

Republic of the Philippines  
Batangas State University

● Leading Innovations, Transforming Lives ●



**ON THE JOB  
TRAINING OFFICE  
QUARTERLY  
ACCOMPLISHMENT  
REPORT**

**2<sup>nd</sup> QUARTER  
SY 2022**

**Asst. Prof. ARNOLD Q. MALALUAN**  
MBA, MPA, REB, RCA, LPT, SPBE, CMITAP, CTT  
Assistant Professor III  
Head, On The Job Training Office



# ACCOMPLISHMENT REPORT

(April 1-30, 2022)

## Accomplishments

- Visitation and monitoring of student trainees.
- Prepare reports and other related documents regarding on-the-job training.
- Meeting with EPSON
- Answered all the concerns/queries of all OJT Students.
- Assisted and Instructed students as regards to their Post-OJT Requirements
- Sent announcement to all OJT students regarding their work arrangement
- Supervised OJT students preparing documents for COPC and Accreditation Documents.
- Edited the Operational Plan Monitoring matrix for OJT

**Problems Met:** None

**Actions Taken:** Continuing the good service.

**Asst. Prof. ARNOLD Q. MALALUAN**  
Head, OJT

**Mr. JERRY P. LUMBERA**  
Coordinator OJT Coordinator

Noted by:

**DR. NERRIE E. MALALUAN**  
Vice Chancellor for Academic Affairs





## Visitation and Monitoring of student trainees



Visiting the intern Villapando Angel, Kathrine Ann Ybera and Vian Valencia while checking the health checklist at Clinic.

(April 04, 2022)



Visiting the intern Charlie Angelio and Colleene Lyka Samonte a while doing their task at Accreditation Office.

(April 04, 2022)





Visiting the intern Raz Von Cedrick while doing his task at ICT Office.

(April 04, 2022)



Visiting the intern Mica Guevarra and Christine Marie De La Torre while doing their task at VCAA Office.

(April 04, 2022)





Visiting the intern Ulan Jhomar while doing his task at Procurement Office.

(April 04, 2022)



Visiting the intern Mangobos Patricia Anne while doing her task at Testing and Admission Office.

(April 04, 2022)





Visiting the intern Atienza Audrae Vanessa while doing her task at Testing and Admission Office.

(April 04, 2022)



Visiting the intern Gallo Amy and Fatalla Katherine while doing their task at Resource Generation Office.

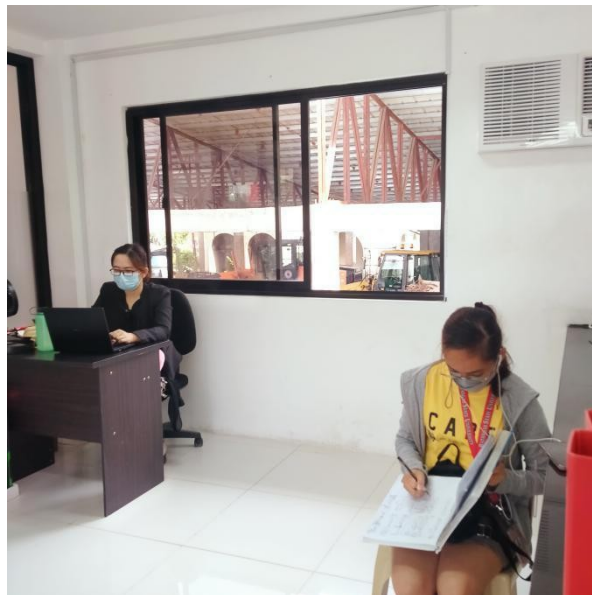
(April 04, 2022)





Visiting the intern Hadji De Torres and Gonzales Jonalyn while doing their assigned task at Records Office.

(April 04, 2022)



Visiting the intern Sherene Nicole Santos while doing her task at OVCDEA Office.

(April 04, 2022)





Visiting the intern Danica Anguit while checking papers at Budgeting Office.

(April 04, 2022)



Visiting the intern Philip Pine and Junjeric Tenorio while doing their task at Property and Supply Office.

(April 04, 2022)



Visiting the intern Jean Jessel Mendoza and Rica Dimacuha while doing their task At Library.

(April 04, 2022)







Visiting the intern Jamica Lagare while doing her task at CAS Department Office.

(April 04, 2022)



Visiting the intern Ilagan Jane Kathlene, Del Rio Rochelle and Lasac Debbie Vanessa while sorting paper at Accounting Office.

(April 04, 2022)





Visiting the intern Ronna Barredo, doing her task at Extension Office.

(April 04, 2022)



Visiting the intern Christian Marcellana, doing her task at Internal Audit Office.

(April 04, 2022)





Visiting the intern Areen Cacao, Nina Marie Chavez, Therricka Shane Malabanan and Karl Baez while sorting paper at On-the-Job Training Office.

(April 04, 2022)





One of the EPSON Company staff visit Asst. Prof. Arnold Q. Malaluan on April 29, 2022.





## Distributing invitation cards for online orientation to speakers (May 04, 2022)





# ACCOMPLISHMENT REPORT

(May 01-31, 2022)

## Accomplishments

- On-the-Job Training Office create an invitation for the upcoming On-the-Job Orientation.
- On-the-Job Training Office conduct an OJT Orientation- midterm class for Computer Science and ABCOMM students.
- Attended the Job Fair of Alangilan Campus and meet the marketing staff of Angels Pizza.
- Received email and respond to the request of good moral of the incoming OJT students.
- Supervised and gave instructions to the OJT students about their schedule and requirements after their training
- Edited the updates on Campus Office Organizing related to OJT
- Sent Directory of OJT students for their schedule of exit interview and reminded the OJT Students regarding their upcoming exit interview.
- Communicated to the Program Chair of AB Comm regarding their OJT Concern/s
- Received and checked all the Post OJT requirements of all the student-Trainees
- Conducted meeting to all OJT Students regarding their post OJT requirements
- Computed and uploaded the grades of all OJT students for Second Semester, AY. 2021-2022

**Problems Met:** The office experienced a slight problem with the presentation during OJT Orientation.

**Actions Taken:** The host of the program present the PowerPoint presentation.

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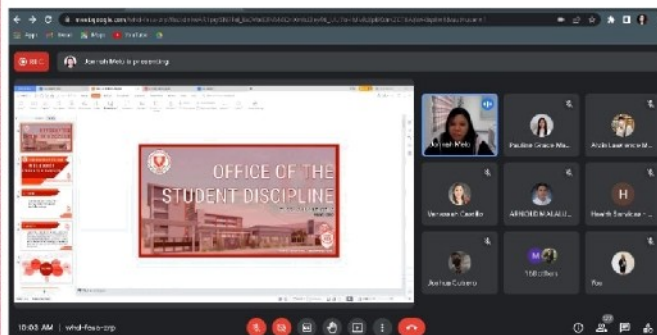
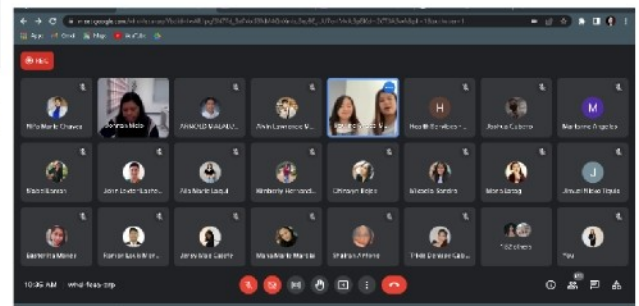
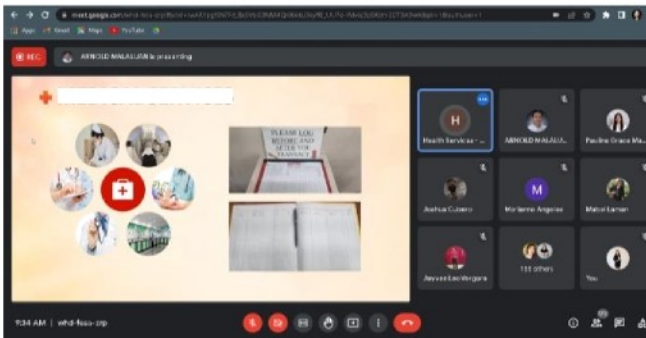
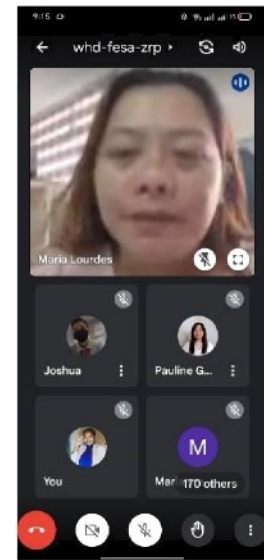
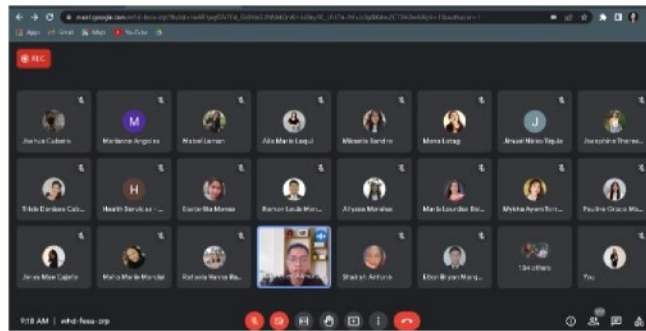
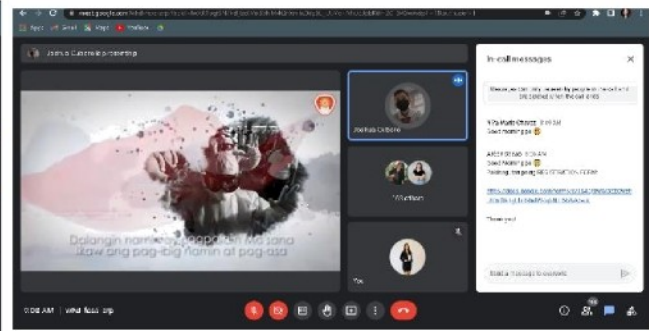




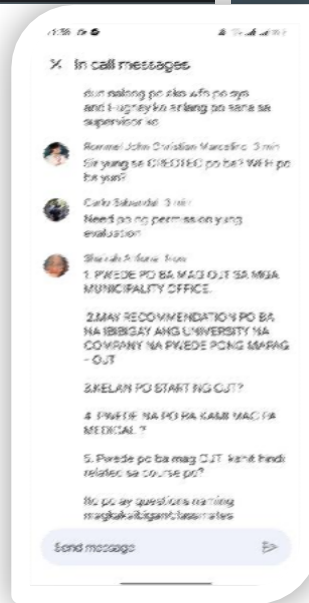
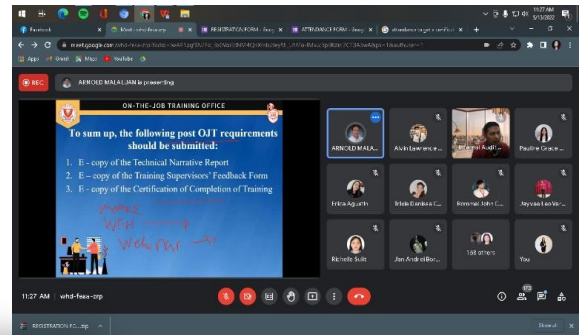
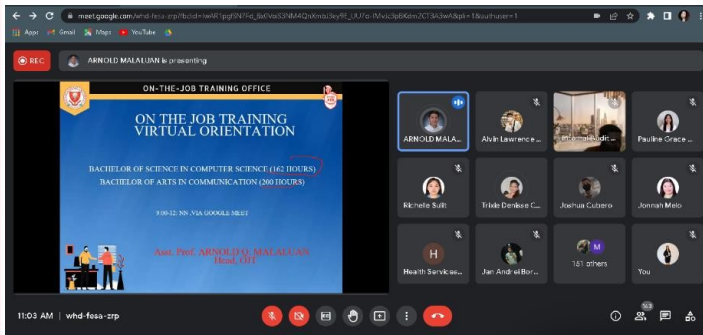
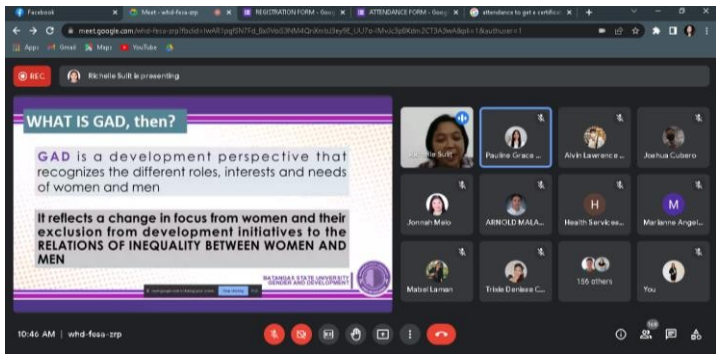
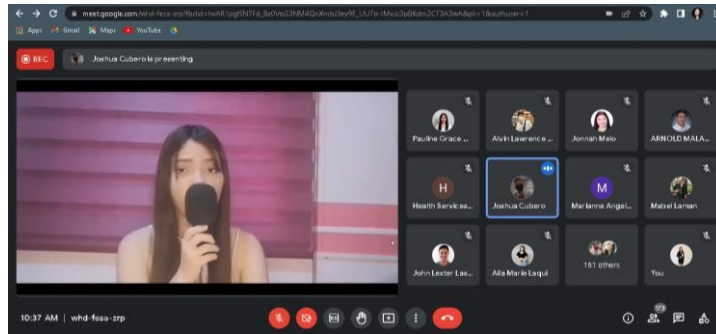
## On-the-Job Virtual Orientation – Midterm Class 2022

On May 13, 2022 via Google Meet the On-the-Job Training Office led by Asst. Prof. Arnold Q. Malaluan conduct a virtual orientation for Computer Science and Bachelor of Arts in Communication (ABCOMM). The orientation starts by 9:00 am and ends in 12:30 pm. Ms. Angela Lucero and Ms. Pauline Grace Martirez are the master of ceremony, the orientation starts with the national anthem and welcome remarks by Mrs. Balita. Due to difficult schedule some of the speakers cannot attend. The message starts with Mr. Dionesces O. Alimoren (Program chair, CICS), Mr. Alimoren gives a glimpse about OJT and expectations. The OJT gives the interns a real world experience and the supervisors will be the mentor to guide the student. The first lecturer is from Health & Safety Protocol by the campus nurse Ms. Maha Apple C. Magnaye to discuss the campus protocols and health services. The clinic offers to check the blood pressure, weight, cramps and sprain. The OJT Medical requirements: Vaccination Card, Philhealth, Chest X-ray (PA View), Blood typing and Drug test. Also, she discuss some reminders to bring in school, what to do before and after the duty. Next, Dr. Vanessa V. Castillo (Vice Chancellor for Development and External Affairs, Program Chair, ABCOMM), she tackle about programs and development; external program. The second lecturer is the Head of Student Discipline, Engr. Jonnah R. Melo. She discourse some reminders about the Office of Student Discipline, the manual and policy of OSD. After Engr. Jonnah R. Melo, to give the audience a break the On-the-Job Training Office present an intermission number by Ms. Jayzel Bayani. Moreover, the third lecturer comes from Gender and Development Ms. Richelle Sulit, her converse about the role and responsibility of Gender and Development in the office. They assess or analyze the issues on how they will address the issues. “Gender and Development is a development perspective that recognizes the different roles, interest and needs of women and men.” They talk about the inequality of men and women. The development aims at the fulfillment of 3 basic human needs such as to provide basic necessities, ability to become persons with identity, dignity and self-esteem, last the exercise of freedom and responsibility. In addition, Ms. Sulit go into the policy imperatives on GAD. Students learn that there’s a national and international mandates. Last lecturer and fourth is Asst. Prof. Arnold Q. Malaluan which is the Head of On-the-Job Training Office. He explain the aims of the program, responsibilities of OJT Office, Rules of OJT Interns, Duties and responsibilities like confidential files. Asst. Prof. Arnold Q. Malaluan present a PowerPoint presentation so that the students can easily understand the topic. Furthermore, he include in the discussion about how OJT Office conduct during pandemic period and its requirements. An open forum starts and the students asks questions or their concerns through the chatbox, Asst. Prof. Arnold Q. Malaluan answers them. Mr. Jerry P. Lumbera gives an advice to future OJT interns for his closing remarks.











# ACCOMPLISHMENT REPORT

(June 01-30, 2022)

## Accomplishments

- Evaluated and verify the qualifications of OJT applicants for placement to host training establishments.
- Consolidated, prepared, provide and the keep master list of the campus' Student Trainees for placement.
- Spearheaded the campus orientation of 190 student trainees regarding internship training placement and requirements.
- Assisted and Instructed students with regards to their Pre-OJT Requirements
- Checked student-trainees pre-OJT requirements.
- Communicated to the faculty members and head of offices of BatStateU Lipa regarding the OJT of the students.
- Prepare a google classroom for all OJT students.
- Deployed the AB Communication Students and BS Computer Science Students to their respective office assignment at the University Offices.
- Supervised and monitor all OJT students regarding their tasks or duties of each offices of the campus
- Informed about the work from home arrangement of OJT students because of COVID 19 pandemic rising in the Philippines.
- On-the-Job Training Office create aa drive and google classroom for the upcoming On-the-Job Orientation.

**Problems Met:** The office experienced a slight problem with the presentation during OJT Orientation.

**Actions Taken:** The host of the program present the PowerPoint presentation.

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