First Year
First Semester

Subject Code	Prerequisite	Description	Units
MATH 20043		Calculus 1	3
CHEM 20024		Chemistry for Engineers	4
CMPE 30011		Computer Engineering as a Discipline	1
CMPE 40012		Computer Engineering Technology 1	2
NSTP 10013		CWTS/ROTC	3
GEED 10053		Mathematics in the Modern World	3
PHED 01		Physical Education 1	2
CMPE 30022		Programming Logic and Design	2
GEED 10083		Science, Technology and Society	3
GEED 10023		Understanding the Self	3

Second Semester

Subject Code	Prerequisite	Description	Units
MATH 20053	MATH 20043	Calculus 2	3
CMPE 40022		Computer Engineering Technology 2	2
NSTP 10023		CWTS/ROTC	3
CMPE 30043	GEED 10053	Discrete Mathematics	3
STAT 20023	GEED 10053	Engineering Data Analysis	3
CMPE 30032	CMPE 30022	Object-oriented Programming	2
PHED 02		Physical Education 2	2
PHYS 20034	MATH 20043	Physics for Engineers	4
GEED 10063		Purposive Communication	3

Second Year
First Semester

Subject Code	Prerequisite	Description	Units
GEED 10073		Art Appreciation	3
GEED 10013		Buhay at Mga Sinulat ni Rizal	3
CMPE 40032		Computer Engineering Technology 3	2
CMPE 30052	CMPE 30032	Data Structures and Algorithms	2
MATH 20063	MATH 20053	Differential Equations	3
GEED 10103		Filipinolohiya at Pambansang Kaunlaran	3
ELEN 20044	MATH 20053	Fundamentals of Electrical Circuits	4
PHED 03		Physical Education 3	2
GEED 20023		Politics, Governance and Citizenship	3

Second Semester

Subject Code	Prerequisite	Description	Units
CMPE 40042		Computer Engineering Technology 4	2
ENSC 20011		Computer-Aided Drafting	1
ECEN 20034	ELEN 20044	Fundamentals of Electronic Circuits	4
CMPE 30063	MATH 20063	Numerical Methods	3
GEED 10113	GEED 10103	Pagsasalin sa Kontekstong Filipino	3
PHED 04		Physical Education 4	2
GEED 10033		Readings in Philippine History	3
CMPE 30074	CMPE 30032	Software Design	4
GEED 10043		The Contemporary World	3

Summer Semester

Subject Code	Prerequisite	Description	Units
CMPE 30083		On The Job Training (OJT) 1	3

Third Year
First Semester

Subject Code	Prerequisite	Description	Units
CMPE 30141	ECEN 20034	Computer Engineering Drafting and Design	1
CMPE 40062		Computer Engineering Technology 5	2
CMPE 30114	ECEN 20034	Data and Digital Communications	4
ENSC 20093		Engineering Economics	3
CMPE 30133	CMPE 30063,ELEN 20044	Feedback and Control Systems	3
CMPE 30153	ECEN 20034	Fundamentals of Mixed Signals and Sensors	3
GEED 20033		Gender and Society	3
CMPE 30121	CMPE 30022,ECEN 20034	Introduction to Hardware Description Language (HDL)	1
CMPE 30094	ECEN 20034	Logic Circuits and Design	4
CMPE 30103	CMPE 30052	Operating Systems	3

Second Semester

Subject Code	Prerequisite	Description	Units
CMPE 30163		Basic Occupational Health and Safety	3
CMPE 30202		Computer Engineering Laws and Professional Practice	2
CMPE 30174	CMPE 30114	Computer Networks and Security	4
CMPE-E1		CpE Elective 1	3
CMPE 30193	STAT 20023,CMPE 30184,GEED 10063	Methods of Research	3
CMPE 30184	CMPE 30094	Microprocessors	4
GEED 10133		Panitikang Filipino	3
ENSC 20103		Technopreneurship 101	3

Summer Semester

Subject Code	Prerequisite	Description	Units
CMPE-E2		CpE Elective 2	3
CMPE 30213		On The Job Training (OJT) 2	3

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Fourth Year
First Semester

Subject Code	Prerequisite	Description	Units
CMPE 30224	CMPE 30184	Computer Architecture and Organization	4
CMPE 30231	*CMPE 30184,CMPE 30193*	*Computer Engineering Practice and Design 1*	*1*
CMPE-E3		CpE Elective 3	3
CMPE 30244		Digital Signal Processing	4
GEED 10093		Ethics	3

Second Semester

Subject Code	Prerequisite	Description	Units
CMPE 30252	*CMPE 30231*	*Computer Engineering Practice and Design 2*	*2*
CMPE-E4		CpE Elective 4	3
CMPE 30274	CMPE 30184	Embedded Systems	4
CMPE 30283		Emerging Technologies in Computer Engineering	3
CMPE 30261		Field Study and Seminars	1
GEED 20093		Reading Visual Arts	3

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CERTIFICATE NUMBER: SCP0004130

FLUOR DANIEL INC.

Trend Micro Inc.
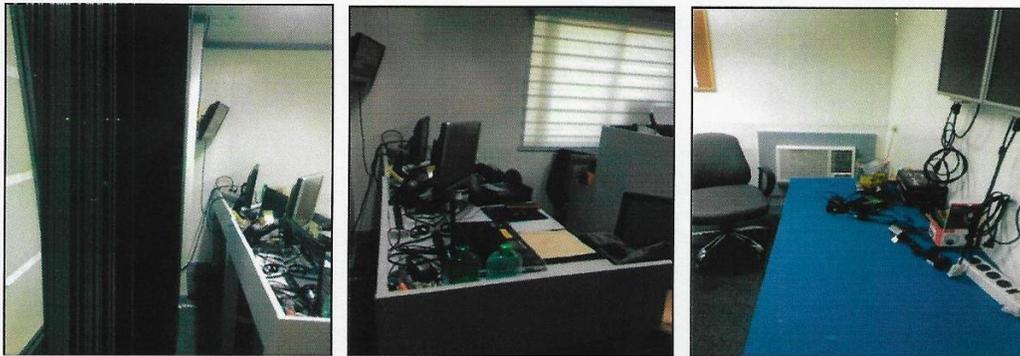**Core Tech Department**

Baytech BPO
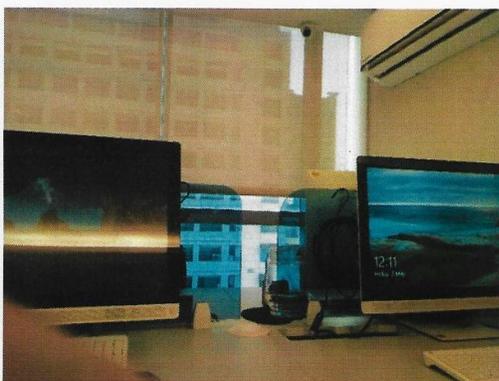
PICTURES

(picture above is the *conference room* where meeting of executives and employees are happening)

(picture above is the *pantry* where employees can enjoy their food and destress at the same time)
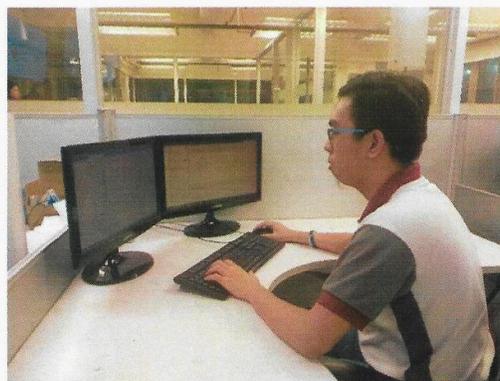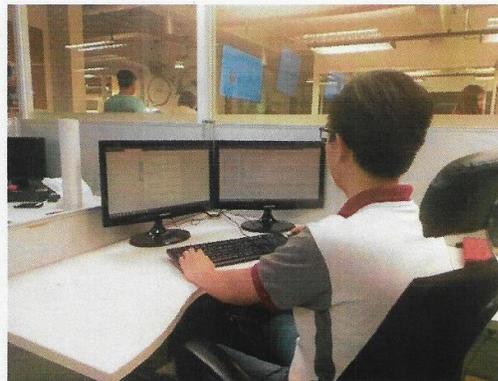

(picture above is the *IT Office* where I stay with my co-intern and supervisor)

Domain Merchandising Services Inc.

Nexus Technologies Inc.
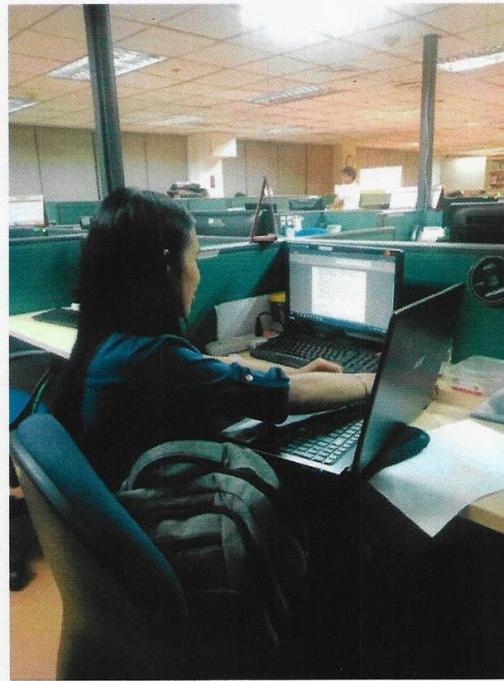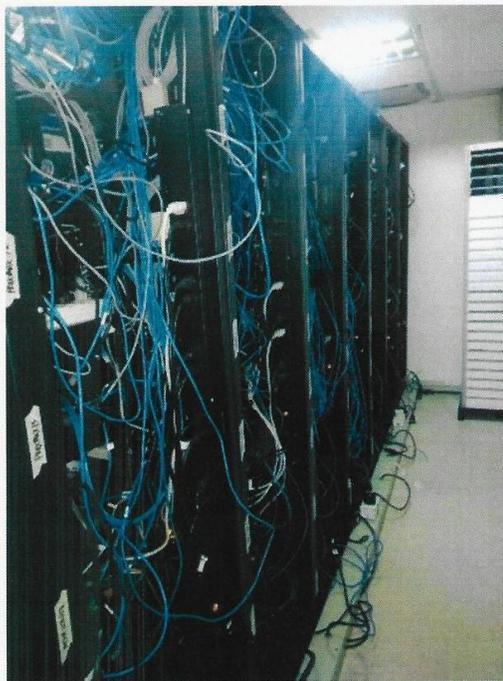
Glocorp Inc. Atlantis

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION

CHED MEMORANDUM ORDER (CMO)
No. 104
Series of 2017

SUBJECT: **REVISED GUIDELINES FOR STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP) FOR ALL PROGRAMS**

In accordance with the pertinent provisions of RA 7722, otherwise known as the "Higher Education Act of 1994", and pursuant to Commission en Banc (CEB) Resolution No. 849-2017 dated November 7, 2017, the following "Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs", amending CHED Memorandum Order (CMO) No. 23, s. 2009, "Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject" are hereby adopted for the information, guidance and compliance of all concerned.

Article I
GUIDING PRINCIPLES

Section 1. The internship program is meant to provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes and to gain hands on experience in recognized Host Training Establishment (HTE).

Section 2. An industry is a classification that refers to groups of companies that are related based on their primary business activities. They produce goods or related services within an economy.

Section 3. The Commission on Higher Education (CHED) is mandated to develop and promote policies, systems, procedures and programs that address globalization, changing policies, and liberalization of trade in higher education. CHED shall require student internship and establishment by HEIs of strong academic linkages with business, industry and duly recognized government and non government organizations, e.g. civil society organization to promote and provide students with competitive skills and attitudes for employment.

Section 4. Student Internship in the Philippines must not be in anyway used to facilitate human trafficking under the guise of student internship.

Section 5. CHED issues this Revised Guidelines for Student Internship Program in the Philippines (SIPP) for all Programs, in order to promote the well being of higher education students, guarantee quality of their learning and exposure and ensure their safety while undergoing internship and considering the nature of the program.

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Article II
OBJECTIVES

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Section 6. Objectives

6.1 General Objectives

6.1.1 Strengthen the implementation of the local internship through collaborative effort of the academe-industry linkage among the participating HEIs and partner institution/establishment;

6.1.2 Establish the harmonious collaboration/linkages between higher education institutions (HEIs) and the Host Training Establishments (HTEs) for the effective implementation of the program to support the educational environment of the student interns; and

6.1.3 Train student interns under actual work place conditions.

6.2 Specific Objectives for:

6.2.1 Higher Education Institution(HEI)

a. Enrich the degree programs in HEIs to respond to the needs of the industry;

b. Promote mutually supportive industry academe collaboration/linkages; and

c. Strengthen career guidance.

6.2.2 Student Intern

a. Provide students enrolled in HEIs in the Philippines with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable HTEs in our country;

b. Enhance the knowledge and skill acquired in formal education of student interns through employer-based training, in order for them to become more responsive to the future demands of the labor market;

c. Develop the life skills of the student interns, including those relevant to the values of professionalism and work appreciation. The student interns are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc; and

d. Acquire a professional work ethic in the course of internship.

6.2.3 Host Training Establishment (HTE)

a. Provide employers a venue where they can customize the process of technical training through employer-driven internship plans; select well-equipped beneficiaries and have another opportunity to contribute to the society through corporate social responsibilities.

Article III
DEFINITION OF TERMS

1. **Industry** - refers to a classification of groups of companies that are related based on their primary business activities. They produce goods or related services within an economy.

2. **Internship** - refers to the practical application of classroom learning to the actual in a regular work environment such as but not limited to commercial and industrial services, government or non-government agencies. It is also synonymous to practicum, field practice or On-the Job Training. This is not synonymous to Apprenticeship and Learnership, as defined by Republic Act (RA) 7796.

3. **Reputable Host Training Establishment (HTE)** - refers to a duly authorized and registered entity, institutions or establishment in the Philippines by the Security Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and with established system of training.

4. **Internship Manual** - refers to a book or booklet of instructions and guidelines, designed to improve the quality of internship/OJT/practicum of a particular program duly issued by the HEI.

5. **Internship Plan** - refers to the outlined goals and objectives, knowledge, skills and competencies that the student intern should acquire in each training area, assignments, and schedule of activities, among others which formulated or developed by the HEI and partner institution/establishment and duly signed by the concerned coordinators or respective heads. The internship plan shall be prepared and approved both by the HEI and HTE.

6. **Memorandum of Agreement (MOA)** - refers to an agreement executed between the HEI and partner HTEs specifying the detailed role and responsibilities of all concerned parties, safety of student interns, training plan, learning objectives and method of evaluation.

7. **SIPP Coordinator** - refers to an authorized/designated person who is responsible for all aspects of the student internship programs including program implementation, monitoring, evaluation and coordination with HTE.

8. **Life Skills** - are sets of skills for adaptive and positive behavior that enable individuals to deal effectively with the demands and challenges of everyday life, especially in the work setup. These include soft skills necessary to address the demands of the employers such as communication skills, interpersonal skills, financial literacy, etc.

Article IV
SCOPE AND COVERAGE

Section 7. This CHED Memorandum Order (CMO) shall be applicable to all HEIs implementing Student Internship Program in the Philippines (SIPP) and students who have enrolled in the internship recognized/authorized higher education programs.

Section 8. Apprenticeship and learnership as defined in R.A. 7796 including Health Professions Discipline with programs such as Medicine, Nursing, Optometry, Dental Medicine, Physical Therapy/Occupational Therapy, Radiologic Technology,Medical Technology, Pharmacy, Midwifery, Respiratory Therapy, Nutrition and Dietetics, Associate in Radiologic Technology and Speech Pathology are not covered by this CMO.

Article V
ACADEME-INDUSTRY LINKAGE

Section 9. Internship as part of the curriculum requirement broadens the student interns' learning opportunities and acquisition of technical and life skills, practical knowledge, skills and competencies which shall serve as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

Section 10. CHED shall develop existing list of potential HTEs, for information and reference. However, those HEIs who intend to implement SIPP are hereby enjoined to enter into agreements only with the duly licensed/accredited HTEs and comply with the requirements and provisions of the aforementioned guidelines.

Article VI
IMPLEMENTING GUIDELINES

Section 11. The duration of internship program shall be up to a maximum of five (5) months in accordance with the approved curriculum except for highly technical programs that require longer internship hours which shall be in accordance with their existing Policies, Standards and Guidelines (PSGs).

Section 12. Student intern has passed the HEI's qualification for internship program and taken all his/her major (professional) subjects before taking the internship subject to the requirement of the HTE. He or she is allowed to take other subjects with a maximum of six units during the internship period and/or subject to the institution's policy.

Section 13. The CHED guidelines on student internship must be displayed in conspicuous places for student's guidance and reference. HEI's internship plan for the particular internship program must be made available to students.

Article VII
REQUIREMENTS, OBLIGATIONS AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

Section 14. Higher Education Institutions (HEIs)

14.1   Requirements

14.1.1 The HEI's higher education program(s) with internship course must have:

a. Government Recognition for private HEIs;

b. Board Resolution for State Universities and Colleges (SUCs) and Certificate of Program Compliance; and

c. Local Government Ordinance for Local Universities and Colleges (LUCs) Certificate of Program Compliance.

14.1.2 The HEI must have a pool of reputable HTEs; and

14.1.3 In collaboration with the duly selected HTE, the HEI must develop an internship plan for the student intern specifying goals and objectives.

14.2   Obligations/Responsibilities

14.2.1 Planning/Engaging/Orientation

a. Assume full responsibility over the students during their internship in the Philippines;

b. Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;

c. Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;

d. Develop in collaboration with the duly selected HTE an internship plan for the student intern specifying goals and objectives; refer to **Annex "A"**

e. Ensure that the student intern will acquire actual and relevant competencies in each learning area, assignments, and schedule of activities. The internship plan shall be part of the internship contract signed by the student intern, HTE and HEI;

f. Execute the duly notarized Memorandum of Agreement (MOA) with HTE; refer to **Annex "B"**

g. Provide free medical and dental services and certification by a duly licensed medical doctor and dentist to the student interns;

h. Provide appropriate insurance coverage to include travel, medical and health to the student interns during the duration of the internship;

i. Assign an SIPP coordinator for the student internship programs; and

j. Conduct pre-internship orientation/training to student interns, as a prerequisite to their deployment to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

14.2.2 Monitoring and Evaluation

a. Safeguard student interns undergoing internship from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;

b. Take appropriate action on any complaint against the student intern in accordance with the HEI's policies;

c. Conduct initial and regular visit/inspection of their HTE to ensure safety of student interns;

d. Monitor and evaluate performance of the student intern jointly with the HTE based on the prescribed internship plan;

e. Monitor the student intern and attend to his/her needs and concerns by coordinating with HTE, CHED and other concerned government authorities if necessary;

f. Conduct monitoring and evaluation of the HTE to gauge the overall performance of HTE and provide feedback mechanism;

g. Conduct a post training review and evaluation of the program and the performance as well as with the partner HTE;

h. Evaluate and assess related prior training experience and provide credits for internship, when applicable; and

i. Issue a final grade to the student intern upon completion of requirements within the prescribed period in accordance with the HEI's regulations on grading system and performance assessment of the HTE.

14.2.3 Reporting

Submit to CHED through the CHED Regional Office (CHEDRO) the following documents:

a. Annual report per school year on the implementation of SIPP on the number of student interns per program, their issues and concerns and actions to be taken to address the issues among others to be signed by school head or authorized representative such as deans of concerned program and/or registrar; refer to **Annex "C"**

b. Copy of duly notarized MOA or training agreement; and

c. List of partner HTEs and student interns duly certified by authorized school official to have completed internship. refer to **Annex "D"**

Section 15. SIPP Coordinators

15.1 Requirement

15.1.1 Must have official designation by their respective head/president on the basis of the HEI's qualification requirement.

15.2 Obligations/Responsibilities

15.2.1 Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;

15.2.2 Coordinate with the dean or authorized school coordinator for the purpose of the internship orientation;

15.2.3 Inspect internship venues and sites;

15.2.4 Monitor and assess student interns periodically;

15.2.5 Coach or mentor student interns;

15.2.6 Consult and assist student interns in resolving problems/issues encountered; and

15.2.7 Validate the result of the internship of students per batch, at the end of the internship period.

Section 16. Student Intern

16.1 Requirements

A student interns must:

16.1.1 Be officially enrolled in a legitimate Philippine higher education institution;

16.1.2 Be enrolled in an internship subject;

16.1.3 Be at least eighteen (18) years of age from the start of the internship period;

16.1.4 Pass pre-internship requirements as specified in the internship plan;

16.1.5 Submit a Medical Certificate indicating that he or she is in good health and emotionally fit. The medical certificate shall be based on a physical and psychological examination conducted, or certified by Department of Health (DOH) accredited clinics and hospitals. He or she must also submit other related medical examination requirements by HTE, if any; and

16.1.6 Have a notarized written consent from his or her parents or legal guardian. (No waiver is allowed.)

16.2 Obligations/Responsibilities

16.2.1 Enter into an internship contract and/or agreement with the participating HTE; refer to **Annex "E"**

16.2.2 Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;

16.2.3 Comply with the provisions of the contract and/or agreement including the rules and regulations of the HEI, HTE and CHED at all times;

16.2.4 Undergo the required orientation/internship program conducted by the HEI and HTE;

16.2.5 Report for internship in the HTE based on the schedule indicated in the internship contract and/or agreement;

16.2.6 Perform tasks and activities indicated in the internship plan;

16.2.7 Maintain confidentiality, when and where appropriate, during and after the internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;

16.2.8 Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment;

16.2.9 Submit a journal of internship as required by HTE reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experience to the SIPP coordinator;

16.2.10 Complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and

16.2.11 Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

16.3 Status

16.3.1 The student intern shall be considered as an intern and not as an employee of the HTE for the duration of the internship; and

16.3.2 In case of working student, he or she shall be allowed to earn credits for internship upon evaluation and assessment of his or her particular assignment/task during internship period, by the HEI.

Section 17. Host Training Establishments (HTEs)

17.1 Requirements

17.1.1 Has been duly authorized HTE by the appropriate government entity/ies, i.e. Local Government Unit (LGU), Securities and Exchange Commission (SEC) and Department of Trade and Industry (DTI);

17.1.2 Capable of providing the appropriate internship program, and has the capacity to co-develop, along with the HEI, and follow an internship plan to be undergone by the student intern in the HTE;

17.1.3 Has capacity to mentor, provide and facilitate the provision of technical training to student intern;

17.1.4 Has the capacity to monitor and submit monthly reports to the SIPP coordinator, and to;

17.1.5 Follow the evaluation system of student performance provided by the HEI.

17.2 Obligations/Responsibilities

17.2.1 Designs and implements the internship plan in partnership with the HEI;

17.2.2 Encourages student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;

17.2.3 Assigns a point/focal person responsible for the implementation of all phases of the internship;

17.2.4 Orients the student intern on the standard rules and regulations of their establishment before signing of contract;

17.2.5 Enters into an internship contract/agreement with the student intern;

17.2.6 Facilitates the processing of the documents of the student intern in coordination with the HEIs;

17.2.7 Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;

17.2.8   May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance and uniform, if applicable;

17.2.9   Ensures that student interns do not perform tasks and duties of regular position in HTEs;

17.2.10   Provides supervised applied learning experience for student interns in accordance with agreed Internship Plan and schedule of activities;

17.2.11   Develops feedback mechanism to the student intern;

17.2.12   Develops feedback mechanism to HEI of the overall implementation of the internship and the student performance;

17.2.13   Provides monitoring and evaluation reports or other information on the student intern's performance as may be required by the HEI;

17.2.14   Make available, accurate and current records and provide access to HEI of such records while on internship;

17.2.15   Notifies and provides at least 30 working days written notice to the HEI of a student intern's breach of contract or misconduct in the internship premises prior to HTE's decision to suspend or terminate the contract; and

17.2.16   Issues certificates of completion for the student interns not later than two weeks after the completion of internship.

Section 18. Commission on Higher Education (CHED)

    18.1   **Obligations/Responsibilities**

        18.1.1 **Office of Student Development and Services (OSDS)**

            a. Conduct orientation and advocacy on the implementation of the guidelines on SIPP;

            b. Prepares the monitoring instrument and orients CHED Regional Offices (CHEDROs) on the same;

            c. Consolidates reports for policy formulation and decision making;

            d. Establishes and maintains linkages with other government agencies and non-government agencies and organizations for the successful implementation of SIPP; and

            e. Maintain updated list of HTEs in coordination with other government agencies and/or organizations.

        18.1.2 **CHED Legal and Legislative Service (LLS)**

            a. Upon request by the Office of Student Development and Services (OSDS) through the recommendation of the Executive Office (EO), the Legal and Legislative Service (LLS) may conduct investigation on any alleged violation/s committed by the HEI or HTE and submit its report and recommendations to the Commission en Banc (CEB), through the Management Committee (ManCom), for appropriate action.

        18.1.3 **CHED Regional Offices (CHEDROs)**

            a. Conduct monitoring and evaluation on the implementation of SIPP;

            b. Ensure the safety and well being of student interns by monitoring compliance of HEIs with the provisions of these guidelines, through review of reports of HEIs, on-site visits, and other appropriate mechanisms;

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CERTIFICATE NUMBER: SCP0004130

c. Ensure that all HEIs and their duly designated HTE comply with the provisions of these guidelines for the welfare and protection of student interns;

d. Establishes and maintain linkages with government and non-government agencies, organizations and/or industries, and enter into agreements with them specifying their roles or obligations in the implementation of SIPP;

e. Provides feedback mechanism to HEIs and HTEs;

f. Submit to LLS through the OSDS any alleged violations committed either by the HEI or HTE; and

g. Submit an annual report on the status of implementation to OSDS.

Section 19. Parent/Guardian

    19.1 Obligations/Responsibilities

        19.1.1. Issues and signs the written consent; and

        19.1.2 Co-signs the internship contract and/or agreement to manifest approval or consent to the internship of their child.

Article VIII
MONITORING AND EVALUATION

Section 20. The monitoring and evaluation of the performance of the student interns shall be done by both HEI and HTE. The SIPP coordinator, as well as the dean of the HEI should use standard procedures, instruments and methodologies, such as oral and written observations, monthly reports, and interviews or conferences to the students, to monitor and evaluate the student interns.

    20.1 At the end of the internship period, the HTE shall transmit within ten (10) to fifteen (15) working days to the HEI the following documents:

        20.1.1 Certificate of completion;

        20.1.2 Duly accomplished evaluation sheet; and

        20.1.3 Other pertinent reports, information, and/or documents which may be included for purposes of describing student intern performances.

    20.2 The SIPP Coordinator's report including the HTE evaluation report will be the basis of the student intern's final grade;

    20.3 A student intern whose contract was terminated before the end of the stipulated period for other causes shall be given a final grade on the basis of the school's grading system, and after considering the circumstances surrounding such termination; and

    20.4 The concerned HEI shall strictly monitor compliance to these guidelines.

Article IX
FEE

Section 21. The HEIs shall follow the approved students' internship fee based on CHED Memorandum Order No. 3, Series of 2012 (CMO No. 03, s. 2012), or the "Enhanced Policies, Guidelines, and Procedures Governing Increases in Tuition and Other School Fees, Introduction of New Fees, and for Other Purposes". In no

case shall the school charge the student fees other than the approved/prescribed fee or other school fees not duly noted by CHED. Charging of internship fee in accordance with CMO No. 03, s. 2012 includes administrative cost that corresponds with the units of the practicum/OJT subject and shall complement with the administrative cost of the HEIs.

Article X
GRIEVANCE MACHINERY

Section 22. It is recognized that the program may give rise to grievances and complaints from or related to a variety of sources, including the HEIs, HTEs, student interns, and other stakeholders. More often, grievances arise for varied reasons to include one party claimed to be treated unfairly or unjustly, or that there have been undesirable program outcome or lapses in the program's process for that matter.

22.1 Objective

To ensure a transparent and accountable Student Internship Program, a Grievance Committee shall be constituted. The Grievance Committee is empowered to handle and review any complaints or grievances from HEI, HTE, student intern and other stakeholders. The Grievance Committee shall have the initial responsibility of settling differences in any cases of violation of the training agreement or upon filing of a complaint by an aggrieved party.

22.2 Composition and Terms of Reference (TOR)
22.2.1 HEI Level

The Grievance Committee shall be composed of officials, SIPP coordinator and dean and/or representative of the concerned College of HEI which have jurisdiction over concerned student intern. The Committee shall investigate matters within its jurisdiction and render decision pursuant to the HEI's rules and regulations. In case of failure by the Grievance Committee to settle an issue or render a decision, or in case the complaint is against a member of the Grievance Committee, the case shall be referred to the concerned CHEDRO for appropriate action.

Once action has been recommended or taken, and depending on the nature and confidentiality of the grievance/resolution, the parties shall be informed of the resolution or decision by the committee.

22.2.2 CHED Level

The Grievance Committee shall be composed of the officials and representatives from the concerned CHEDROs and HEIs which have jurisdiction over the affected student intern. The Grievance Committee shall investigate and render a decision pursuant to pertinent rules and regulations. In case of failure by the Grievance Committee to settle the issue or render a decision, or in case the complaint is against the member of the Grievance Committee, the case shall be referred to the CHED Central Office (CHED-CO) for appropriate action.

Section 23. Investigation of Complaints

23.1 Upon receipt by CHED through the OSDS of complaints or reports on alleged student exploitation or any violations as stated in Article XI, the same shall be immediately referred to the CHED-LLS for appropriate action, following prescribed procedures instituted by the same; and

23.2 The HEI may be suspended from accepting incoming freshmen in that particular program by the CHED Chairperson while under investigation for alleged violations of these guidelines.

Article XI
VIOLATIONS

Section 24. Violations by the Higher Education Institution (HEI)

Any HEI that shall be found to have committed the following violations shall be meted with the appropriate sanctions provided in Article XII:

24.1 Sending students for internship without the required government recognition or Board Resolution Certificate of Program Compliance for said program;

24.2 Partnering with entities that have no juridical personality;

24.3 Allowing student interns to undertake SIPP without the signed MOA with HTE;

24.4 Allowing student interns to undertake SIPP without a valid internship offer or contract between the HTE and the students;

24.5 Making false statements/mis-statements of student records/documents to make it appear that the student is qualified to undertake SIPP;

24.6 Demanding from student interns training fees or other charges, not in accordance with the provisions of CMO No. 3, s. 2012;

24.7 Failing to provide free medical and dental services and appropriate insurance coverage;

24.8 Failing to monitor periodically as stipulated in the internship plan, welfare of student interns and thus exposing them to situations that may be deemed as exploitation of the students;

24.9 Failing to submit required reports to CHED as specified under these guidelines, particularly on results of pre and post monitoring and evaluation of student interns and action taken on their grievances and complaints, if any; and

24.10 Such other acts similar or analogous to the foregoing that is in violation of the provisions herein.

Section 25. Violations of Host Training Establishment (HTE)

25.1 Violation of any of the provisions of the MOA and this CMO;

25.2 Changing provisions of signed internship contract and/or agreement without the consent of the student interns and HEI;

25.3 Non-compliance with prescribed Internship Plans;

25.4 Placing student interns in internship venues which degrade, debase or demean the intrinsic worth and dignity of the student intern as a human being;

25.5 Withholding practicum reports of student interns without just cause; and

25.6 Such other acts similar or analogous to the foregoing and activities classified as human trafficking under R.A. No. 9208 and such other similar issuances that is in violation of the provisions herein.

Section 26. Violations of Student Interns

26.1 Any act of gambling, theft and other similar illegal acts;

26.2 Submitting forged or fraudulent documents;

26.3 Any act in violation of the HEI's rules and regulations;

26.4 Any act in violation of HTE rules and regulations in accordance with the internship program; and

26.5 Any act in violation of the laws of the country.

Article XII
SANCTIONS

Section 27. In order to ensure compliance with the guidelines and regulations stated in this CMO, the CHED-CEB may, upon the recommendation of the CHED-LLS, impose the following sanctions on the HEIs and HTEs for any of the violations stated in Article XI.

27.1 Any HEI found guilty of violating any of the provisions contained under Section 24 of these guidelines may be subjected to the following sanctions depending on the extent of violations:

27.1.1 Written reprimand, with a warning that repeated or persistent violations of these guidelines may result to the downgrading of Government Recognition or Revocation of Program Recognition;

27.1.2 Downgrading of Government Recognition to permit status or grant of Autonomous to Deregulated status, Center of Excellence (COE) to Center of Development (COD) status;

27.1.3 Revocation of program recognition (Autonomous, Deregulated, COE and COD); and

27.1.4 Filing of appropriate administrative and criminal case as appropriate.

27.2 **Grounds for Blacklisting of HTE without prejudice to the filing of administrative and/or criminal case**

Any HTE found guilty of violating any of the provisions contained under Section 25 of these guidelines may be subjected to the following:

27.2.1 Written reprimand, with a warning that repeated or persistent violations of these guidelines may result to the blacklisting of HTE; and

27.2.2 Blacklisting of HTE to participate in the SIPP.

27.3 Any student intern found guilty of violating any of the provisions contained under Section 26 may be subjected to sanctions in accordance with the concerned HEI's rules and regulations.

Article XIII
REPEALING CLAUSE

Section 28. All previous issuances contrary to these guidelines including CMO No. 23, s. 2009, "Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs with Practicum Subject" are hereby deemed repealed and revoked.

Article XIV
EFFECTIVITY

Section 29. These guidelines shall apply immediately to entities/parties presently implementing internship program in the Philippines and shall take effect 15 days from publication in a newspaper of general circulation or in the Official Gazette.

Issued this ___December 28,___ 2017, Quezon City, Philippines.

PATRICIA B. LICUANAN, Ph.D.
Chairperson

Enclosures:
Annex A - Sample Internship Plan for SIPP
Annex B - Sample MOA format for SIPP
Annex C - Annual Report Format for SIPP
Annex D - HEI Report on the List of Partner Host Training Establishments (HTEs) and Student Interns
Annex E - Sample Internship Contract/Agreement Format for SIPP

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

SAMPLE INTERNSHIP PLAN FOR SIPP

Annex "A"

INTERNSHIP PLAN

Internship plan include among others, the description of the following:

I. INTRODUCTION:

During the internship program, the student interns are assigned to different areas and venues, while in the Host Training Establishments (HTEs), the student interns are given actual work experience in various departments that may be determined and mutually agreed upon by the school, HTE or the student intern.

II. GOALS/OBJECTIVES:

The exposure to the different work situations is provided to enable the student intern experience and observe the practical application of theories learned in the school.

At the end of the internship program, the student should be able to:

1. Identify key positions in the industry and related operations to their corresponding tasks and responsibilities;

2. Define the standard operational procedure in each of the department assigned;

3. Identify and operate the equipment, facilities and lay-out design in each of the department assigned;

4. Perform required skills and techniques necessary in the execution of operational procedures of the assigned tasks in accordance with the existing workplace, health and safety standards; and

5. Analyze and evaluate operational procedure in each assigned task and recommend any appropriate course of action to be taken to improve procedures.

Annex "A"

SAMPLE INTERNSHIP PLAN FOR SIPP

III. REQUIREMENTS OF THE PROGRAM:

A. **List of documents for the student internship as stipulated in the CMO**

B. **Orientation and Briefing**

   After the application period, orientation and pre-internship seminars shall be set. Training expectations, guidelines, rules and regulations, course requirements shall be discussed. An open forum provides a venue for clarification on certain issues. The speakers from the Host Training Establishment (HTE) may be invited to share their insights, expectations and experiences.

C. **Internship Contract**

   An internship Contract is signed by the student intern, the Higher Education Institution (HEI) and the Host Training Establishment (HTE). This agreement identifies the student intern's tasks and some policies regarding the program.

D. **Performance**

   The culmination of the internship program is the evaluation of the student intern performance. The evaluation should contain the following:

   Name of Student Intern: _____

   Name of the HTE and address: _____

   _____

   Internship Period: Start:_____ End:_____

Department/Tasks	Period	Student Outcomes	Ratings	Signature of Supervisor/Mentor

E. **CERTIFICATION**

   A certification with the logo issued by the HTE issued to student intern after the completion of the designated number of hours. The certification bears the seal, signed by the HTE's authorized representative.

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CERTIFICATE NUMBER: SCP0004130

SAMPLE MOA FORMAT FOR SIPP

Annex "B"

MEMORANDUM OF AGREEMENT

The Memorandum of Agreement (MOA) may include among others, the following provisions:

I. PURPOSE OF THE AGREEMENT

This section states the big picture of why and how the parties came together and includes:

1. Name of parties involved
2. Brief description of the scope of work
3. Financial obligations of each party, if applicable
4. Key contacts for each party involved

II. DEFINITION OF TERMS, IF APPLICABLE

III. DETAILED DESCRIPTION OF ROLES AND RESPONSIBILITIES OF PARTIES INVOLVED

This section identifies the mutual and joint responsibilities (collaborative tasks) and the expected result of those joint efforts. In addition, it lists the specific roles and responsibilities of each entity and clarifies the purpose of the MOA as stipulated in the CMO.

IV. EVENTS OF DEFAULT

The grounds for blacklisting of Host Training Establishments (HTEs) and any HEIs found to have committed the violations of the guidelines shall be meted with the appropriate sanctions stated in the CMO.

V. EXCLUSION OF PARTNERSHIP

The parties hereto expressly agree that nothing contained or implied in the AGREEMENT shall constitute a partnership or joint venture within the parties hereto or any of them do not constitute nor be deemed to constitute any Party as an affiliate to any Party for any purpose whatsoever.

VI. NOTICES AND GENERAL MATTERS

Notices under the AGREEMENT may be delivered by hand, by registered mail (which shall be airmailed if possible) or facsimile to the addresses or emailed to the address, facsimile number, and email address specified.

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

SAMPLE MOA FORMAT FOR SIPP

Annex "B"

VII. SEVERANCE

If any provision of the AGREEMENT or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or not enforceable only to that extent and no further.

VIII. CONFIDENTIALITY

The AGREEMENT, as well as its terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other that the signatories herein or their authorized representative.

IX. SEPARABILITY

The invalidity or unenforceability of any provision of the AGREEMENT shall not affect or impair other provisions that are otherwise valid, binding and effective.

X. GOVERNING LAW AND ARBITRATION

The AGREEMENT shall be governed by and construed according to the laws of the Republic of the Philippines.

XI. ENTIRE AGREEMENT

The AGREEMENT constitutes the entire agreement between the parties, their successors and assignees. Any and all matters or things that the parties may have agreed, but have not reduced in writing herein, shall be void and ineffective.

XII. DURATION

This segment identifies the effective date of the AGREEMENT, its term (if there is one), and how the agreement can be modified or terminated.

XIII. SIGNATURES OF PARTIES' PRINCIPALS

Finally, to demonstrate agreement with the terms of the MOA, spaces are provided for the names and signatures of an official from each party who is authorized to approve agreements on the party's behalf. A space for the date the agreement was signed is also required. The MOA is not in effect until all parties have signed the MOA. Each party should then be provided with a signed original and duly notarized copy of the MOA.
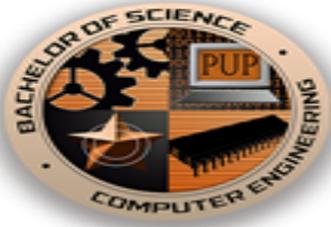
ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

Annex "C"

Form for HEI

ANNUAL REPORT IN THE IMPLEMENTATION OF
STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP)
AY_____

HEI: _____

ADDRESS:_____

DEGREE PROGRAM:_____

Issues and Concerns Encountered	Solutions	Recommendations

PREPARED BY:

(Name and Signature)
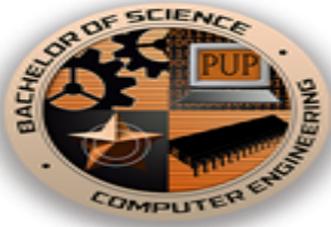
CERTIFIED CORRECT:

(Name and Signature)

Annex "D"

Form for HEI

REPORT ON THE
LIST HOST TRAINING ESTABLISHMENTS (HTEs) AND STUDENT INTERNS PARTICIPATING IN THE
STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES (SIPP)
AY_____

HEI: _____

ADDRESS:_____

PARTNER HOST TRAINING ESTABLISHMENTS (HTEs)	NAME OF STUDENT INTERNS	PROGRAM	GENDER	DATES OF DURATION OF THE INTERNSHIP

PREPARED BY:

(Name and Signature)

CERTIFIED CORRECT:

(Name and Signature)

SAMPLE INTERNSHIP CONTRACT/AGREEMENT FORMAT FOR SIPP

Annex "E"

<u>INTERNSHIP CONTRACT/AGREEMENT</u>

The Internship Contract/Agreement may include among others, the following provisions:

I. PURPOSE OF THE CONTRACT/AGREEMENT

This section states the big picture of why and how the parties came together and includes:

1. Name of parties involved
2. Goals and the development of specific skills
3. Brief description of the scope of agreement
4. Key contacts for each party involved

II. PERIOD

It covers the duration of the internship from the date started up to the last day of the contract. This segment identifies the effective date of the contract, its term (if there is one), and how the agreement can be modified or terminated.

III. DETAILED DESCRIPTION OF ROLES AND RESPONSIBILITIES

This section identifies the mutual and joint responsibilities (collaborative tasks) and the expected result of those joint efforts. In addition, it lists the specific roles and responsibilities of each entity in accordance with the provisions stipulated in the approved Memorandum of Agreement (MOA) entered into by and between the higher education institution (HEI) and Host Training Establishment (HTE) and the CHED guidelines on SIPP.

IV. PLACE OF ASSIGNMENT

This section clarifies the place of assignment at the particular HTE.

V. COMPENSATION AND BENEFITS

Under this section, the following provisions may be included among others:

1. Allowance
2. Lodging
3. Duty Meals

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SAMPLE INTERNSHIP CONTRACT/AGREEMENT FORMAT FOR SIPP

Annex "E"

4. Uniform
5. Insurance
6. Working Hours
7. Days Off

VI. CONFIDENTIALITY

The Agreement, as well as its terms and conditions herein shall be held in strict confidence and that no portion or part hereof may be reproduced or be revealed to any personnel or entity other that the signatories herein or their authorized representative.

VII. SIGNATURES OF PARTIES' PRINCIPALS

Finally, to demonstrate agreement with the terms of the contract, spaces are provided for the names and signatures of an official from each party who is authorized to approve agreements on the party's behalf. A space for the date the agreement was signed is also required. The agreement is not in effect until all parties have signed the contract. Each party should then be provided with a signed original and duly notarized copy of the contract.

SYLLABI OF THE CONCERNED COURSES

(Please See Separate Exhibit)

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

PRACTICUM I AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Practicum I Agreement (hereinafter referred to as "Agreement") is made and entered to this ___ day of ___JUNE___ 2018, by and between:

Abordo, Gellyne G., a Computer Engineering Student at Polytechnic University of the Philippines, with address Blk. 26 Lot 24, Carlton Residence, Sta. Rosa, Laguna, (hereinafter referred to as On-The-Job Trainee);

- and -

Fuerte, a company existing under the laws of the Philippines, with office address at Ground Floor, Golden Building #1465 E. Rodriguez Sr. Ave., Kristong Hari, Quezon City, represented herein by Aren M. Arciaga, (hereinafter referred to as **COMPANY**)

(hereinafter collectively referred to as the "Parties").

WITNESSETH THAT:

Polytechnic University of the Philippines, or PUP of which school the On-The-Job Trainee is a student, has requested the COMPANY to allow On-The-Job Trainee to undergo On-The-Job Training/Practicum for a minimum of 300 hours as part of his/her academic requirements.

Company is willing to accommodate the request of PUP and to allow the On-The-Job Trainee to undergo practical training, subject to the following terms and conditions:

1. During the period of his/her on-the-job training/practicum, the On-The-Job Trainee shall abide by all rules and regulations observed by the COMPANY.

2. The On-The-Job Trainee shall exercise care and accomplish the task assigned to him/her.

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3. The On-The-Job Trainee shall submit the documents required for the Practicum to the COMPANY.

4. The COMPANY shall not be bound to pay the On-The-Job Trainee any salary, allowance or compensation but may do so if it wishes.

5. The COMPANY shall orient the On-The-Job Trainee on the rules and regulations of the COMPANY, especially on such matters which pertain to safety and security precautions, and shall monitor and supervise the student-trainee.

6. The COMPANY shall involve the On-The-Job Trainee in activities and task to develop their work attitude and creative abilities to become professional employee based on the areas stated on the Practicum I Syllabus.

7. The COMPANY shall accomplish the necessary forms (e.g. Weekly Report, Performance Evaluation Report) required by the Practicum I, in connection with the training requirements of the On-The-Job Trainee.

8. The COMPANY shall issue a Certificate of Completion to the On-The-Job Trainee upon fulfillment of all training requirements.

9. This Practicum I Agreement will be in effect for the whole duration of the training.
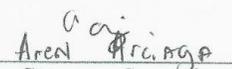
IN WITNESS WHEREOF, I/WE have affirmed my/our signature(s) hereunto on the date and place first abovementioned.

By:

_____
Serthel G. Abordo
On-The-Job Trainee

_____
Adviser, Practicum I

Signed in the presence of:

_____
Chairperson, Computer Engineering Dept.

_____
Aren Arciaga
Company Supervisor

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CERTIFICATE NUMBER: SCP0004130

NIDEKA®
Timekeeping System

EMPLOYEE ATTENDANCE LOGS

No. : 00000064   **Dept. :** OTHERS

Name : ABORDO, GELLYNE G.

Date	am IN	am OUT	pm IN	pm OUT	OT IN	OT OUT	Duration
04/30	08:00 *dav*	16:41					8:14
05/01							0:00
05/02	08:21	16:14					7:53
05/03	06:54	16:57					10:03
05/04	06:58	19:29					12:31
05/05							0:00
05/06							0:00
05/07	07:46	16:13					8:27
05/08							0:00
05/09							0:00
05/10	07:29	18:00					10:31
05/11	07:15	18:01					10:46
05/12							0:00
05/13							0:00
05/14							0:00
05/15	07:34	16:44					9:10
05/16	07:15	20:01					12:46
05/17	07:17	20:01					12:44
05/18	07:00	16:05					9:05
05/19							0:00
05/20							0:00
05/21	07:33	16:11					8:38
05/22	07:12	20:01					12:49
05/23	07:08	20:03					12:55
05/24	07:13	20:00					12:47
05/25	07:14	19:14					12:00
05/26							0:00
05/27							0:00
05/28	07:08	20:08					13:00
05/29	07:54	16:37					8:43
05/30	07:03	16:35					9:32
05/31	07:11	16:24					9:13
06/01	07:13	20:07					12:54
06/02							0:00
06/03							0:00

NIDEKA®
Timekeeping System

EMPLOYEE ATTENDANCE LOGS

ID No. : 00000064 **Dept. :** OTHERS

Name : ABORDO, GELLYNE G.

Date	am IN	am OUT	pm IN	pm OUT	OT IN	OT OUT	Duration
06/04	07:24	20:03					12:39
06/05	07:16	20:04					12:48
06/06	07:11	07:41	16:10				0:30
06/07	07:16	19:11					11:55
06/08	07:10	20:00					12:50
06/09							0:00
06/10							0:00
06/11	07:43	16:05					8:22
06/12							0:00
06/13	07:50	16:04					8:14
06/14	07:23	16:03					8:40
06/15							0:00

TOTAL DURATION = 300 hours 39 minutes

+ 27 minutes

= 301 hours 6 minutes

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	ABORDO, Gellyne Guitang
NUMBER	2015-03065-MN-0
DESIGNATION	I.T. SUPPORT
COMPANY	FUERTE LENDING CORP.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
04/30/18	ORIETATION, INSTALL SOFTWARES	8 hours
05/01/18	LABOR DAY	—
05/02/18	TROUBLESHOOT PC INTRODUCED TO THE NEW PURCHASED SYSTEM ENCODE	8 hours
05/03/18	FORMAT OLD PC's, ENCODE	10 hours
05/04/18	SCAN COMPUTERS, REMOVE VIRUSES	11 hours
	Total Number of Hours	37 HOURS

Certified by:

Aron M. Arcinga

NAME

PRACTICUM SUPERVISOR

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	ABORDO, Gellyne Guitang
NUMBER	2015-03065-MN-0
DESIGNATION	I.T. SUPPORT
COMPANY	FUERTE LENDING CORP.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
07/07/18	HELP THE I.T. FIND FLAWS ON THE SYSTEM. ENCODE	8 HOURS
07/08/18	COMPANY TEAM BUILDING	—
07/09/18	COMPANY TEAM BUILDING	—
07/10/18	DELETE UNIMPORTANT FILES TO FREE UP SOME SPACE IN THE MEMORY	10 HOURS
07/11/18	TROUBLESHOOT PC, INSTALL MISSING DRIVER	10 HOURS
	Total Number of Hours	28 HOURS

Certified by:

Iren M. Arciaga

NAME
PRACTICUM SUPERVISOR

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	ABORDO, Gellyne Guitang
NUMBER	2015-03065-MN-0
DESIGNATION	I.T. SUPPORT
COMPANY	FUERTE LENDING CORP.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
05/14/18	BARANGAY ELECTION	—
05/15/18	TEACH EMPLOYEES HOW TO USE THE NEW SYSTEM	9 HOURS
05/16/18	FORMAT PC's INSTALL APPS NEEDED ENCODE	12 HOURS
05/17/18	SHOW EMPLOYEES HOW TO USE THE NEW SYSTEM	12 HOURS
05/18/18	FORMAT PC's INSTALL OS	8 HOURS
	Total Number of Hours	41 HOURS

Certified by:

Aren MP. Arciaga

NAME
PRACTICUM SUPERVISOR

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	ABORDO, Gellyne Guitang
NUMBER	2015-03065-MN-0
DESIGNATION	I.T. SUPPORT
COMPANY	FUERTE LENDING CORP.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
05/21/18	FOUND TROUBLES ON THE NEW SYSTEM. REPORT IT, ENCODE. TEACH EMPLOYES HOW TO USE NEW SYSTEM	8 HOURS
05/22/18	REPLACE OLD KEYBOARDS AND MOUSE TO NEW ONES. ENCODE. TROUBLESHOOT PC	12 HOURS
05/23/18	SCAN COMPUTERS. REMOVE VIRUSES. REMOVE UNNECESSARY FILES	12 HOURS
05/24/18	ENCODE. REPORT PROBLEMS IN THE NEW SYSTEM	12 HOURS
05/25/18	INSTALL MICROSOFT OFFICE ON NEW COMPUTERS. ENCODE	11 HOURS
Total Number of Hours		55 HOURS

Certified by:

Arew O. M. Arcinjo
NAME
PRACTICUM SUPERVISOR

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	ABORDO, Gellyne Guitang
NUMBER	2015-03065-MN-0
DESIGNATION	I.T. SUPPORT
COMPANY	FUERTE LENDING CORP.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
05/28/18	-ARRANGE FILES TEST NEW EQUIPMENTS REPORT PROBLEMS FOUND IN THE NEW SYSTEM	13 HOURS
05/29/18	INSTALL SOFTWARES ON NEW COMPUTERS (MS OFFICE ETC.) ENCODE REPORT PROBLEMS IN THE SYSTEM TO THE I.T.	8 HOURS
05/30/18	ENCODE REPORT THINGS THAT THE SYSTEM LACKS	9 HOURS
05/31/18	FOUND ERRORS IN THE SYSTEM. REPORT TO THE I.T.	9 HOURS
06/01/18	REPORT BUGS FOUND ON THE SYSTEM ENCODE ORGANIZE FILES	13 HOURS
Total Number of Hours		52 HOURS

Certified by:

Aren C. aj M. Arciaga

NAME
PRACTICUM SUPERVISOR

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	ABORDO, Gellyne Guitang
NUMBER	2015-08065-MN-0
DESIGNATION	I.T. SUPPORT
COMPANY	FUERTE LENDING CORP.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
06/04/18	ENCODE HELP THE I.T. TEACH EMPLOYEES TO USE THE SYSTEM ORGANIZE FILES	13 HOURS
06/05/18	TEACH EMPLOYEES IN PAMPANGA HOW TO USE THE SYSTEM REPORT PROBLEMS OR BUGS IN THE SYSTEM	13 HOURS
06/06/18	TROUBLESHOOT SOME OF THE COMPUTERS HELP REPLACE OLD PC IN PAMPANGA	8 HOURS
06/07/18	INSTALL APPLICATIONS NEEDED IN THE NEW PC's ENCODE HELP I.T. FIND MORE BUGS IN THE SYSTEM	12 HOURS
06/08/18	ENCODE ARRANGE/ORGANIZE OLD PC's	13 HOURS
Total Number of Hours		59 HOURS

Certified by:

M. Arciaga
NAME
PRACTICUM SUPERVISOR

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	ABORDO, Gellyne G.
NUMBER	2015-03065-MN-0
DESIGNATION	I.T. SUPPORT
COMPANY	FUERTE LENDING CORP.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
20/11/18	INSTALL OS ARRANGE FILES	8 HOURS
20/12/18	INDEPENDENCE DAY	——
20/13/18	ORGANIZE FILES HELP I.T. FORMAT OLD PC's	8 HOURS
20/14/18	ENCODE REPORT BUGS IN THE SYSTEM	8 HOURS
20/15/18	Eid al-Fitr	——
	Total Number of Hours	24 HOURS

Certified by:

_A. cj_
Aron M. Arciaga
NAME
PRACTICUM SUPERVISOR

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	ABORDO, Gellyne C.
NUMBER	2015-03065-MN-0
DESIGNATION	I.T. SUPPORT
COMPANY	FUERTE LENDING CORP.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
18	ENCODE HELP I.T. REMOVE VIRUS IN SOME OF THE COMPUTES.	8 HOURS
		—
		—
		—
		—
Total Number of Hours		8 HOURS

Certified by:

M. Arciaga
NAME
PRACTICUM SUPERVISOR

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

PRACTICUM 1

COMPREHENSIVE REPORT

For the Period (April 30, 2018 – June 18, 2018)

Submitted by:

Abordo, Gellyne G.

(BSCpE 3-4)

Total Number of Hours	300 hours
Total Number of Hours Rendered	301 hours
Total Number of Hours Absent	

I. **Company Background**

Founded in 2012, Fuerte Lending Corporation is a lending investor established to service the financial needs of individuals that are without access to Financial Institutions.

FUERTE LENDING CORPORATION is a start-up lending company catered towards granting loans to different market segments in the Philippines. Currently, we have businesses in three regions and expanding to different provinces.

II. **Detailed Job Description**

- Assist Immediate Supervisor and other employees
- Troubleshoot and repairs computer issues
- Deployment/installation and configuration software of applications
- Assist in Workstation setup
- Update records as necessary
- Notify Immediate Supervisor of any irregularities in materials, process, or equipment issues

III. **Skills Learned**

- Troubleshoot and repair of computer issues (Hardware and software)

IV. **Describe the Practicum Experience**

Experience in the outside world is far from experience in school. In school, it is sometimes, okay to be late. But in work, it is not. It is not okay to just sit there and watch other do their job. You have to move because your groupmates or friends are not there to help you or do your job for you. Everyone has their eyes on you in everything you do. You really have to work hard for better output. And if you did not, your co-workers will have a bad impression on you. It is not just about you, thinking how will you pass all of your subjects. It is about cooperation and how you deal with others. It is not just about learning. It is about how you deal with your problems and with other people with care and with right thinking.

V. **Conclusion**

I conclude that I have learned more about the corporate world and how things work out there. I have improved some of my skills and I knew that I really still have a lot to learn. I can now– though, sometimes, I cannot, handle pressure professionally. I therefore conclude that I have to work harder, for me to be able to face the world waiting for me out there.
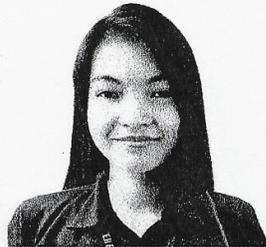
NIKKI G. ABARCA

COMPUTER ENGINEERING STUDENT

CONTACT

0921-846-7838

abarcanikki@gmail.com

Unit F1 A. Panganiban
St. Sta. Mesa, Manila

CAREER OBJECTIVE

Enthusiastic engineering college student. Seeking first-rate career development opportunities to improve my personal and technical skills where my capacity and knowledge would be utilized in a new environment.

SOFT SKILLS

- Highly resourceful, organized, and reliable
- Team player
- Ability to balance workloads efficiently
- High level of maturity and sense of responsibility

EDUCATION

2015-Present	Polytechnic University of the Philippines
2011-2015	Jose Panganiban National High School
2005-2011	Jose Panganiban Elementary School

WORK EXPERIENCE

WEB DEVELOPER INTERN

1Devs Inc. Web Development Company | April 2018 - June 2018

- Created a Web-based Customer Relationship Management System
- Modified existing website for marketing purposes

HARD SKILLS

HTML

CSS / BOOTSTRAP

JAVASCRIPT / JQUERY / ANGULARJS

PHP / MySQL

C / C++

AWARDS & SEMINARS

- Annual Research Awards 2019
- Logic Circuits & Design Champions (CpE Fair MMXVIII)
- National Computer Research and Engineering Symposium 2018
- PUP Software Freedom Day 2016 (IoT)
- PUP TechNation Caravan 2016

REFERENCES

Timothy Gaius G. Dungao
1Devs Inc. Web Development Company
Part Owner / Senior Developer
+639176444086

AFFILIATIONS

- National Computer Research and Engineering Symposium *(Member of Registration Committee)*
- Association of Concerned Computer Engineering Students for Service *(Member)*
- College of Engineering Managers of Information Technology *(Member)*

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

April 8, 2019

Mary Joy Castillo
Administrative Manager
Smart and Sense Infotech Inc.
1607 Tycoon Centre Condominium Bldg. Pearl Drive,
Ortigas Center, San Antonio, Pasig City

Dear Madam:

As per required for the degree of Bachelor of Science in Computer Engineering (BSCpE) in this University, all incoming 5th year students are required to undergo 300 hours "On-the-job training".

The OJT is aimed to prepare the students to tackle the major Computer Engineering subjects as well as to gain exposure in the actual field of engineering practices.

In this regard, we would like to request that **Nikki G. Abarca** be allowed to have an on-the-job training in your institution. We will be grateful for the help you will extend to us in the furtherance of educating our youth.

Thank you very much for considering our students to be a part of your prestigious institution.

Very truly yours,

Engr. Orlando V. Pajabera
Practicum Adviser
Computer Engineering Department

Received by:
Mellet Sabad 04/08/19
Mellet Sabad
HR Admin asst.

3F CEA Building NDC Compound Anonas Street, Sta. Mesa, Manila ; website: www.pup.edu.ph

"THE COUNTRY'S 1ST POLYTECHNIC U"

(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

PRACTICUM II AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Practicum II Agreement (hereinafter referred to as "Agreement") is made and entered to this 11th day of May 2018, by and between:

Nikki G. Abarca, a Computer Engineering Student at Polytechnic University of the Philippines, with address **Unit F1, A. Panganiban St., Sta. Mesa, Manila**, (hereinafter referred to as On-The-Job Trainee);

- and -

Smart & Sense Infotech Inc., a company existing under the laws of the Philippines, with office address at **Unit 1607 Tycoon Centre Condominium Building, Pearl Drive Avenue, Pasig City**, represented herein by **Ms. Mary Joy Castillo**, (hereinafter referred to as **COMPANY**)

(hereinafter collectively referred to as the "Parties").

WITNESSETH THAT:

Polytechnic University of the Philippines, or PUP of which school the On-The-Job Trainee is a Student, has requested the COMPANY to allow On-The-Job Trainee to undergo On-The-Job Training/Practicum for a minimum of 300 hours as part of his/her academic requirements.

Company is willing to accommodate the request of PUP and to allow the On-The-Job Trainee to undergo practical training, subject to the following terms and conditions:

1. During the period of his/her on-the-job training/practicum, the On-The-Job Trainee shall abide by all rules and regulations observed by the COMPANY.

2. The On-The-Job Trainee shall exercise care and accomplish the task assigned to him/her.

3. The On-The-Job Trainee shall submit the documents required for the Practicum to the COMPANY.

4. The COMPANY shall not be bound to pay the On-The-Job Trainee any salary, allowance or compensation but may do so if it wishes.

5. The COMPANY shall orient the On-The-Job Trainee on the rules and regulations of the COMPANY, especially on such matters which pertain to safety and security precautions, and shall monitor and supervise the student-trainee.

6. The COMPANY shall involve the On-The-Job Trainee in activities and task to develop their work attitude and creative abilities to become professional employee based on the areas stated on the Practicum II Syllabus.

7. The COMPANY shall accomplish the necessary forms (e.g. Weekly Report, Performance Evaluation Report) required by the Practicum II, in connection with the training requirements of the On-The-Job Trainee.

8. The COMPANY shall issue a Certificate of Completion to the On-The-Job Trainee upon fulfillment of all training requirements.

9. This Practicum II Agreement will be in effect for the whole duration of the training.

IN WITNESS WHEREOF, I/WE have affirmed my/our signature(s) hereunto on the date and place first abovementioned.
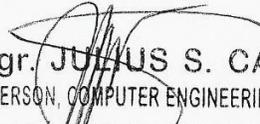
By:

NIKKI G. ABARCA
On-The-Job Trainee
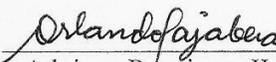
Orlando Fajabera
Adviser, Practicum II

Signed in the presence of:

Engr. JULIUS S. CANSINO
CHAIRPERSON, COMPUTER ENGINEERING DEPARTMENT
_____
Chairperson, Computer Engineering Dept.

MARY JOY L. CASTILLO
Company Supervisor

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	Nikki G. Abarca
DESIGNATION	Web Developer
COMPANY	Smart & Sense Infotech Inc.

COMPANY PROFILE

Smart and Sense Infotech Inc. is a software development company based in Metro Manila, founded by security and imaging technology expert from South Korea. Started on July 2013 with a group of software development experts, UI and Graphic Designers, Business Analyst, Marketing Specialist from metro manila. S&IT is pursuing Smart IT and Sense IT skills. We have earned a reputation for delivering high-quality solutions on time and within budget, resulting in long-term partnership. We intend to deliver our solutions globally and help companies upgrade their business operation.

MISSION

Our Mission is to help companies with their IT Solutions and to improve their business productivity. We provide our clients with reliable, superior software at a cost-effective price while making the development process an enjoyable experience for the clients as well as the employees.

VISION

Our Vision is to become the global software solution provider by investing in our resources, people and advance development method, technology and providing business solutions that reduce operational costs and increase profitability.

SERVICES

· Web Development
· Mobile Development
· Software Consulting

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	Nikki G. Abarca
DESIGNATION	Web Developer
COMPANY	Smart & Sense Infotech Inc.

JOB DESCRIPTION

Web developers build and maintain websites and web application. In this company, a web developer's job is to create products that meet client's needs. The work requires simultaneously and lots of meetings with the client to discuss their requirements and update them on progress.

In our case, our client decided that we should use Wordpress content management system for the ecommerce website in order for them to add products on their own with the use of woocommerce plugin. We spend our time making custom functions, plugins and modules for Wordpress to meet the client's requirements on time. While creating these things, I have to be familiarized with the Wordpress PHP, functions, hooks, and filters. I also need to have a strong knowledge about PHP, Javascript or JQuery, CSS, and more in order to tweak it a little. Every day, I am tasked to back up the Wordpress. It is a must do because one mistake with the code and the whole wordpress site would not be working anymore.

Before, I was one of those who opposes Wordpress because it may have lowered the standards of web development but I have realized that knowing Wordpress is also essential. If you want to be a developer, learning Wordpress and other frameworks and languages is also significant because there were clients who prefer to use other languages that would match their needs or Wordpress in order for them to easily adapt with the content management system once you are done with the code.

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	Nikki G. Abarca
NUMBER	0921-846-7838
DESIGNATION	Web Developer
COMPANY	Smart & Sense Infotech Inc.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
April 8, 2019	• Orientation and Contract Signing • We were introduced to the team. • Studied terminal commands because I am using CentOS. • Created the layout for a sample webpage.	8 hours
April 9, 2019	• HOLIDAY	0 hours
April 10, 2019	• Added functionality that add, updates, and delete single data for the page using Ajax, JQuery, and PHP • Modified the layout of the page • Studied more basic Ajax and JQuery syntaxes	8 hours
April 11, 2019	• Created a delete all function to the page • Added send email functionality using PHP Mailer with the help of my supervisor. • Added real time email validation. • Studied SMTP	8 hours
April 12, 2019	• Recreated the table using the Datatables framework with the help of my supervisor. • Encoded employer's member form	8 hours
Total Number of Hours		32 hours

Certified by:

John Paul Benedict U. Erquita
PRACTICUM SUPERVISOR

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	Nikki G. Abarca
NUMBER	0921-846-7838
DESIGNATION	Web Developer
COMPANY	Smart & Sense Infotech Inc.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
April 15, 2019	• Changed the search bar of the datatables into a customized one. • Added animation in email validation • Studied basic yum command • Modified the layout of the navbar and cards	8 hours
April 16, 2019	• I was introduced to the project Onpharmacy. • Modified the footer of some pages. • Learned how to back up the wordpress using BackWpup	8 hours
April 17, 2019	• Studied php arrays and created some examples. • Helped in creating the toggle function when in mobile version	8 hours
April 18, 2019	• HOLY WEEK	0 hours
April 19, 2019	• HOLY WEEK	0 hours
Total Number of Hours		24 hours

Certified by:

John Paul Benedict U. Erquita
PRACTICUM SUPERVISOR

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	Nikki G. Abarca
NUMBER	0921-846-7838
DESIGNATION	Web Developer
COMPANY	Smart & Sense Infotech Inc.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
April 22, 2019	- Continue to study PHP arrays and created more examples - Created a sample Wordpress theme development and integrating it to mdbootstrap	8 hours
April 23, 2019	- Fixed the footer detail alignment on the OnPharmacy - Added terms and condition to register form with the help of my supervisor. - Studied email subscription in mailchimp	8 hours
April 24, 2019	- Fixed footer in checkout form - Removed mailchimp logo on footer of email templates - Created a sample automated email template in mailchimp - Fixed the error in login and register buttons	8 hours
April 25, 2019	- Studied jquery functions - Studied and tried to create a function that checks if email of the user is subscripted or not	8 hours
April 26, 2019	- Modified first name and last name in billing address and account details - Unrequired the first name in woocommerce	8 hours
Total Number of Hours		40 hours

Certified by:

John Paul Benedict U. Erquita
PRACTICUM SUPERVISOR

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	Nikki G. Abarca
NUMBER	0921-846-7838
DESIGNATION	Web Developer
COMPANY	Smart & Sense Infotech Inc.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
April 29, 2019	• Assisted in mirroring the shipping and billing address • Removed the option to make English and Korean language • Fixed first name and last name required • Fixed save changes error	8 hours
April 30, 2019	• Added required in English validation • Changed the username to user ID • Modified the address in shipping address	8 hours
May 01, 2019	• HOLIDAY	0 hours
May 02, 2019	• Assisted in creating a subdomain • Duplicated the domain to the subdomain • Configured the login with Facebook in Nextend • Changed links in the subdomain (products)	8 hours
May 03, 2019	• Configuration of backwpup (back up for wordpress) • Modified the registration forms • Created a mirror function for the account last name and shipping last name • Fixed the create account and login account	8 hours
Total Number of Hours		32 hours

Certified by:

John Paul Benedict U. Erquita
PRACTICUM SUPERVISOR

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	Nikki G. Abarca
NUMBER	0921-846-7838
DESIGNATION	Web Developer
COMPANY	Smart & Sense Infotech Inc.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
May 06, 2019	• Configured Woorewards and studied its documentation • Fixed footer in checkout-order received Removed error appearing in my account due to the checkbox for terms and conditions	8 hours
May 07, 2019	• Assisted in hiding the backend contents of wordpress wp-admin • Worked on the authentication failed error in usernames of new users	8 hours
May 08, 2019	• Worked on the email error in pluggable Worked on the wishlist button not properly centered	8 hours
May 09, 2019	• Worked on set password problem in email when new users sign up with social media accounts	8 hours
May 10, 2019	• Modified the email sent to new users when they signed up with social media account Worked on the invalid username and authentication failed in Nextend	8 hours
Total Number of Hours		40 hours

Certified by:

John Paul Benedict U. Erquita
PRACTICUM SUPERVISOR

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	Nikki G. Abarca
NUMBER	0921-846-7838
DESIGNATION	Web Developer
COMPANY	Smart & Sense Infotech Inc.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
May 13, 2019	• ELECTION DAY	0 hours
May 14, 2019	• ABSENT	0 hours
May 15, 2019	• Worked on the error not acceptable in my custom functions • Restored backup due to error in my custom functions	8 hours
May 16, 2019	• Made fields in registration and shipping address page required • Created a function to clear input fields when some error appear • Fixed the empty name field being saved on account details	8 hours
May 17, 2019	• Study mycred for rewards • Removed PCCC on registration page Studied some hooks and functions on wordpress	8 hours
Total Number of Hours		24 hours

Certified by:

John Paul Benedict U. Erquita
PRACTICUM SUPERVISOR

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	Nikki G. Abarca
NUMBER	0921-846-7838
DESIGNATION	Web Developer
COMPANY	Smart & Sense Infotech Inc.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
May 20, 2019	• Created a function to change the myaccount into the name of the user that is currently logged in • Dual boot CentOs and Windows 7 • Configuration and setup of Visual Studio	8 hours
May 21, 2019	• Studied basics of C# and had some problem challenges	8 hours
May 22, 2019	• Worked on the Google translation of the whole site with languages (Korean, English, Japanese, Hindi, and Filipino) • Studied some basic commands in C#	8 hours
May 23, 2019	• Rename the labels on the registration and checkout page • Started the subscription path field on the registration page	8 hours
May 24, 2019	• Modified the input fields interface of country in checkout, and edit shipping address • Added two kinds of shipping methods in checkout • Studied Paypal checkout gateway	8 hours
Total Number of Hours		40 hours

Certified by:

John Paul Benedict U. Erquita
PRACTICUM SUPERVISOR

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	Nikki G. Abarca
NUMBER	0921-846-7838
DESIGNATION	Web Developer
COMPANY	Smart & Sense Infotech Inc.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
May 27, 2019	• Studied adding custom field on wp-admin and save its data to database • Tested and studied why I can't call the email on other pages	8 hours
May 28, 2019	• Created a function to show a notice when the user's facebook account does not contain an email address • Created a notice for the users when their facebook account does not contain an email address	8 hours
May 29, 2019	• Created a notice and a function to disable the checkout when the current user's account does not have an email address	8 hours
May 30, 2019	• Removed sign up with facebook in registration temporarily • Created a notice in account details	8 hours
May 31, 2019	• Finished the notices for empty email issue and implemented to the domain • Studied mycred documentation • Created a new tab on account details for the rewards • Created a function to display the reward history of the user on the rewards tab	8 hours
	Total Number of Hours	40 hours

Certified by:

John Paul Benedict U. Erquita
PRACTICUM SUPERVISOR

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

TRAINEE'S PROFILE

NAME	Nikki G. Abarca
NUMBER	0921-846-7838
DESIGNATION	Web Developer
COMPANY	Smart & Sense Infotech Inc.

WEEKLY REPORT

DATE	ACCOMPLISHMENTS	NO. OF HOURS
June 03, 2019	• Created functions for making the user enter an email address when their facebook account does not contain an email address	8 hours
June 04, 2019	• Created a modal form for entering the user's new email address and disabling it until the user entered a valid email Reviewed more plugin for the subscription path	8 hours
June 05, 2019	• HOLIDAY	0 hours
June 06, 2019	• Created a new menu for the survey result of the subscription paths of the new users Finished the function for displaying the data of the subscription path in a graph and tables • Had been in a meeting regarding the progress of the rewards and subscription path	8 hours
June 07, 2019	• Modified the functions in mycred to display the points manually added by the admin • Polishing of the survey data and design in • wordpress admin	8 hours
	Total Number of Hours	32 hours

Certified by:

[signature]

John Paul Benedict U. Erquita
PRACTICUM SUPERVISOR

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

PRACTICUM 2

STATUS REPORT

For the Period (April 08, 2019 – June 07, 2019)

Submitted by:

Abarca, Nikki G.

(BSCpE 4-2)

Total Number of Hours	300 hours
Total Number of Hours Rendered	304 hours
Total Number of Hours Absent	8 hours

I.   **Detailed Description of Project/Job**

A. Objective
- To create an operational ecommerce website
- To provide a user-friendly interface for both the seller and the buyer
- To provide the website with a good marketing strategy through the use of rewards systems, well-brought-up search engine optimization and good content
- To help my supervisor with the project

B. Requirements
- Ability to learn concepts and apply them to other problems
- Good communication skills
- An inquisitive mind
- Knowledge in Wordpress PHP, JQuery, CSS, and PHP

C. Project Timeline

	W1	W2	W3	W4	W5	W6	W7	W8	W9
Training (PHP, AJAX, JQuery, CSS, HTML, CentOs commands and etc.)									
Introduced to the project									
Fixed some bugs in footer and registration									
Modified some functions in billing and shipping address									
Fixed some bugs in account details									
Assisted in creating a subdomain for debudding									
Duplicated files from domain to subdomain									
Configuration of a plugin for rewards system									
Fixed bugs when user registered with social media account									
Modified email templates sent to users who login with social media account									
Restore backup due to error in a plugin									
Language supports of the website									
Created a survey to be displayed on admin side									

D. Tasks
- Finished fixing some bugs on pages and input forms
- Modified email templates sent to new users who signed up with social media account
- Created some functions for the required functionality of the site

- Created survey form where its data is to be displayed on admin side
- Tested and configured some plugins for the reward system

II.   **Skills Used**
- PHP, MySQL
- Wordpress PHP
- HTML, JavaScript, JQuery, CSS
- Bootstrap Framework

III.   **Skills Learned**
- Writing proper reports
- Improved communication skills
- Deeper understanding of using APIs that are needed for the site
- Learned how to debug properly while maintaining a clean code
- Creating domains and subdomains and its purpose
- Deeper understanding of Wordpress and how its functions, filters works

IV.   **Comments and Suggestions**
- A great provider of a formidable training ground for aspiring programmers
- Colleagues are willing to take their time and sit with you to teach you new things and help you when you need help with something
- Every person in the company are friendly
- Great management and will you teach you importance of discipline
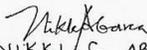
NIKKI G. ABARCA
Student's Name and Signature
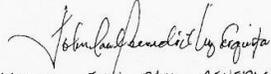
2019/06/13
Date

ERQUITA, JOHN PAUL BENEDICT U.
Supervisor's Name and Signature

2019 - 06 - 13
Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

PRACTICUM 2

COMPREHENSIVE REPORT

For the Period (April 08, 2019 – June 07, 2019)

Submitted by:

Abarca, Nikki G.

(BSCpE 4-2)

Total Number of Hours	300 hours
Total Number of Hours Rendered	304 hours
Total Number of Hours Absent	8 hours

I. Company Background

History

Smart and Sense Infotech Inc. is a software development company based in Metro Manila, founded by security and imaging technology expert from South Korea. Started on July 2013 with a group of software development experts, UI and Graphic Designers, Business Analyst, Marketing Specialist from metro manila. S&IT is pursuing Smart IT and Sense IT skills. We have earned a reputation for delivering high-quality solutions on time and within budget, resulting in long-term partnership. We intend to deliver our solutions globally and help companies upgrade their business operation.

Mission

Our Mission is to help companies with their IT Solutions and to improve their business productivity. We provide our clients with reliable, superior software at a cost-effective price while making the development process an enjoyable experience for the clients as well as the employees.

Vision

Our Vision is to become the global software solution provider by investing in our resources, people and advance development method, technology and providing business solutions that reduce operational costs and increase profitability.

Services
- Web Development
- Mobile Development
- Software Consulting

II. Detailed Job Description

During my stay, I was assigned to help my supervisor with the ecommerce website they are currently working on. The website was already halfway when I entered as an intern and I had to familiarize everything about it to adapt. Our team is using Wordpress content management system and back then, I had to be familiarized with the Wordpress PHP such as its functions, hooks, actions, and filters. My knowledge about JQuery, CSS, PHP, and other helpful tools should also be sharp in order to finish tasks we are currently working on. When the client had some revisions like wanting to add rewards point system and survey for his website, our task is to create and satisfy the request of the client. We created subdomains where we could test our code since the domain has already been published before integrating new functionalities and updates to the main site.

III. Skills Learned

I am lucky I have been given a chance to participate on two weekly meetings where I have to represent my supervisor who was on leave that time. I believe I have learned to proper write reports, speak professionally and be responsible for my own words and actions. Before entering that company, I knew very little about wordpress and only have some basic JQuery, SQL and PHP commands with me but at the end of the training, I became more familiar with those things. My supervisor also taught me proper and effective ways of coding such as proper usage of comments for a clean code, the dos and don'ts when coding and more.

Right after the site has been published, we have to create a new subdomain for code testing and troubleshooting. There were times we have to solve problems and identify why it occurred and find a solution for it and I believe it helped me to troubleshoot properly. There were tasks given to us that seemed impossible to solve but at the end of the day, together with my supervisor, we always manage to get it done and this has made me realize that what I need more in coding is knowledge, patience and 'dark magic'. We refer hardcoding as dark magic.

IV. Describe the Practicum Experience

This semester, I had the privilege to take an internship in a software company. The experience has changed my entire outlook on web development. It has made me realize how much I want to become an effective developer someday. I always find my heart thumping out loud for excitement every time we had new challenges with the website we are currently working on.

I remember when my supervisor was on leave for a week and I was left all alone to represent him for two weekly meetings. It was a meeting for the employees to report the progress they had done for that week. During that time, our client is on the meeting and I was literally shivering in fear but as soon as I started talking, my fear vanished and all I can think of is that I can do it. I'm still thankful that my supervisor get me to experience things like that. While he was gone, I have to report to our general manager regarding the progress of the work I am doing and I would not forget the feeling of satisfying what they want and being proud of myself that I can do it because before, I have never thought that I can do it.

I am very thankful to the company for the experience they have left with me and more importantly the friendship that has been built during my internship period. They had given me so much opportunity to apply practical skills, knowledge, and training I learned from tutorials, school, my past internship, and had given the chance to learn more. They enlightened me with the real world experience of a career path that I want to pursue after I graduate and I am very thankful.

V.   Conclusions

The company did not only impart me memorable experiences and insights but they have also helped me in my growth and maturity. With all the experiences and constructive criticisms I had with them, I can say that I have grown emotionally and mentally. They taught me a lot of things that school can never provide. They have become more of a family to me and being in the office somehow made me think that I don't want to be at school anymore.
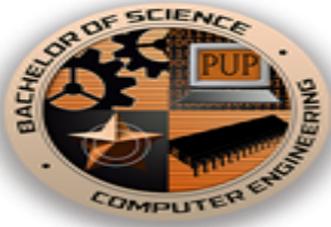
Being in that office made me feel what it is like to be a part of 'real' world and what it is like to be a regular employee with a regular job. I have learned a lot about discipline when it comes to meeting deadlines and not giving up when the upper hand is not on your side.

I once read an article that says talent alone is not enough. It is important, but it is no guarantee of success. One must also be hardworking and should practice self-discipline. Sacrifice is important, too. As I sat on the work space we were given, only I realized that what was said was true. What the company wants are those who are hardworking and passionate enough so I spent my hours with a great determination to quickly finish the project we were given.

More importantly, this internship helped me developed skills that I needed once I enter the profession that I want to pursue after graduating. I have learned different personality types and figured how to talk to about work matters, how to best interact with superior people at work. I am really thankful especially to my supervisor who took the time to sit with me and teach me knowledge, skills, and techniques that he knows and imparted it with me. One thing is for sure, the best about this training is the friendship that has been built within the four sides of that office.

VI.   Recommendations

Being in that company for more than two months and not knowing that I already finished my internship period made me realize that it is truly remarkable and fun. That is why I recommend future interns to apply in this company because they offer good quality of internship program. One can truly be a professional and disciplined in no time. They will let interns explore real world experiences which is what are exactly in need of. There were employees who are willing to take their time to teach interns like us. For the university, I would like to suggest to have a partnership with company because what the students really needs is a company who is good at nurturing students who are more than willing to learn.

S&T
SMART AND SENSE INFOTECH INC.

Unit 1607 Tycoon Centre Condominium., Pearl Drive Ortigas Center Pasig City 1605

Certificate of Completion

Awarded to

Abarca, Nikki G.

for satisfactorily completed 300 hours

On-the-Job-Training

for Bachelor of Science in Computer Engineering course in our company

from April 8, 2019 to June 7, 2019.

Issued this 7th day of June 2019 at Ortigas Center Pasig City Philippines.

Mary Joy L. Castillo
Admin

Mr. Jaesung Park
President /COO

Mr. Jonggwang Kim
President/CTO

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP000413Q

REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PERFORMANCE EVALUATION

Name of Trainee: Nikki G. Abarca

Course: Bachelor of Science in Computer Engineering

Year and Section: 4-2

Company: Smart & Sense Infotech Inc.

Address: Unit 1607 Tycoon Centre Condominium Building Pearl Drive Avenue, Pasig City

Department: IT Department

Position: Web Developer Intern

No. of hrs.spent: 300 hours

Inclusive date: April 8, 2019 – June 10, 2019

To the evaluator: Please write the corresponding grades point in the column provided.

	CRITERIA	E	VG	G	S	Points
1	Punctuality in attendance	✓				100
2	Regularity in attendance	✓				99
3	Performs task logically and methodically	✓				97
4	Completes assigned task with tolerable tolerances	✓				98
5	Ability to interpret drawing accurately	✓				95
6	Ability to prepare sketches		✓			88
7	Uses the correct tools, machines, and equipment with care	✓				98
8	Courtesy and harmony in dealing with others	✓				99
9	Carries out instruction with minimum question and supervision	✓				99
10	Dependability and initiative		✓			92
11	Willingness to accept criticism and suggestions for improvement	✓				99

Point System:
94-100 Excellent 82-87 Good
88-93 Very Good 75-81 Satisfactory

Evaluated by:

John Paul Benedict U. Erquita
Signature Over Printed Name

MARY JOY L. CASTILLO 8mm.
ADMIN MANAGER

__Software Developer__
Position

Comments of the Evaluator:
She won't let the problem controls her. but instead she uses the problem as an inspiration to move forward. And she never let things half done.

Note: Please enclose the completed form in an envelope & sign across the seal. Return the sealed envelope to the student.

3F CEA Building NDC Compound Anonas Street, Sta. Mesa, Manila; website: www.pup.edu.ph
"THE COUNTRY'S 1ST POLYTECHNIC U"

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

COEN 4012/4022

PRACTICUM 1 / PRACTICUM 2 Syllabus

I. SUBJECT IDENTIFICATION

Subject Code	COEN 4012/COEN 4022
Subject Title	PRACTICUM 1/PRACTICUM 2
Subject Credit Units	2 UNITS

Subject Prerequisite	1.1. The student should have completed the Third/Fourth Year standing.
	1.2. The student should enroll the subject:
	    1.2.1 During summer with no academic subjects;
	    1.2.2 During regular semester with the maximum 12 academic units.

Subject Corequisite	NONE
Subject Description	The subject is the first of the On-The-Job Training immersion programs wherein the students will have the chance and opportunity to be with the Computer Engineering industry or related. The subject designed to provide the students an opportunity to be exposed to the actual work environment where they will be able to apply the knowledge, skills and attitudes, which they have developed in school. The subject prepares the students for future careers in professional Computer Engineering and for leading roles in the design, analyses and applications of computing structures that involve hardware, software or both. Students undergo the process of applying and being screened for the on-the-job training in the industry. In the industry, students may work form Monday to Friday for 40 hours, 8 hours per day engaged in actual projects or business-works, which are assigned to them by the industry supervisor. They meet with the Practicum instructor in school every Saturday for an opportunity to share their experiences with other on-the-job trainees, for the school to be able to monitor their progress and submit, periodically, the documentation of their work experience. To synthesize their experience, the students are required to submit a project paper where they are given the opportunity to evaluate the learning obtained, share their insights and recommend to the school points for improvement in the curriculum and instruction.

II. COURSE OBJECTIVES

General Objective	At the end of the program, the students should be able to demonstrate higher level of professionalism and expertise in their respective fields.
Specific Objectives	The students should be able to: 1. Complete the required number of a minimum 300 hours in the on-the-job site; 2. Document the progress in their learning and share these with the other on-the-job trainees; 3. Exhibit success in the workplace through positive reports, evaluation or feedback by industry supervisors and Practicum instructor; 4. Synthesize the learning experience through a project paper. 5. Contribute to the improvement of industry operations and the school curriculum and instruction through their recommendations.

III. COURSE REQUIREMENTS

Attendance to Saturday Classes
Resume
Photocopy of Endorsement Letter
Photocopy of Memorandum of Agreement
Company Profile
Job Description
Submission of Weekly Report signed by the Supervisor
Evaluation by the Industry Supervisor
Status Report
Comprehensive Report
Photocopy of Certificate of Completion

IV. GRADING SYSTEM

The student must comply to the requirements of the subject to PASSED.

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

COEN 4012/4022

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FUERTE
LENDING

C E R T I F I C A T I O N

This is to certify that **Gellyne G. Abordo** has completed her 300 hours On the Job Training in our company.

This certification is being issued upon the request of the above mentioned party for whatever legal purpose it may serve her.

Issued this 18th day of June 2018.

MA. REGINA M. ABAYA
Vice - President

GROUND FLOOR, GOLDEN BUILDING, #1465 E. RODRIGUEZ, SR. AVE.,
KRISTONG HARI, QUEZON CITY
TELEFAX # 282-2013

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

STUDENT'S COPY

PUP FORM 21.
Revised '11

REPUBLIC OF THE PHILIPPINE
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

CERTIFICATE OF REGISTRATION

CAMPUS __MN__

STUDENT NUMBER	NAME (Last, First, Middle, Middle Name, if married woman):	SEX	SEMESTER	SCHOOL YEAR	ADMISSION STATUS
2015-01807-MN-0	ATENCIO, COLYN MARIZ FLORES	F	Summer	2017-2018 SY	Freshman

ADDRESS:
#219 BLK 18 LOT 1 PHASE 1 BAGONG NAYON II BRGY, SAN ISIDRO

		YEAR LEVEL	ACADEMIC STATUS
CONTACT PERSON In case of emergency:	CONTACT NUMBER:	Third Year	Regu
		COURSE & SECTION	DATE OF REGISTRATION
		BSCOE-5	04/16/

COURSE CODE	COURSE TITLE	UNITS	HRS LEC	LAB	SECTION	DAYS/S	TIME	ROOM	PROP'S INITIAL
COEN 4012	Practicum 1	2	2	0	BSCOE 3-5	T/T/TH/TH/S/	01:30-04:30P 04:30-07:30P 01:30-04:30P 04:30-07:30P 01:30-04:30P 04:30-07:30P	FIELD/CE	

ARO REGISTERED
SEM 20 ___ 20 ___

UNIT & SIGNAUTE
IN CHARGE   ANALYN P. LI

TOTAL UNITS/HRS		TOTAL ASSESSMENT:		
MAXIMUM NUMBER OF UNIT/s. ALLOWED 2.00/	2.00/ 0.00	AMOUNT PAID:	BALANCE:	516.0
DATE issued:	6.00	O.R. NO. 516.00	DATE PAID:	0.0
		17645928	04/16/201	

(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA

ISO 9001:2015 CERTIFIED
CERTIFICATE NUMBER: SCP0004130