanish colonial era. Finally, it collected the annexes of the Audit Group Structure of Clusters 1, 2 and 4. SECTION 4. It is endorsed for approval the Capa in partial compliance with the requirements for Licensitate in Accounting. Colegio de San Gabriel ArchÁngel Founded 1993 Bachelor of Science in Accounting Operator IV of our cluster. What I updated this week was the second batch. I also updated the third batch of SALN and handed it over to the Human Resources Database Maintenance Service. Photo taken at the Sports and Cultural Center COA where the 114th Anniversary Celebration of the COA was held. It caused me a very big effect as a Bachelor of Science in Accounting Student. 24. As an important step towards the independence of the audit institution, the Office of the Auditor General was explicitly placed under the direction and control of an Auditor General to separate it as an organization from the executive branch and other government departments. Colegio de San Gabriel ArchÁngel Founded 1993 Bachelor of Accounting A P R I L 2013 83. This photo was taken when I was compiling the files on the Colegio de San Gabriel ArcÁngel Founded 1993 Bachelor of Science in ContadurÁa Also is very cÁ lido al corazÁ n Á for That you have achieved something



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