



Ateneo de Naga University
College of Business and Accountancy
Financial Management Courses Department

PRACTICUM /WORK INTEGRATED LEARNING PORTFOLIO

In partial fulfillment of the requirements in ACCM490: Practicum/Work Integrated Learning

Submitted by:

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Adviser

INTRODUCTION

The Financial Management Courses department has included a work integrated learning subject for the major Financial Management and Accounting. This portfolio contains the work integrated learning experiences of the trainee, Gonylou Marie D. Bataller, for the first semester of school year 2018-2019. The trainee must complete at least 300 work hours in her chosen company or organization, doing jobs that are in line with the course. This serves as a work immersion that the student must complete to finish the course. Through this immersion, the student would hopefully acquire relevant and significant learnings that would be of use to her in the long run.

This portfolio will serve as a detailed presentation of the documentation the trainee has made throughout her work integrated learning experience. It will explicitly show the documents that were made and given from application to completion. This will contain the profile of the chosen company or organization the intern has chosen to work with. There will be an extensive discussion on the job proper which includes job title and description, work schedule, certificate of completion, significant learning, and problems encountered and actions taken by the intern. After this discussion, there is also a weekly journal wherein the intern discusses her experiences on a weekly basis. This documentation will also include photos of the intern within her workplace. Finally, the intern will provide her recommendations for the company or organization based on what she experienced. As previously stated, attached in this portfolio are the following documents from the intern: application letter, curriculum vitae, medical certificate, performance rating, and daily time record.

COMPANY PROFILE

ORGANIZATION PROFILE: PHILIPPINE CHARITY SWEEPSTAKES OFFICE

About PCSO

The Philippine Charity Sweepstakes Office (PCSO) is the principal government agency for raising and providing funds for health programs, medical assistance and services, and charities of national character.

The PCSO holds and conducts charity sweepstakes, races, and lotteries and engages in health and welfare-related investments, projects, and activities to provide for permanent and continuing sources of funds for its programs. It also undertakes other activities to enhance and expand such fund-generating operations as well as strengthen the agency's fund-management capabilities.

The main products of the PCSO are the sweepstakes and the lottery games. The Sweepstakes game has steadily been evolving through the years to be able to conform with the changing times, to keep the game interesting to all Sweepstakes enthusiasts and to hopefully attract more clients, and to maintain a variety of Sweepstakes products readily available in the market. Various game types have been introduced and other game innovations are constantly being conceptualized, particularly of the traditional and scratch and match variety and the Small Town Lottery (STL).

The PCSO holds five 6-pick number games, the Lotto 6/42, MegaLotto 6/45, SuperLotto 6/49, GrandLotto 6/55 and UltraLotto 6/58 at Php24.00 per combination (inclusive of 20% Documentary Stamp Tax or DST). All of these number games can be played using the system play (systems 7 to 12), 5 Roll, and Lucky Pick. The Lotto 6/42 is drawn on Tuesdays, Thursdays and Saturdays and has an initial jackpot prize of Php6,000,000.00. The MegaLotto 6/45 is drawn on Mondays, Wednesdays, and Fridays with the initial jackpot prize of Php9,000,000.00. The SuperLotto 6/49, which has an initial jackpot prize of Php16,000,000.00, is drawn on Tuesdays, Thursdays and Sundays. The GrandLotto 6/55 is drawn every Monday, Wednesday and Saturday with the initial jackpot prize of Php30,000,000.00. The UltraLotto 6/58 is drawn on Tuesdays, Fridays and Sundays with Php50,000,000.00 as the initial jackpot prize.

The agency also conducts the 6-digit (6D), 4-digit (4D), Suertres Lotto and the EZ2 Lotto games Php12.00 per play (inclusive of 20% DST). The 6D game is played only in Luzon. Draw days for this game are Tuesdays, Thursdays, and Saturdays with a minimum guaranteed amount (MGA) of Php150,000.00 per twelve-peso play. The 4D game is played in Luzon, Visayas and Mindanao on the same days as that of the MegaLotto 6/45, which are on Mondays, Wednesdays, and Fridays. The minimum guaranteed amount for this game is set at Php10,000.00 per twelve-peso play. The Suertres Lotto is played in Luzon, Visayas and Mindanao. The Suertres Lotto games are drawn everyday, at 11:00 a.m., 4:00 p.m. and 9:00 p.m., with a first prize of P4,500.00 per twelve peso play. While, the EZ2 game is also drawn everyday, same time as the Suertres Lotto draws, in Luzon, Visayas and Mindanao with Php4,000.00 as first prize per twelve peso play.

PCSO also offers KENO Lotto Express. It is a fast and fun game played every ten (10) minutes. For only Php12.00 (inclusive of 20% DST), you may choose many numbers and how much money to play to have a chance to win up to Php1,000,000.00 per play.

Since its inception in 1934, the Philippine Charity Sweepstakes Office (PCSO) has lived up to the challenge of its mandated mission and purpose and has remained unwavering in carrying out its vision of uplifting the quality of life of the Filipino people. The agency has well established itself as a model government institution with its unquestioned dedication to serve the disadvantaged sectors of society. With these, the PCSO has developed a strong credence and incontestable acceptance from Filipinos who have all come to believe and get comfort on the fact that the PCSO will always be there for them, as long as needs need to be satisfied and hopes and dreams need to be given life and fulfilment.

In adherence to its main thrust of providing funds for health programs and other charities, the PCSO is engaged in various social welfare and development programs. The main programs of the agency are as follows: endowment fund/quality health care program, individual medical assistance program, community outreach program, ambulance donation program, national calamity and disaster program, and hospital renovation and improvement of health care facilities. Also, the agency makes mandatory contributions to the Commission on Higher Education (CHED), Comprehensive and Integrated Shelter and Urban Development Financing Program (CISUDFP), Department of Foreign Affairs (DFA), National Commission on Indigenous People (NCIP), Overseas Workers Welfare Administration (OWWA), Philippine Centennial Commission (PCC), Philippine Sports Commission (PSC), and the Quirino Memorial Medical Center (QMMC) as well as regular quarterly and monthly contributions to charitable institutions engaged in giving welfare services to the children and youth who are either abandoned or exploited, the elderly, and the physically and mentally handicapped, among others.

Mission

To generate funds for health programs and charities of national character through charity sweepstakes races, lotteries and other similar activities.

Vision

PCSO shall be present in every province conducting efficient gaming operations and providing responsive medical assistance and charity services by 2022.

Core Values

Professionalism, Compassion, Stewardship, Optimism.

REPORT

A. JOB TITLE AND DESCRIPTION

Job Title

Assistant to Agent Concern Officer

Description

Provide assistance in matters concerning Lotto/Keno agents' requirements, record files, and other important documents. Tasks generally include recording/encoding and updating agent data, sorting agent files, preparing agent receiving forms, preparing Lotto/Keno agent and teller IDs, and other tasks needed and related to agent concern.

B. SCHEDULE

First Semester, School Year 2018 - 2019

DAY	TIME	
	AM	PM
MONDAY, WEDNESDAY, FRIDAY	8:00 AM - 12:00 PM	NO DUTY
TUESDAY, THURSDAY	8:00 AM - 12:00 PM	1:00 PM - 5:00 PM

Second Semester, School Year 2018 – 2019

DAY	TIME	
	AM	PM
MONDAY - FRIDAY	NO DUTY	1:00 PM - 5:00 PM

C. CERTIFICATE OF COMPLETION

REPUBLIC OF THE PHILIPPINES
Office of the President
PHILIPPINE CHARITY SWEEPSTAKES OFFICE
Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552
www.pcsso.gov.ph

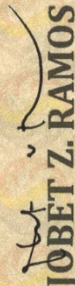
Certificate of Completion

This certifies that

GONYLOU MARIE D. BATALER

Has successfully completed

*The Three Hundred Hours (300) On-the-Job Training
From June 21, 2018 to December 30, 2018
at PCSO Camarines Sur Branch Office, Naga City, Camarines Sur.*


JOBET Z. RAMOS
OIC- Branch Manager
Camarines Sur Branch Office

D. SIGNIFICANT LEARNING EXPERIENCES AND INSIGHTS

During my 20 weeks working with the Philippine Charity Sweepstakes office, I have acquired a significant amount of learning experiences and insights. In my interview with the branch manager in the first weeks as an intern, I have already realized a few things. Every company or organization has their individual stereotype. These organizations have reputations that could appear good or bad in the eyes of the public.

For many, whenever they hear PCSO, the first thing that comes to mind are the games they provide may it be Lotto, Keno, STL, or games such as ScratchIt and others. The focus tends to lean to the big prizes that this government office offers; their other services seem to be overlooked. During my interview, I realized that an organization is so much more than its stereotype. The branch manager of PCSO Camarines Sur told us that as a government office, they accept interns for them to experience what it's like working for the government and at the same time, educate them enough to break the stereotypes that some organizations are given. Right then and there I realized that he was right and learned that PCSO is much more than its games and prizes. There, I learned that this office only uses these games to generate revenue to be used as funds that would enable them to serve their true purpose. In this case, it is charity for the poor citizens of this country that are in need of financial assistance in paying their medical bills.

I was then assigned to work with the Agent Concern officer of the branch. In my first weeks, I was bombarded with piles of agent files. I had to work with contracts and bonds while I figure my way around them. In those weeks, I felt the need for effectiveness and efficiency when handling agent files. I knew that the files I'm working with are important. Sorting and arranging them would make a huge difference for me, my supervisor, and the office as a whole. From that, I thought that working smart would be the best choice for me to achieve both effectiveness and efficiency within the workplace.

The office has its different sections which consists of different employees. Even in my first weeks, I already knew that I would have to work on my interpersonal relationships within the four walls of PCSO. As a person that is not necessarily good with people, I knew what was coming and I was willing to do some work. Although I am reserved most of the time, I'm not entirely an anti-social person. I am still able to communicate with my superiors, allowing me to work better with them. However, in the length of my stay in the office, I am able to have an in-depth realization of the relationships I should be having within a workplace. I have certainly improved and am continuously trying to be better.

In connection with the aforementioned interpersonal skills, I also learned the weight of initiative. Taking action with minimal supervision and maximum efficiency is one quality of an effective employee. Initiative is definitely a trait that would take you far in an office setting, or any job setting for that matter. Nonetheless, the importance of asking for help should still not tarnish. As much as initiative is important, one must always ensure the accuracy of his/her work. So then, having queries is normal since one can not know everything with just assuming. In order to prevent mistakes and the complete wastage of time, one must exhaust all ways possible to gather the right information and apply it to his/her work.

Mistakes are inevitable. No one is always a hundred percent accurate, thus, there is no perfect workplace. Conflicts may arise from time to time within a department or the whole office itself, from co-workers to customers to agents; it's simply unavoidable. This, then, calls for the need of flexibility within the workplace. One must learn how to adjust especially when a situation calls for it. Patience could also come in handy to avoid further conflict.

As a trainee, I can say that I am productive. Whenever I'm in the office, I always make sure to perform my task as accurately as possible within the shortest time I could. After I finish a task, I would ask if I could still help with anything else or if not, I would be of aide to my co-interns. However, I am not a perfect intern when it comes with attendance. I recognize that some days I would be absent but I make sure to inform my supervisor/s. My absences are mostly due to health reasons of course. Last year, I was diagnosed with Polycystic Ovarian Syndrome which affected my health both physically and mentally. I sometimes think that I chose the wrong semester to take Practicum because 2018 was really a tough year for me to the point that would be days that I could not get out of bed at all. As much as I want to be objective and productive, I could be defeated by my illnesses. But then, I know that I can't give in and give up just yet. I make efforts to still perform my responsibilities, this time, without compromising my health. I was supposedly a graduating student but this semester, I had to make a make or break decision. In my supposedly last semester, I withdrew 15 units-worth of subjects to prioritize my mental health. It took a lot of deliberation and convincing both for me and my parents but I was advised to lessen my stress level so that things would not go worse than it already is. I realized that even though I took this long in finishing my on-the-job training and that I would be extending my stay in Ateneo for another semester, it does not really matter as long as I continue and chose to fight and live on.

Overall, my practicum experience has been meaningful and educational. I am very thankful to my supervisors that served as my mentors in the office. My co-interns taught me a lot of things too. The learnings that I acquired would be very useful especially out in the real world. I sure would not forget any of the learnings I have said above because I know that I have worked hard too to acquire them. In the end, I know that I am not alone in this learning experience because I have people to guide me in my journey. As for myself, I will always stand up and become a reminder that I am able to continue if I just let myself unleash my potentials.

E. PROBLEMS ENCOUNTERED AND ACTIONS TAKEN

PROBLEMS ENCOUNTERED	ACTIONS TAKEN
Missing agent records/files	Double check agent files and if possible, always keep a duplicate record in order to avoid incomplete records. If a document seems to remain unfound, take note of the specific lost file and inform supervisor immediately to see what can be done.
Technical problems e.g. broken/jammed photocopying machine, broken/malfunctioning laptop keyboard and mouse, printing troubles, etc.	Self-study about basic office equipment and try to figure out how to solve various technical problems that could be or are encountered. If simple remedies are not enough to fix technical problems, communicate the problems with supervisor or employees that have further knowledge about the defect to avoid worsening the situation.
Incomplete set of document copies needed by regulatory authorities e.g. Commission on Audit and Regional Manager	Stay attentive and practice working fast in order to comply with the requirements of the authorities.
Improper arrangement of Previous Week Agency Report (PWAR) files	Take note of every instruction that is given to prevent redoing what has been done. Keep close a list of guidelines in doing tasks to prevent frequent inquiry and mistakes at the same time.
Lost and irretrievable files from the office computer.	Secure work files through saving every now and then or when material changes in a document has been made. If possible, back-up documents in the cloud or other external devices in case of breach.

WEEKLY JOURNAL

WEEK ONE (JUNE 19-22, 2018)

For the practicum, my friend and I looked for prospective companies or agencies to apply to. We prepared our application letters and resumes which were presented to the administrative officers of the respective agencies. After several inquiries, only one office accepted our applications outright and it was the Philippine Charity Sweepstakes Office (PCSO). We were asked to return the following Tuesday (June 19) for our interview.

Since we are the only ones applying for on-the-job training at their office, the branch manager, Sir Jobet Ramos, interviewed us. It was quick but nonetheless meaningful. He just asked us some basic interview questions and informed us of the other requirements we need to submit before we start. After the interview with Sir Jobet, I knew that working there would not bring me too much stress and pressure because they all seem to be so welcoming. Sir Jobet's jokes also helped me get comfortable during the interview and answer right but not get too serious. The following day, we submitted the other requirements which include the recommendation letter from our practicum adviser and our class/work schedules. We were also introduced to the staff and to our supervisors.

On the first day of work, I arrived at the office minutes before my duty starts to provide an extra time for me to adjust to the environment. My supervisor guided me to my work space which is inside the manager's office. After setting up my work space, I began working starting with this huge pile of Agency Agreements I was tasked to check which contained the contracts between PCSO and its Lotto/Lotto Express Agents. It took me all morning and an hour into the afternoon to check and arrange them. After finishing and giving the checklist to my supervisor, I was handed over another load which now contained Surety Bonds. I started to encode following the format my supervisor gave me. One by one, I scanned the Surety Bonds of the agents and entered the details that are needed to be encoded. The purpose of the encoding of these details is for sorting the covered period of the bond and tracking which one is near its maturity.

My second day at work is a Friday and upon entering, I noticed that no one is in their uniform. Thus, I have come to conclude that Friday is a wash day and we don't need to dress so formal. The work load from yesterday was not yet done so I continued with it. I was only at the office for half the day since I still have class but I did make progress with my work although it's not yet done.

Overall, my first week at PCSO has been promising and I am excited to learn and do more work in the weeks to come.

WEEK TWO (JUNE 25-29, 2018)

This week started with a flag ceremony during Monday where we stepped outside our work place and faced the Philippine flag. The staff also sang the PCSO hymn which I had no idea was a thing. I looked up the hymn afterwards and decided to familiarize myself with it.

Since I haven't finished checking, encoding, and arranging the Surety Bonds, I spent my Monday morning trying to finish it. Thankfully, I finished all of the remaining files just in time before going to class.

On Tuesdays and Thursdays, I usually report for duty the whole day. I was given a new set of papers to work on last Tuesday wherein I encoded the list of agents whose Agency Agreements are no longer in effect or in short, terminated. I worked with the terminated AAs the whole morning and started listing the renewed/extended ones during the afternoon. I always get these large, inches-thick folders to work with and they usually take more than a shift to finish.

That Thursday, however, my supervisor gave me a different task from what I still haven't finished which was the pile of extension papers. I was asked to make IDs for Lotto tellers where I cut the template from a board paper and put the front and back parts of the ID together. I started with the IDs in the morning but later on, my supervisor gave me another task which is now my first priority. PCSO's Manager for the Southern Tagalog and Bicol Region Department made a visit at the office and they were asking for copies of the Surety Bonds and I was the one that was asked to photocopy them. I started immediately after I was given the files because it was hefty and I can't finish all of them in time if I don't work fast. At the end of the day, I had three more folders of the bonds that I need to photocopy and of which I plan to hopefully finish by Friday.

Apparently, Friday was the last day of the regional manager's visit so it's my last chance to finish photocopying. I have come almost all of the folders that need photocopying before I went for class.

This week was pretty hectic especially because the visit of the regional manager. Like most offices, she generally checked the performance of the Camarines Sur branch and gave feedback. She was brutally frank for the most part but it kept the staff productive and motivated. Truth be told, I was as nervous as the staff when she arrived, too. However, all went well and I just focused on finishing my tasks and do what is needed of me.

WEEK THREE (JULY 3-6, 2018)

I was not around during Monday because I had recurring asthma attacks. I felt better the following Tuesday though and decided to go to work. I continued working on the remaining agency agreement extension files the whole day and finished it before leaving for class.

Wednesday came and I was asked by my supervisor to continue making the teller IDs from last week since I already finished yesterday's work. Halfway through finishing the remaining IDs, I was asked to arrange the Surety Bond files again. It's funny how I can't seem to finish the IDs in one sitting because of the halfway interruptions. Anyway, the "interruptions" seem to be more important so it's totally fine. I worked on arranging the Surety Bond files during my remaining time before going to class.

I have come to know that it was my supervisor's birthday on Thursday morning upon entering and noticing that she was not present. She filed a leave for her birthday so she won't probably be going to the office the whole day. I was left with another photocopying task that was already in line just after arranging the Surety Bonds. As usual, I stood in front of the machine for hours photocopying the needed documents (this time it was bond receipts). During that time, I encountered a whole lot of errors of which some I knew how to fix and some I have no idea of. Every time I encounter J50 (the impossible paper jam), my world crumbles because I can't seem to fix it. I always have to ask for the staff's help because in order to fix J50, you really need to turn the machine around or sideways to remove the jam from the back. It's such a hassle but I'm very thankful for the patience of the staff especially because it happens at least twice whenever I'm the one using the machine.

Surprisingly, my supervisor went to the office later that morning to settle some things. The whole office greeted her a happy birthday and jokingly asked "What's for lunch?" I also came up to her and greeted her a happy birthday and clarified some things with her regarding my task. She did not stay in the office for long and left after several minutes or so.

For the rest of Thursday, I continued with my photocopying task. Although later in the afternoon, I decided to finish the teller IDs while I took a break from standing while photocopying. I sat on my working space and started finishing the remaining IDs while resting for a bit. I managed to finish the IDs with a little more time for another folder of SB receipts that need photocopying.

My supervisor was back during Friday and I tried my best to finish the files I was supposed to be photocopying and arranging before the end of my shift. Thankfully, I managed to finish my task just in time before going to class. Once again, the feeling of fulfillment was there knowing that I have had a productive week.

WEEK FOUR (JULY 9-13, 2018)

Monday greeted me with a starting task that was cutting various IDs. During the previous weeks, I was also assigned ID-making for Lotto Tellers. This week, I was assigned 3 more batches of IDs to make for Keno Tellers, Lotto Agents, and Keno Agents. Because I only report for duty half the day during Mondays, I was only able to cut a few templates. Come Tuesday, I resumed assembling IDs and was able to finish almost everything. Wednesday was the time I got to finish all the batches of IDs which I turned over to my supervisor shortly after securing their quality. By now, I know how my supervisor values quality of work and also doing it by following the given guidelines. It just shows in the way she gives me instructions and I think that it is good that way so that there would be no subpar output.

Because I finished my work early during Wednesday, my supervisor has let me have the rest of the morning to myself since she has nothing for me to do yet. I spent my time reading an assignment for a subject that Wednesday afternoon. I am really grateful for times that they let us have some time to ourselves while still crediting the hours. There is a certain solidarity that seeps through these little things.

I reported for duty the whole Friday and I can say that it is a long day. I was given a pile of surety bonds yet again to check. I guess me and these bonds would be having a significant amount of time together. It seems that they would be my constants.

The whole Friday, I went about checking and rechecking the list that my supervisor gave me together with browsing the pile of bonds. I am slowly getting used to this pile and I think I'm finding my way around it. I was close to finishing the list but the day was not long enough for me. I would have to continue and finish the remaining next week.

Almost a month on-the-job and I'm getting the hang of it. I'm looking forward to the coming weeks for more work in terms of variety. I'm starting to exercise and develop a few skills and I would love it if I could harness some in the span of my stay in the office.

WEEK FIVE (JULY 16-20, 2018)

I got to finish last week's work during Tuesday since I was at the office for the whole day. Working through the list, I have yet again found some discrepancies which I took note of. I make sure to do so every time to avoid doing the same thing over and over. I have made use of some of my sticky notes and colored strips to mark the parts of files with discrepancies. My supervisor saw my markers and told me to not bother anymore because it would just be a waste of my things but I politely argued that I don't really use them that much and it would of better use if I put them so. Marking files with them would make file navigation a whole lot easier not only for me but for other users such as herself. In the end, she approved of what I did. After my previous workload, I was assigned to help my co-trainee in filing Previous Week Agency Reports for both Keno and Lotto. We spent the whole day filing and arranging the PWARs.

For the rest of the week, I was tasked to encode, print, and cut labels for both Lotto and Keno agent files. These encoding and printing fiasco could be plentiful at times given the number of agents that exist in the Camarines Sur branch. Of course, this encoding task is not as simple as copying things from a sheet of paper, it also involves navigating information and confirming the same before inputting them. The format of the labels could also vary depending on the length of texts that the agent information requires.

There are times that my eyes would hurt when I get too focused on the computer screen. The employees would sometimes tease me for being "too into it" that I would refuse to look away. If there's anything I observed about myself during the few weeks I've worked in the office is that I'm a bit of a workaholic. I don't see it as a bad thing though because I'm productive that way, and it's fulfilling too. Although sometimes, I can feel the consequences. The eye thing was one, but I also observed that I don't do *merienda* or snack breaks at all even if the employees would make me help myself when there is food for everybody. I would even forget bathroom breaks and choose to just sit on my table the whole morning or afternoon. I know the importance of productivity but I guess I would also have to learn how to take a pause whenever I know I need to. After all, balance is still the key to a good life.

WEEK SIX (JULY 23-27, 2018)

Another week has come and so has another workload. This Tuesday, I was given a new set of documents to work on. Rather unfamiliar, the documents that my supervisor gave me were not bonds or contracts, they were memos, board resolutions, and other office records. I was tasked to group the papers by kind and make folders where I could place them. I started to group them first so that I would know the width of each pile. The groups were also supposed to be arranged by date, from oldest to latest. I spent the whole day sorting the papers and along the way, there were lots of confusing papers that don't fit any of the group criteria that was given to me so I had to use some clarification from my supervisor. At Tuesday afternoon, the manager called for a staff meeting. While there were discussing, I continued working on the documents I was assigned.

For Wednesday, I was asked to photocopy some documents by my supervisor. Every now and then she asks me to do so whenever she is busy entertaining an agent. After photocopying, I continued sorting the documents from previous day. Aside from grouping the documents, I also had to make the folders that would contain each group. For the folders, I used recycled materials such as used cardboard posters and calendars. Within the pile, I somehow managed to extract some delinquent documents which I then separated them from the others that I have sorted properly.

I was able to finish the sorting and filing on Thursday. Again, since I have finished my task before logging out, I was given the remaining time. During my break, one employee approached me and asked for my help regarding his brother's economics homework. I was a little surprised that she came to me for help but I was more than happy to do so. She was also an Ateneo graduate. In fact, she was from my home department. We chatted for a bit, it was break time anyway. I was glad, flattered even, to be approached and asked for homework help. It made me feel like I was smarter than I looked. But more than that, I was happy that I'm starting to develop a relationship with the people in the office and not just my direct superior.

WEEK SEVEN (JULY 30- AUGUST 3, 2018)

My supervisor wasn't around at the start of this week. I had no work arrear from the previous week so I had no idea on what to work on first thing on Tuesday morning. Good thing that I asked around if I could be of help to the other employees. I was then tasked to help my co-trainee file the stacks of PWAR files. I was back under supervision on Wednesday and it felt good not to be so lost, which happens often whenever my senior is not around. The office was small but I was specifically assigned to one officer only so I just report directly to her.

There was not really much going on in the office this week aside from reviewing documents. I am getting used to the cycle since the documents come in weekly. I would just be at peace sometimes, working inside the manger's office. My workplace would be the meeting table, by the way. It has been like that since because the office is not very spacious and it was the only unused and unoccupied area. Because of the positioning of my workplace, I could not help but overhear the conversations in the adjacent cubicle where the manager is. Purely unintentional, I would mostly hear the patients consulting with the manager on how to go about with asking for the office's help. Sometimes it would be so technical and by the book but I could not help but be thankful that an such an office for the masses exists. I could not help but think that the Filipino people deserve so much better than what they are having and I truly hope that the government would just do its job and serve its people, now more than ever.

On a lighter note, I was again approached by the employee from last week. She needed my help again. This time, it's interview questions that we are trying to figure out together. We managed to chat again during our free time. I can feel the connection between us because of our similarities and the not-so-lengthy age gap. I really appreciate conversations within the office since there are only two of us, trainees, and we are not really the socializing types. I'm really starting to go out my shell now, I can feel it. I certainly hope that I would flourish and grow so much more in the interpersonal relationship aspect.

WEEK EIGHT (AUGUST 6-10, 2018)

I was only able to report to duty on the Thursday of this week. It has been a pretty busy week for me academically speaking. We are a few weeks away from our title defense and the submission of our final paper is fast approaching. I made my supervisor aware of my absences, of course. On the day of my duty, I was tasked to update the surety bonds details of certain agents and as far as these bonds go, you could not expect less than a foot-thick pile. I am preventing myself to be bothered by the fast-approaching deadlines.

This was a tough week and I was a little disappointed in myself for only reporting once this week. It really struck me that I need to manage my time efficiently and just stay strong enough not to give in to stress. It is hard enough I admit but I need to push through. Right now, I'm just holding on to the thought of this being worth it when I finish. I'm just looking forward to more learnings as I go along this journey.

WEEK NINE (AUGUST 13-17, 2018)

I was informed that my supervisor would be on leave this week and I was left a pile of tasks and was to be supervised by another employee in our department. When I saw my pile of work, I thought that it would be easy since it was not that thick and many. But come orientation of tasks, I was made aware that I had to do a whole lot of navigating, photocopying, and arranging contracts and receipts. First, I had to check the missing pages of every agency agreement there is. After I figure out what pages were missing, I tallied them and proceeded with photocopying. The machine malfunctions sometimes but it's nothing I can't handle.

For the whole week, I was checking and arranging the contracts. I was also tasked to file the duplicate of the bonds for receipt of agents. After filing the duplicates, I would create and encode the list of bonds to be received with the signature of the receiving party. After this, the next step for me was to arrange my supervisor's agency files in the stock room. There were a total of three file-filled cabinets for me to arrange. I had a hard time going on and about the stock room because there were some dusty files and it would sometimes trigger my allergies so I would make sure to cover my nose and mouth whenever I'm getting and returning files in that area.

This week was not enough for me to finish filing. So far, I have not had any asthma attack from going in and out of the stock room because I made sure to do some preventive measures. Situations like this in the office are inevitable and you just have to do it. It could look hard but it isn't really impossible. This week, I learned to work without compromising my health.

WEEK TEN (AUGUST 20-24, 2018)

My supervisor is back from her leave and I still have work left to do. My task is still the same old photocopying and filing routine. Although I'm getting the hang of this routine, the photocopying machine does not seem to cooperate. For the last weeks, the machine is frequently caught in a series of paper jams that it materially slows down my progress. I checked its information sticker that contained its date of purchase and found out that the machine has been used for a solid decade. No wonder it keeps on malfunctioning; it is surely near (if not already) its point of exhaustion. I tried searching for the machine's useful life in years but I can't seem to find it. However, I'm pretty sure this photocopier is fully depreciated.

I spent a day trying to get by while struggling with the one machine I am assigned with. I still can't seem to understand what its problem is (aside from its age) but I hope to find something that could make this task easier for me. If only I could suggest that they acquire a new photocopier, I would. But that's not my job and I'm sure they are aware of their malfunctioning equipment. I can't do anything but hope that this problem gets addressed soon. They know it, I know it, we're just waiting on each other to make a move.

I finally finished my photocopying and filing task this week despite of the technical errors I've encountered. It could get hard sometimes with equipment, especially the old ones. It took a lot of patience and determination for me to finish the pile I was working on but thankfully, I pulled through.

If there's anything that this week taught me, it was to be knowledgeable about office equipment. If you could, you must learn how to troubleshoot so that whenever problems arise, you would know what to do. This could cushion the amount of wasted time which is supposed to be used for productivity. Reporting the malfunctioning equipment to the supply officer or manager could also do something if a machine is frequently used and is needed by the whole office. If this still does not do the trick, I would recommend for one to bring a handful of patience. After all, it is a virtue.

WEEK ELEVEN (AUGUST 27-31, 2018)

My subjects have been really demanding this week that I only got to report to duty for Wednesday and Thursday. During these days, I was tasked to update the agents' database. The names of the agents have become familiar to me by now but I still need to review the documents every now and then since there are new agents applying. At all cost, I must maintain my quality of work. I can feel my time management skills faltering as I get overwhelmed by my stressors. I hope that I can stay attentive and not compromise my work schedule for the coming weeks. Anyhow, I am still up and fighting as of this week and that's a good thing.

WEEK TWELVE (SEPTEMBER 3-7, 2018)

This week has been short because I only went for a day at the office. Although I can feel that I will not be able to keep up my 4-5 days a week of attendance from hereon, I am hopeful that I could at least finish my practicum this semester.

I was starting to become an all around girl since today, I assisted other departments and became more mobile than usual around the office. It was nice to something different. I listed patients' data today and passed it for approval from one department to another. I can say that I liked walking around since during the past few weeks, I am just a stagnant document analyzer and encoder. I learned that work variety is also important in promoting employee growth within the office. Stagnation should not be a norm.

WEEK THIRTEEN (SEPTEMBER 17-21, 2018)

I was not surprised to find myself only reporting for duty once this week given that my mental health is in the verge of its collapse. I could not control it, of course. If anything, I despise being this unproductive. However, this may be a part of me that I cannot disregard for now especially because it has a significant impact on me.

Despite my state, I still reported for a day's duty. I was asked to be of assistance to the office teller who was conducting a training for outlet tellers for both Lotto and Keno. This training was headed by my supervisor so I was technically still reporting to her. I facilitated the checking of the tellers' exams and determined the percentage of the items they got correct. I also indicated if an examinee did or did not make the cut. The important learning that I have for this week was that every position or job is earned. If you want a job or position, you must work your way to it.

WEEK FOURTEEN (SEPTEMBER 24-28, 2018)

This week is our title defense week and it affected my duty schedule. I knew this week was going to be busy and tough for me so I made sure to inform my supervisor beforehand that I would not be reporting that often this week. However, I still managed to squeeze in a day of duty in which we were tasked to start rearranging the agents' PWAR file containers for both Lotto and Keno PWARs. I was looking at all those agent files and I was sure that it will take us a while to rearrange them. The first step I did this week was to cut out the file labels for each agent and sort them alphabetically into Lotto and Keno. Again, my cutting skills were tested and I am thankful that my accuracy was still sharp.

I am well aware of my poor attendance the past few weeks. I don't really know how to make it up to my records but I'm sure that my quality of work has not faltered yet. This is the only strength that I'm holding onto now despite being unwell. I guess I just have to keep moving forward and try my best to ensure that my quality of work remains uncompromised.

WEEK FIFTEEN (OCTOBER 8-13, 2018)

I have worked for more than a day this week and I was okay with that level of progress. The last few weeks have been a struggle of me but I'm here again and that's what's important. This week, we continued working on the rearrangement of containers. Since the labels were finished and ready for attachment, we started arranging the Keno files alphabetically and by container type. My supervisor explicitly instructed us to arrange the files alphabetically and by container type and by nature, I already know that there is no room for mistakes because if not, we would have to do everything all over again.

The whole week was filled with arranging, transferring, cutting, taping, and pasting. It sounded pretty easy at first but when you get to work with it, you could really see the challenge. The alignment part was the most challenging since we need to tape the labels as precisely as possible to match an entire row of labeled files. By the end of the week, we finished most of the Keno files which were more or less 50 files. We have a bit of Keno and a whole of Lotto left which means we have a ton left to do since the number of Lotto agents were no less than a hundred.

This week has been rather productive for me and I sure hope that I continue this way. It feels good to get back on my own feet even though I still fell weak on the knees. Maybe my lean to optimism has taken me this far, I hope it does not falter. Overall, I look forward to practice my accuracy and other clerical skills by next week as we hopefully finish our workload.

WEEK SIXTEEN (DECEMBER 10-14, 2018)

After almost two months, I was back again at the office. A lot has happened to me during the time that I was gone. I have had the worst episodes I could think of to date. My condition was not pretty, I despised every second of it. It was not easy, I admit. Asking for help even seemed irrational to me at times. But I did it. I have discovered that my worst stressor was the academe. I love learning and I was a competent student. I would always strive to be the best that I can be but now, I guess it got the best of me. I want to be a good student to make everyone I love proud but I lost myself along the way. I have let myself succumb into a hole of mental health neglect. It was a tough fight but the good thing is, I finally had the guts to face my demons.

In my first week back at the office, the people there were rather surprised to still see me. I would have been too. I talked with my supervisors and they were kind enough to understand. I only had a few hours left and I was ready to finish my training. This time, I was not reporting to a single supervisor anymore, I am more of an all around trainee since there are new faces now and they were the new assignments. My new co-trainees appeared to be my block mates and I was glad I had them; now I get to talk. Kidding aside, it would be very helpful for me not to be alone in the office in my finishing hours.

For this week, I was tasked to separate duplicate PWARs from the original copies. After separating, I encoded the the agency reports to the worksheet that is intended for recording PWARs. Last semester, it this task was assigned to my co-trainee and whenever he wasn't around, I would be the substitute so I know how to input the reports. It was good to back at the office, I missed the atmosphere. The snacks too. Jokes aside, I was glad to be back on my feet.

WEEK SEVENTEEN (DECEMBER 17-21, 2018)

Christmas vacation is fast approaching but I still have time to report for duty. I reported for two days before leaving for Christmas vacation with my family. In these two days, I was doing the same task last week when the manager asked for someone to encode some bank reconciliation reports and I was glad to volunteer since I had nothing else to do. My co-trainees were the ones originally assigned for encoding PWARs but I took initiative last week since some of them were not around. Now that they are back, I could say that I'm free to work on other things.

The manager asked me to encode the bank records as they are for record keeping. I had to record the transactions from August 2017 to December 2018. It was a lot, but not one that I cannot do. The encoding took so much of my time but I was pretty fast doing it. I was almost halfway through it before the vacation. The manager checked on me once in a while and was quite surprised of how fast I was encoding. I received some praise then and there from the manager and I felt pretty good about my progress. Now I see the importance of work appreciation and how it affects the work performance of employees.

WEEK EIGHTEEN (DECEMBER 31, 2019 – JANUARY 4, 2019)

New year has come and everyone has a different kind of energy. My supervisor was nice enough to give everyone chocolates as a welcome gift. I continued working on the work I left last time which was still a lot. There was only one computer in the manager's office and it appears to be of common use because it is where the others encode the PWARs too. If I could remember correctly, there used to be a laptop from their supervisor but I guess they decided to transfer. I was feeling pressure since I was not yet finished with encoding and the others are already queuing up behind me.

I was given priority over the computer but I also understand that I need to work faster to avoid further delay. I tried my best to finish what I was doing within two afternoons and it was such a relief that I did. This situation made me realize that a shortage of equipment may happen at times and sometimes, all you can do is compromise in order to address every one that is in need.

WEEK NINETEEN (JANUARY 7-11, 2019)

I was back to helping my co-trainees with their work this week. It was filled with sorting, encoding, punching, stapling, and filing PWARs. Nothing that I'm not familiar with, really. The PWARs could get overwhelming sometimes and I don't know how my co-trainee last semester did most of the work by himself but from what we did this week, I learned that sometimes, all you need is a helping hand. The work will not stop coming so being lax with it should not be a choice. Instead of lazing out and getting overwhelmed, it would not hurt anyone if you ask for company. Through this, not only is your work burden lifted but you could also build friendship over simple acts of help.

WEEK TWENTY (JANUARY 14-18, 2019)

This week would mark my last week in the office and I feel bittersweet. I was not really given much work load now. I spent my remaining hours just helping my co-trainees of their tasks which, I could say, is still plenty. The officer that was in charge of monitoring my attendance was more excited than I was when he learned that I only had a few hours left before finishing. “Finally, some *pancit!*” he said. We giggled. Although I was already planning to, just to thank them for accommodating me during my time in the office. I did a fair share of PWAR work before finishing and thought to myself that after so long, I have finally come to the end. Even though I was a couple months late, I can say that I am proud to have finished this training. I was on the verge of giving up so it is a big deal for me to finish. At last, I could say that I have not given up just yet and I can still make it.

I was working on finishing my requirements when it occurred to me that my practicum journey has been a rollercoaster ride. Even though it was basically just a normal office experience, I could still say that it is unique in its own way. It taught me so many things that I never thought I ever would especially in the office setting. I am very thankful for the people around me that even though I don’t know them that well, they did not fail to be as welcoming as they were. I have also learned so much from my supervisors. They taught me to value the quality of work, accuracy, timeliness and time management, and so much more. I also learned the value of taking care of myself more than anything else. There should be no room for neglect if I want to live a healthy, happy life.

Being in the PCSO – Camarines Sur Branch’s company was both an honor and a pleasure for me. They have shown me a whole new perspective of a workplace – both its good and bad sides. This has surely given me a peek of the type of life that awaits me after college. It’s both exciting and scary at the same time for I am not really sure what lies ahead for me. But if there’s one thing that this journey has taught me, it would be to stand tall no matter what. As of this moment, I still have no concrete plans about my future but I have made peace with it. I realized that you don’t have to know everything at once and it’s okay to partake on a voyage one step at a time.

I have nothing but gratitude for my mentors and I look forward to seeing them soon to make them see the person I would become. I have high hopes for my future and it would mean a lot if I live up to it.

PHOTO DOCUMENTATION



Filing, labeling, and sorting agent file cases



Reviewing and encoding agency agreement of agents



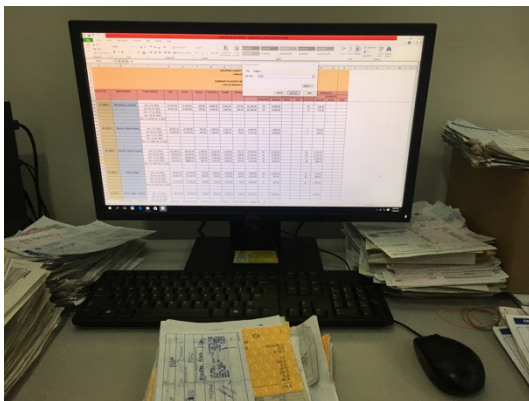
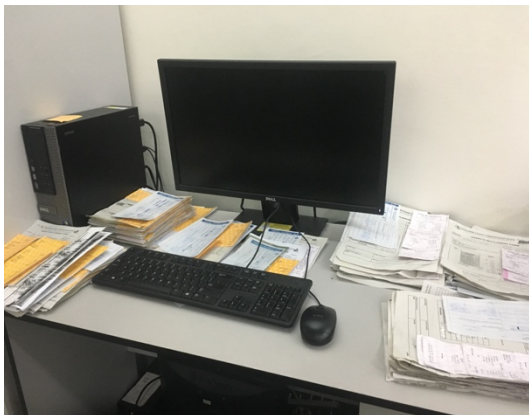
Reviewing agent's database and surety bonds



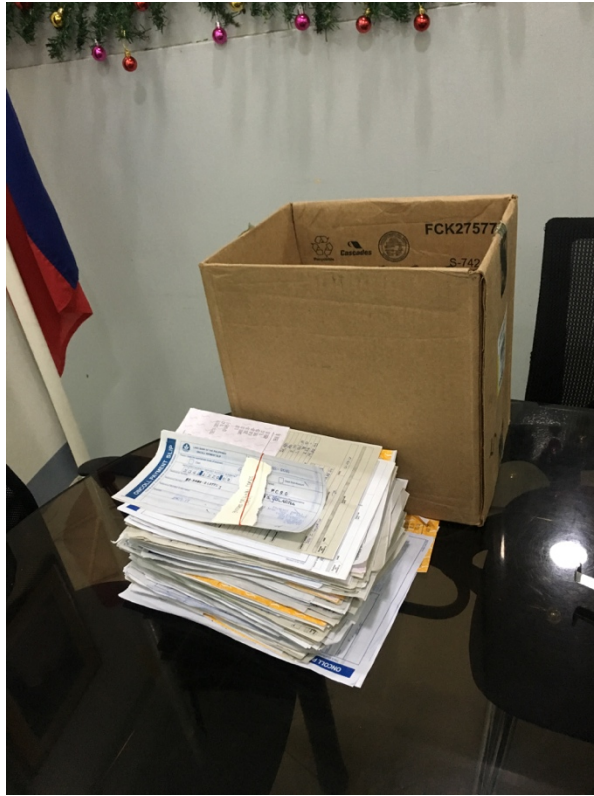
Sorting and filing office copy of bank reports



Encoding and reviewing bank reports



Encoding agents' Previous Week Agency Report (PWAR)



Sorting and filing Previous Week Agency Report (PWAR) documents

RECOMMENDATIONS

RECOMMENDATIONS

Every company has aspects that have much room for improvement, it is simply inevitable given that there exists no perfect organization. During my stay in the PCSO, I have observed a few things that could use some enhancing. If I would be completely honest, my experience with the office has been smooth-sailing. I haven't really encountered bad problems that were beyond my control especially at first but as time goes on, I have learned to develop a keen eye for things.

First up in my list of recommendations is the proper monitoring of equipment. In my journals, I have explicitly shared my experience with the photocopying machine from the office. Since the machine was of common use and was highly in demand, its useful life could more or less be shortened. I have reviewed the equipment and found out that the common photocopying machine was more than a decade old already and according to my research, the useful life of the machine was only about 10,000 hours of use. During my stay, I may have used that machine for a hundred hours give or take. I could only imagine the hours of usage it has already incurred during its lifetime given that it is used constantly everyday. Since the office seems to not bother replacing the machine anytime soon, I would recommend a semi-annual check up on the machine at least to ensure its efficiency. I have also noticed another photocopying machine in the manager's office that was rather unused. It could help if that machine would be used alternately together with the old one so that it would not wear out any faster and so that the new one would not just be lying around the office.

I have a fair share of sentiments regarding the office's equipment since we, the interns, are direct users of it too. The internet connection could be maximized in the work computers to send files easily. Office laptops could also use some check-up from technicians. Although most of the equipment are still bearable to use, its maintenance would mean so much especially when we are talking about productivity.

Insofar as interpersonal relationships at the office go, here are my two cents worth. The office does not necessarily have a Human Resource department. They just have an administrative officer whose desk is out in the open like most of theirs are. In the office setting, conflict could not be avoided. This does not happen with customers or patients alone but also between employees. I have seen a couple conflicts and heard a couple of complaints from the employees themselves. This is why the lack of an HR department or even just an officer bothers me. The people in the office do not have conflict resolution as their strong suit. Most of the time, they just keep their sentiments to themselves and let it bottle up. Proper communication and confrontation cannot be observed. This, I think, calls for an officer that handles the performance of employees within the office. After all, it would be best for everyone to maintain a good relationship with their co-workers to avoid discouragement.

Overall, the office delivers their service well enough. In my short time with them, I can say that it does not fail to provide help and opportunity to the people they serve – the countrymen.

APPENDICES

June 13, 2018

Jobet Ramos
Officer In Charge/Branch Manager
Philippine Charity Sweepstakes Office
Camarines Sur Provincial Office
Naga City, Camarines Sur

Dear Sir,

Greetings!

As a graduating student of Ateneo de Naga University, taking up Bachelor of Science in Business Administration major in Financial Management and Accounting, I humbly seek an internship role in your respected organization. I believe that working with the Office, an institution where my field of education is being practiced, I will have a good chance of learning more and be adequately equipped in my chosen field.

I am willing to be trained and submit myself at your disposal, trusting that being the experts in the field, you can instill in me the skills and values of the profession.

Please see attached my resume for your kind consideration. It will be an honor to meet you for an interview at your convenient time.

Your favorable response on this application will be highly appreciated.

Looking forward to hear from you.

Respectfully yours,

Gonylou Marie D. Bataller

Gonylou Marie D. Bataller

Address: Zone 2, Del Rosario, Canaman, Camarines Sur

Mob. No.: +63 977 106 1054

Email: gbataller@gbox.adnu.edu.ph



SUMMARY:

Financial Management and Accounting student proficient in bookkeeping and with basic clerical skills. A team player with initiative willing to be mentored by professionals in an organization in line with her chosen field.

OBJECTIVES:

- To be a part of an organization where I can apply my skills and academic learning.
- To attain good experience from reliable mentors who will instill in me good foundation in professionalism and career growth.

QUALIFICATIONS:

- Satisfactory interpersonal and verbal communication skills
- Goal oriented and takes initiative
- Good team player and with commendable ethics
- Ability to work in a target based environment
- Proficient in Microsoft Office Word, Excel, PowerPoint and Publisher
- Certified Bookkeeper

EDUCATIONAL BACKGROUND:

Ateneo de Naga University

Bagumbayan Sur, Naga City

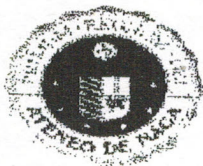
Bachelor of Science in Business Administration (Financial Management and Accounting)

4th Year

Universidad de Sta. Isabel

Elias Angeles Street, Naga City

Primary and Secondary Education



Ateneo de Naga University
School Infirmary
Naga City

MEDICAL CERTIFICATE

Date: 06/19/18

TO WHOM IT MAY CONCERN:

This is to certify that BATAUER, GONZLOM MARIE D. 19 years old,
(Male, Female, Married, Single, Child), residing at ZONE 2, DEL ROSARIO, CANAMAN, CS
was seen/physically examined on 06/19/18 and found to be free from
communicable diseases and physically fit for school/employment.

REMARK(S)/ RECOMMENDATION(S):

PHYSICALLY FIT
for OJT

This certification is issued upon request of the interested party for whatever
purpose it may serve him/her best.

MUSTIN DALLERO

HEALTH OFFICER

IC # 83110
PTR # 1676283

PERFORMANCE RATING

ATENEO DE NAGA UNIVERSITY
College of Business and Accountancy
Department of Accountancy
PRACTICUM PERFORMANCE RATING

Name: GONYLOU MARIE D. BATALER Course & Major: BSBA FMA
Company: PHILIPPINE CHARITY SWEETSTAKES OFFICE Semester: 1ST
Company's Address: _____ School Year: 2018 - 2019

Instruction to the Appraiser: Please put a check in the parenthesis that closely described the job performance of the student-trainee.

1. Quality of work - the amount of work done in a workday.

1	2	3	4	5
☐	☐	☐	☐	☒
Does not meet work minimum requirements.	Does just enough to get by.	Volume of work is satisfactory	Very industrious does more than what is required	Has a superior production record

2. Dependability - the ability to do required jobs well with minimum supervision.

☐	☐	☐	☐	☒
Requires close supervision; is unreliable.	Sometimes requires prompting	Usually completes necessary tasks with reasonable promptness	Requires little supervision; is reliable	Requires absolute minimum supervision

3. Job Knowledge - information about work duties for satisfactory job performance.

☐	☐	☐	☒	☐
Is poorly informed about work duties	Lacks knowledge of some phases of job	Is moderately informed; can answer most questions about the job	Understands all phases of jobs	Has complete mastery of all phases of job

4. Attendance - faithfulness in coming to work daily and conforming to work hours

☐	☒	☐	☐	☐
Is often absent without good excuse; Or frequently reports For work late, or both	Is lax in attendance, or reporting for work on time,	Is usually present and on time	Is very prompt, regular in attendance	Is always regular and prompt; volunteers for overtime when needed

5. Accuracy - the correctness of work duties performed

☐	☐	☐	☐	☒
Makes frequent error	Careless, often makes error	Usually accurate, makes only average number of mistakes	Requires little supervision; is exact and precise most of the time	Requires absolute minimum supervision; is almost always accurate

General Rating: 4.2 Interpretation: Very Good

Interpretation:

3.50-5.00 (Very Good); 2.50-3.49 (Average); 1.50-2.49 (Below Average); 1.00-1.49 (Unsatisfactory)

JAN 18 2019
Signature of Appraiser/Immediate Head over Printed Name

JAN 18 2019
Date

INSTRUCTION:

Please return the accomplished evaluation sheet sealed in an envelope to **DR. CHRISTOPHER B. ABELINDE, CPA,**



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552

www.pcsso.gov.ph



Management
System
ISO 9001:2008
www.pcsso.gov.ph

ID 9105085649

Camarines Sur Branch DAILY ATTENDANCE RECORD ON-THE-JOB TRAINING

Name: **GONYLOU MARIE D. BATALLER**
Course: **BSBA-FINANCIAL MANAGEMENT AND ACCOUNTING**
School: **ATENEO DE NAGA UNIVERSITY**
Date Started: **21-June-2018**

DATE	AM		SIGNATURE	PM		SIGNATURE
	IN	OUT		IN	OUT	
6/21/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
6/22/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	—	—	<i>Marie Bataller</i>
6/23/2018	SATURDAY					
6/24/2018	SUNDAY					
6/25/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	—	—	<i>Marie Bataller</i>
6/26/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
6/27/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	—	—	<i>Marie Bataller</i>
6/28/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
6/29/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	—	—	<i>Marie Bataller</i>
6/30/2018	SATURDAY					
7/1/2018	SUNDAY					
7/2/2018	—	—	—	—	—	—
7/3/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
7/4/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	—	—	<i>Marie Bataller</i>
7/5/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
7/6/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	—	—	<i>Marie Bataller</i>
7/7/2018	SATURDAY					
7/8/2018	SUNDAY					
7/9/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	—	—	<i>Marie Bataller</i>
7/10/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	—	—	<i>Marie Bataller</i>
7/11/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	—	—	<i>Marie Bataller</i>
7/12/2018	—	—	—	—	—	—
7/13/2018	8:00AM	12:00 PM	<i>Marie Bataller</i>	1:00PM	5:00 PM	<i>Marie Bataller</i>
7/14/2018	SATURDAY					
7/15/2018	SUNDAY					

Noted:

Jobet Z. Ramos
JOBET Z. RAMOS
Branch Manager



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552

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ID 9105085649

Camarines Sur Branch DAILY ATTENDANCE RECORD ON-THE-JOB TRAINING

Name: **GONYLOU MARIE D. BATALLER**
Course: **BSBA-FINANCIAL MANAGEMENT AND ACCOUNTING**
School: **ATENEO DE NAGA UNIVERSITY**
Date Started: **21-June-2018**

DATE	AM		SIGNATURE	PM		SIGNATURE
	IN	OUT		IN	OUT	
7/16/2018	—	—		—	—	
7/17/2018	8:00AM	12:00PM	<i>Gonylou Marie D. Bataller</i>	1:00PM	4:00PM	<i>Gonylou Marie D. Bataller</i>
7/18/2018	8:00AM	12:00PM	<i>Gonylou Marie D. Bataller</i>	—	—	
7/19/2018	8:00AM	12:00PM	<i>Gonylou Marie D. Bataller</i>	1:00PM	4:30PM	<i>Gonylou Marie D. Bataller</i>
7/20/2018	8:00AM	12:00PM	<i>Gonylou Marie D. Bataller</i>	—	—	
7/21/2018	SATURDAY					
7/22/2018	SUNDAY					
7/23/2018	—	—		—	—	
7/24/2018	8:00AM	12:00PM	<i>Gonylou Marie D. Bataller</i>	1:00PM	4:00PM	<i>Gonylou Marie D. Bataller</i>
7/25/2018	8:00AM	12:00PM	<i>Gonylou Marie D. Bataller</i>	—	—	
7/26/2018	8:00AM	12:00PM	<i>Gonylou Marie D. Bataller</i>	1:00PM	5:00PM	<i>Gonylou Marie D. Bataller</i>
7/27/2018	—	—		—	—	
7/28/2018	SATURDAY					
7/29/2018	SUNDAY					
7/30/2018	—	—		—	—	
7/31/2018	9:00AM	11:30AM	<i>Gonylou Marie D. Bataller</i>	—	—	
8/1/2018	9:00AM	12:00PM	<i>Gonylou Marie D. Bataller</i>	—	—	
8/2/2018	—	—		1:00PM	5:00PM	<i>Gonylou Marie D. Bataller</i>
8/3/2018	8:00AM	1:00PM	<i>Gonylou Marie D. Bataller</i>	—	—	
8/4/2018	SATURDAY					
8/5/2018	SUNDAY					

Noted:

Jobet Z. Ramos
JOBET Z. RAMOS
Branch Manager



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552

www.pcsso.gov.ph



Management
System
ISO 9001:2008

ID 9105085649

Camarines Sur Branch

DAILY ATTENDANCE RECORD

ON-THE-JOB TRAINING

Name: **GONYLOU MARIE D. BATALLER**
Course: **BSBA-FINANCIAL MANAGEMENT AND ACCOUNTING**
School: **ATENEO DE NAGA UNIVERSITY**
Date Started: **21-June-2018**

DATE	AM		SIGNATURE	PM		SIGNATURE
	IN	OUT		IN	OUT	
8/6/2018	—	—		—	—	
8/7/2018	—	—		—	—	
8/8/2018	—	—		—	—	
8/9/2018	8:00AM	12:00PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
8/10/2018	—	—		—	—	
8/11/2018	SATURDAY					
8/12/2018	SUNDAY					
8/13/2018	—	—		—	—	
8/14/2018	8:00AM	12:00PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
8/15/2018	8:00AM	12:00PM	<i>Marie Bataller</i>	—	—	
8/16/2018	8:00AM	12:00PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
8/17/2018	8:00AM	12:00PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
8/18/2018	SATURDAY					
8/19/2018	SUNDAY					
8/20/2018	—	—		—	—	
8/21/2018	8:00AM	12:00PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
8/22/2018	8:00AM	12:00PM	<i>Marie Bataller</i>	—	—	
8/23/2018	8:00AM	12:00PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
8/24/2018	—	—		—	—	
8/25/2018	SATURDAY					
8/26/2018	SUNDAY					

Noted:

for
JOSETIZ RAMOS
Branch Manager



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Camarines Sur Branch DAILY ATTENDANCE RECORD ON-THE-JOB TRAINING

Name: **GONYLOU MARIE D. BATALLER**
Course: **BSBA-FINANCIAL MANAGEMENT AND ACCOUNTING**
School: **ATENEO DE NAGA UNIVERSITY**
Date Started: **21-June-2018**

DATE	AM		SIGNATURE	PM		SIGNATURE
	IN	OUT		IN	OUT	
8/27/2018	—	—		—	—	
8/28/2018	—	—		—	—	
8/29/2018	8:00 AM	12:00 PM	<i>Gonylou Marie D. Battaller</i>	—	—	
8/30/2018	8:00 AM	12:00 PM	<i>Gonylou Marie D. Battaller</i>	1:00 PM	5:00 PM	<i>Gonylou Marie D. Battaller</i>
8/31/2018	—	—		—	—	
9/1/2018	SATURDAY					
9/2/2018	SUNDAY					
9/3/2018	—	—		—	—	
9/4/2018	—	—		—	—	
9/5/2018	8:00 AM	12:00 PM	<i>Gonylou Marie D. Battaller</i>	1:00 PM	5:00 PM	<i>Gonylou Marie D. Battaller</i>
9/6/2018	—	—		—	—	
9/7/2018	—	—		—	—	
9/8/2018	SATURDAY					
9/9/2018	SUNDAY					
9/17/2018	—	—		—	—	
9/18/2018	8:15 AM	12:00 PM	<i>Gonylou Marie D. Battaller</i>	1:00 PM	4:30 PM	<i>Gonylou Marie D. Battaller</i>
9/19/2018	—	—		—	—	
9/20/2018	—	—		—	—	
9/21/2018	—	—		—	—	
9/22/2018	SATURDAY					
9/23/2018	SUNDAY					

Noted:

for *Am*
JOBET Z. RAMOS
Branch Manager



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Name: **GONYLOU MARIE D. BATALLER**
Course: **BSBA-FINANCIAL MANAGEMENT AND ACCOUNTING**
School: **ATENEO DE NAGA UNIVERSITY**
Date Started: **21-June-2018**

DATE	AM		SIGNATURE	PM		SIGNATURE
	IN	OUT		IN	OUT	
9/24/2018	—	—		—	—	
9/25/2018	—	—		—	—	
9/26/2018	8:30 AM	12:00 PM	<i>Gonylou Marie D. Battaller</i>	—	—	
9/27/2018	—	—		—	—	
9/28/2018	—	—		—	—	
9/29/2018	SATURDAY					
9/30/2018	SUNDAY					
9/24/2018	ENCODING ERROR					
9/25/2018						
9/26/2018						
9/27/2018						
9/28/2018						
9/29/2018	SATURDAY					
9/30/2018	SUNDAY					
10/8/2018	—	—		—	—	
10/9/2018	9:00 AM	12:00 PM	<i>Gonylou Marie D. Battaller</i>	1:00 PM	5:00 PM	<i>Gonylou Marie D. Battaller</i>
10/10/2018	—	—		—	—	
10/11/2018	—	—		1:00 PM	5:00 PM	<i>Gonylou Marie D. Battaller</i>
10/12/2018	—	—		—	—	
10/13/2018	SATURDAY					
10/14/2018	SUNDAY					

Noted:

for
JOSET Z. RAMOS
Branch Manager



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Camarines Sur Branch DAILY ATTENDANCE RECORD ON-THE-JOB TRAINING

Name: **GONYLOU MARIE D. BATALLER**
Course: **BSBA-FINANCIAL MANAGEMENT AND ACCOUNTING**
School: **ATENEO DE NAGA UNIVERSITY**
Date Started: **21-June-2018**

DATE	AM		SIGNATURE	PM		SIGNATURE
	IN	OUT		IN	OUT	
12/10/2018	—	—		1:00 PM	5:00 PM	<i>Mari Bataller</i>
12/11/2018	—	—		1:00 PM	5:00 PM	<i>Mari Bataller</i>
12/12/2018	—	—		1:00 PM	5:00 PM	<i>Mari Bataller</i>
12/13/2018	—	—		1:00 PM	5:00 PM	<i>Mari Bataller</i>
12/14/2018	—	—		—	—	
12/15/2018	SATURDAY					
12/16/2018	SUNDAY					
12/17/2018	—	—		1:00 PM	5:00 PM	<i>Mari Bataller</i>
12/18/2018	—	—		1:00 PM	5:00 PM	<i>Mari Bataller</i>
12/19/2018	—	—		—	—	
12/20/2018	—	—		—	—	
12/21/2018	—	—		—	—	
12/22/2018	SATURDAY					
12/23/2018	SUNDAY					
12/24/2018			CHRISTMAS (HOLIDAY)			
12/25/2018			CHRISTMAS (HOLIDAY)			
12/26/2018	—	—		—	—	
12/27/2018	—	—		—	—	
12/28/2018	—	—		—	—	
12/29/2018	SATURDAY					
12/30/2018	SUNDAY					

Noted:

for **JOSET Z. RAMOS**
Branch Manager



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Name: **GONYLOU MARIE D. BATALLER**
Course: **BSBA-FINANCIAL MANAGEMENT AND ACCOUNTING**
School: **ATENEO DE NAGA UNIVERSITY**
Date Started: **21-June-2018**

DATE	AM		SIGNATURE	PM		SIGNATURE
	IN	OUT		IN	OUT	
12/31/2018			NEW YEAR (HOLIDAY)			
01/01/2019			NEW YEAR (HOLIDAY)			
01/02/2019			NEW YEAR (HOLIDAY)			
01/03/2019	—	—		1:00PM	5:00PM	<i>Marie Bataller</i>
01/04/2019	—	—		2:00PM	5:00PM	<i>Marie Bataller</i>
01/05/2019	SATURDAY					
01/06/2019	SUNDAY					
01/07/2019	—	—		1:00PM	5:00PM	<i>Marie Bataller</i>
01/08/2019	8:00AM	12:00PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
01/09/2019	10:00AM	2:00PM	<i>Marie Bataller</i>	—	—	
01/10/2019	—	—		1:00PM	5:00PM	<i>Marie Bataller</i>
01/11/2019	—	—		—	—	
01/12/2019	SATURDAY					
01/13/2019	SUNDAY					
01/14/2019	—	—		1:00PM	5:00PM	<i>Marie Bataller</i>
01/15/2019	8:00AM	12:00PM	<i>Marie Bataller</i>	—	—	
01/16/2019	8:00AM	12:00PM	<i>Marie Bataller</i>	1:00PM	5:00PM	<i>Marie Bataller</i>
01/17/2019	—	—		1:00PM	5:00PM	<i>Marie Bataller</i>
01/18/2019	—	—		—	—	
01/19/2019	SATURDAY					
01/20/2019	SUNDAY					

Noted:

Jobet Z. Ramos
JOBET Z. RAMOS
Branch Manager