Click to prove you're human

100%(21)100% found this document useful (21 votes)61K viewsAn OJT Narrative Report made by a 2nd year BS Office Administration student at Cavite State University Imus Campus.SaveSave OJT Narrative Report at Imus City, Cavite For Later100%100% found this document useful, undefined100%(21)100% found this document useful (21 votes)61K viewsAn OJT Narrative Report made by a 2nd year BS Office Administration student at Cavite State University Imus Campus. The Premier University in historic Cavite recognized for excellence in the development of globally and morally upright individuals. ON-THE-JOB TRAINING EXPERIENCE AT OFFICE OF THE SENIOR CITIZEN AFFAIRS (OSCA) AT THE CITY HALL OF IMUS, CAVITE Narrative Report Submitted to the Faculty if the Department of Management Cavite State University Imus Campus City of Imus, Cavite In Partial Fulfillment Of the Requirements for the degree Bachelor of Science in Office Administration Republic of the Philippines Cavite Civic Center, Palico IV, City of Imus, Cavite 4103 (046) 686-7607/ (046) 471-6607 www.cvsu.edu.ph Cavite State University shall provide excellent, equitable, and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and development activities. It shall produce professional, skilled and morally upright individuals for global competitiveness. TABLE OF CONTENTS BIOGRAPHICAL DATA ..... 1 Cavite State University (CvSU) BS in Office Administration .....1 .....2 Significance of the On-The-Job Training Objectives of the On-The-Job Training Time and Place of the On-the-Job Training .....5 THE LINKAGE ESTABLISHMENT .....6 Mission, Vision & Fundamental Objectives The Organizational Structure .....8 .....9 .....13 .....14 .....16 .....20 Observe Strength in the Training Area .....23 .....24 Suggestion for Improvement .....25 .....26 ....28 1. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy A Narrative Report in On-the-Job Training undertaken at Commission on Audit located at Commonwealth Avenue, Quezon City, Philippines 0880 Presented to the faculty head of Accountancy Department Colegio de San Gabriel Arcangel Area E, Fatima V, City of San Jose del Monte, Bulacan In partial fulfillment of the requirements for the degree of Bachelor of Science in Accountancy Submitted by: Angeline Fate E. Capa Submitted to: Prof. Gil O. Anasin 2013 2. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy A P P R O V A L S H E E T A Narrative Report entitled “A Narrative Report in On-the-Job Training” undertaken at Commission on Audit located at Commonwealth Avenue, Quezon City, Philippines 0880, prepared and submitted by Angeline Fate E. Capa in partial fulfillment of the requirements for Bachelor of Science in Accountancy, is hereby endorsed for approval. Accepted and approved in partial fulfillment of the requirements for the degree of Bachelor of Science in Accountancy. Mr. Gil O. Anasin, C.P.A Department Head – Accountancy Department Date 3. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy T A B L E O F C O N T E N T S I. Title Page II. Table of Contents III. Dedication IV. Acknowledgement V. Introduction VI. Company Profile COA History COA Vision and Mission COA Hymn COA Seal COA Organization Chart Constitutional Provisions VII. Narrative Report Daily Accomplishment Report Narrative Report on Weekly Activities Learnings Conclusion VIII. Appendices Evaluation Sheet Certificate of On-the-Job Training Pictures Daily Time Record Recommendation Letter Resume 4. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy D E D I C A T I O N I wholeheartedly dedicate this Narrative Report to my family and love ones, to Dr. Gabriel Uriarte and family, to all my professors especially to Prof. Gil O. Anasin, to the Commission on Audit – National Government Sector – Cluster 6 officials, to my friends and co-trainees and above all, to our Almighty God. 5. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy A C K N O W L E D G E M E N T With deepest gratitude and appreciation, I humbly give thanks to the people who, with all they can, helped me in making my On-the-Job Training a possible one. To my parents, for their unending love and support, for providing all my needs financially and morally, for their patience and understanding during my tiring days that I can’t help them in the chores, for their never fading advices and for being there for me no matter what. To my brother and sister who serve as an inspiration to me, who keep on encouraging me to always make the best out of everything and for their being proud and ever supporting siblings to me. To the institution where I am studying, Colegio de San Gabriel Arcangel, where I am continuously growing as a Bachelor of Science in Accountancy student and to Dr. Gabriel G. Uriarte and family for giving us, students, the opportunity to be educated without spending too much. To all my professors who shared and continuously sharing their knowledge with students like me and keep on molding me into a better person. I am extending my warmest thanks especially to Prof. Gil O. Anasin who, with all that he can, share with us everything that he knows 6. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy and keep on inspiring me to pursue my goals in life, most of all, my goal to be a Certified Public Accountant someday. I thank him for his patience during the times that we commit failures and a big thanks for touching my life and motivating me to study harder for me to have a better future. To the Commission on Audit – National Government Sector - Cluster 6 employees, for their warm welcome to me. To my Training Manager, Sir Karlo Almonidovar, to my Training Supervisor, Ma’am Anna Lisa Sullano and to the rest of the National Government Sector - Cluster 6, I am very grateful for having them as part of my On-the-Job Training. For all their advices and for everything that they taught me during my stay with them and most of all, for the memories we’ve shared – the happy moments, the sorrowful ones, the rush hours, the brainstorming and nerve-wracking days and for everything that they did that contributed to my growth as a human being. I thank them so much. To my friends and co-trainees, for the happiness and for being there to support me and to comfort me whenever I have difficulties during my training. I thank them for the friendship and teamwork and for being my companions whom I can share my laughter and sorrows with. 7. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Above all, to our Almighty God, for His unconditional love and for all the blessing He is showering upon me each day of my life. With love and gratitude, I thank Him for guiding me during my training and for making this On-the-Job Training a possible one. For the provision and wisdom He has bestowed upon me, for keeping me and my love ones always safe, for giving me enough knowledge and ability to perform each task that was assigned to me and for the challenges He has given me that made me stronger than ever. I thank Him for His comfort during the times that I am about to give up. By His grace, I was able to finish this training without any conflict. Most of all, I thank Him for His Word that keeps on reminding me that “I can do all things through Christ which strengtheneth me.” (KJV) (Phil. 4:13) Angeline Fate E. Capa Bachelor of Science in Accountancy 8. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy I N T R O D U C T I O N On-the-job Training is part of a college curriculum that aims to train and orient students about the work and their future career. It is a type of skill development where a worker learns how to do the work through hands-on experience. On the Job Training is one method by which students are exposed with different work situation designed to give students an opportunity to experience and a chance to apply the theories and computation that they have learned from the school. It also helps the students to acquire relevant knowledge and skills by performing in actual work setting. OJT is very important not only to teach students regarding their chosen career but also to show students the reality about working. The students will be exposed to the actual work related to the course that they are taking. It also allows those with no experience to work and to learn at the same time. On-the-Job Training helps the trainee to learn more about his chosen field and practice what he has learned from the school. It helps in the building up of the trainee’s competence. Of course, when a students is competent enough, he will be able to do things successfully and. This training develops one’s professionalism in dealing with people. After the training, the trainee will be able to handle 9. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy situations properly and he’ll be able to know how to socialize well with his colleagues. He will also be able to work well with everyone and he’ll have a good teamwork. OJT also enhances the critical thinking abilities and discipline of the student conducting his training in a company. His ability to make sound decisions and evaluate pertinent factors will be improved. Having a proper On-the-Job Training helps in the preparation of future professionals for their future jobs. What the students learned in their On-the-Job Training, even the little things, can be applied when they are already working. Students will be trained not only academically but socially as well. The way they work and communicate with others will not be a problem for them anymore. It also gives the trainee the chance to immerse himself in his chosen field and experience and learn the skills necessary to the industry he is interested in. Working with experienced staff, one will be able to observe how the job is done properly. Aside from work experience, On-the-Job Training allows the trainee to get acquainted with the real professionals and to meet people having different positions in the company, either high or low. The trainee will be able to know how to adjust to other people’s personalities and attitudes. 10. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy On-the-Job Training requires effort and seriousness. A trainee should take the OJT seriously as it can be a powerful tool for a person in preparing for the next chapter of life as a professional. It can possibly be a source of recommendation when they take that big lift from being students to career professionals someday. 11. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy C O M P A N Y P R O F I L E COMMISSION ON AUDIT The Commission on Audit (COA) is the Philippines' Supreme Audit Institution. The Philippine Constitution declares its independence as a constitutional office, grants it powers to audit all accounts pertaining to all government revenues and expenditures/uses of government resources and to prescribe accounting and auditing rules, gives it exclusive authority to define the scope and techniques for its audits, and prohibits the legislation of any law which would limit its audit coverage. 12. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy History Auditing as a tool for effective governance has been recognized and practiced since the Spanish colonial era. One proof of this was the residencia, an inquiry into the administration of an outgoing Governor General and consequently of other officials. Conducted by the Royal Audiencia, it was designed to hold colonial officials to strict accountability for all acts during their term of office. Another was the visita de tierra, a visit of inspection made every three years, which often revealed glaring anomalies in the handling of local government accounts. Colonial officials also performed investigations akin to audit at the time. One was a fraud audit of sorts for galleon trade conducted in the early 1700s. Another, which involved the inspection of the Misericordia de Manila in 1751, had shades of financial audit. In 1739, a Royal Decree by the King of Spain established the royal exchequer which was the national treasury of that era. All books of accounts of the Spanish colonial government were required to pass through the scrutiny and certification of the contador or the accountant and that of the oidor, a representative of the Spanish crown, who by the nature of his duties may be considered as the precursor of the auditor. 13. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy By mid-19th century, the Tribunal de Cuentas was created. It functioned as the supreme auditing institution of the islands until the end of the Spanish rule in 1898. Staffed by a president, two auditors, a fiscal, accountants and examiners, the Tribunal had exclusive jurisdiction over the audit of all financial matters affecting the colony. These personnel, all appointees of the King, were required by law to review all vouchers and to cross-check them against corresponding entries in the books of accounts. The Birth of an Institution Nurturing a nascent government requires a mixture of boldness and prudence. And at a time when the early Philippine government was being zealously fleshed out by its American rulers emboldened by their newfound power, then President William McKinley ensured a healthy dose of prudence in these activities. An unnumbered memorandum signed on May 8, 1899 by McKinley gave birth to the Office of the Auditor for the Philippine Islands. By 1900, the Office had become a fixture of government. The civil government was formally ushered in 1901 under William Howard Taft. The major change in the nature of government had ripple effects in the 14. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy structure of government. One result of such change was the conversion of the Office of the Auditor of the Philippine Islands to the Bureau of the Insular Auditor. However, it was more than a mere change of name. A provincial audit division was created for the Bureau. Moreover, double-entry bookkeeping was introduced which accounted for fuller analysis of settlements and ensured a higher degree of correctness. In 1905, a change of guard took place. Taft resigned as Civil Governor and was replaced by Luke E. Wright who led as Governor General. Under his administration, Act No. 1402 was passed whereby the Bureau of the Insular Auditor was renamed the Bureau of Audits. Growth and Changes: Becoming A Stronger Institution As the nation celebrated its independence with the promulgation of the 1935 Constitution, the institution also reached a milestone. The 1935 Constitution expressly provided for a General Auditing Office, thereby elevating the audit institution to a constitutional body. Renamed as the General Auditing Office or GAO, it now embarked on a full Filipinization of the institution as a reflection of the government-wide transition to self-governance. For the first time, the institution was 15. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy headed by a Filipino Auditor General in the person of the Hon. Jaime Hernandez. As a major stride towards the independence of the audit institution, the GAO was explicitly placed under the direction and control of an Auditor General to separate it as an organization from the Executive and other departments of the government. In 1972, the country was placed under Martial Law. Government experienced a major upheaval, and the GAO was not exempted. The GAO was renamed the Commission on Audit (COA) and was granted broader powers under the new Constitution promulgated in 1973. Under this Constitution, COA was given a broader area of audit coverage by including the accounts of all subdivisions, agencies, instrumentalities of government and government-owned-and-controlled corporations among those to be examined, audited and settled. As opposed to having an Auditor General single-handedly leading the GAO, the new Constitution provided for a three-man collegial Commission on Audit. This change aimed to strengthen the independence of the auditing office and improve the quality of its decisions, given the rationale that a three-man body was less susceptible to pressure than an office held by a single person. It worked as a built-in 16. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy internal check within the Commission and encouraged opposing views to surface thereby resulting in earnest consultation and better deliberation. In the years that ensued, the Commission was a hub of activity. A landmark legislation on auditing, Presidential Decree 1445 or the Government Auditing Code, was promulgated in 1978. A Standard Government Chart of Accounts was likewise issued which greatly facilitated financial audit for computerization purposes. The Commission also implemented its comprehensive audit program focusing on the 3Es: economy, efficiency and effectiveness. Installation of this program represented a break from tradition that laid undue emphasis on compliance and voucher audit. And on top of all these, the Commission embarked on a massive reorganization and professionalization of its personnel. This era will also be remembered for the significant involvement of COA in international events such as initiating the establishment of the Asian Organization of Supreme Audit Institutions (ASOSAI), on to sponsorships of trainings for Asia’s auditors and culminating with the hosting of the XI International Congress of Supreme Audit Institutions (INCOSAI) in 1983. It was also during this time that a COA Chairman was first elected to the United Nations Board of Auditors. 17. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Years later, the world witnessed the 1986 EDSA Revolution. It was truly a historical event that highlighted the need for reforms in government as a whole. It provided everyone a chance for introspection and created an avenue towards change. As fate would have it, the COA again found itself working under a new government, under a new Constitution and with an even broader scope of authority. The 1987 Constitution maintained the independence of the Commission on Audit as the supreme auditing arm of the Philippine government. Moreover, the Constitution reiterated COA’s role as the sole official external auditor of government agencies as well as government- owned- and-controlled corporations (GOCCs). In other words, the previous practice of some GOCCs and other government agencies of hiring private accounting firms as a requirement of foreign funding institutions to act as their auditors for foreign-assisted projects was no longer allowed. Change, it seems, is the inescapable destiny of the Commission. But as history proves, whatever the nature of change brought about by national political events, the Commission manages to make it for the better. 18. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy COA VISION A credible, trustworthy and independent Supreme Audit Institution; a vibrant partner in nation-building; a bulwark of integrity and competence; an organization of professionals with a culture of excellence; a respected member of international organizations of supreme audit institutions. COA MISSION To carry out our constitutional mandate with the highest degree of professionalism, competence, integrity, teamwork and organizational efficiency, and promote the people's trust in government by upholding public accountability. 19. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy COA HYMN Commission on Audit na COA ang turing Natatanging tanggapang may maselang tungkulin Ang COA ang tanod sa salaping bayan Katulong at gabay sa pag-unlad ng ating lipunan Kaya tayong taga-COA Sana'y maging tunay na lingkod bayan At hindi dapat masindak Kahit sa tukso't bantang ating hinaharap Ang COA ay bisig ng pamahalaan Kabang baya'y sinisikap mapagbungang tunay Ang COA ay ating taga-bantay yaman Katulong at gabay sa pag-unlad ng ating lipunan (2x) 20. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy COA Seal Chief azure three mullets argent representing the national scope of jurisdiction of the Commission on Audit; on base gules seven beasants or representing the seven functions of the Commission. The shield is an ethnic Igorot design. The three silver (argent) stars (mullets) on the blue (azure) background represent the national scope of jurisdiction of the Commission on Audit; the seven gold (or) coins (besants) on red (gules) base represent the seven functions of the Commission. 21. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy COA Organization Chart LEGEND: NGS - National Government Sector LGS - Local Government Sector CGS - Corporate Government Sector SSS - Special Services Sector LSS - Legal Services Sector GAS - Government Accountancy Sector PFMS - Planning, Finance and Management Sector AS - Administration Sector PDS - Professional Development Sector 22. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Constitutional Provisions 1987 PHILIPPINE CONSTITUTION ARTICLE IX-D THE COMMISSION ON AUDIT SECTION 1 (1). There shall be a Commission on Audit composed of a Chairman and two Commissioners, who shall be natural-born citizens of the Philippines and, at the time of their appointment, at least thirty-five years of age, certified public accountants with not less than ten years of auditing experience, or members of the Philippine Bar who have been engaged in the practice of law for at least ten years, and must not have been candidates for any elective position in the elections immediately preceding their appointment. At no time shall all Members of the Commission belong to the same profession. SECTION 1 (2). The Chairman and the Commissioners shall be appointed by the President with the consent of the Commission on Appointments for a term of seven years without reappointment. Of those first appointed, the Chairman shall hold office for seven years, one Commissioner for five years, and the other Commissioner for three years, without reappointment. Appointment to any vacancy shall be only for the 23. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy unexpired portion of the term of the predecessor. In no case shall any Member be appointed or designated in a temporary or acting capacity. SECTION 2 (1). The Commission on Audit shall have the power, authority, and duty to examine, audit, and settle all accounts pertaining to the revenue and receipts of, and expenditures or uses of funds and property, owned or held in trust by, or pertaining to, the Government, or any of its subdivisions, agencies, or instrumentalities, including government-owned or controlled corporations with original charters, and on a post-audit basis: (a) constitutional bodies, commissions and offices that have been granted fiscal autonomy under this Constitution; (b) autonomous state colleges and universities; (c) other government-owned or controlled corporations and their subsidiaries; and (d) such non- governmental entities receiving subsidy or equity, directly or indirectly, from or through the Government, which are required by law or the granting institution to submit to such audit as a condition of subsidy or equity. However, where the internal control system of the audited agencies is inadequate, the Commission may adopt such measures, including temporary or special pre-audit, as are necessary and appropriate to correct the deficiencies. It shall keep the general accounts of the Government and, for such period as may be provided by law, preserve the vouchers and other supporting papers pertaining thereto. 24. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy SECTION 2 (2). The Commission shall have exclusive authority, subject to the limitations in this Article, to define the scope of its audit and examination, establish the techniques and methods required therefor, and promulgate accounting and auditing rules and regulations, including those for the prevention and disallowance of irregular, unnecessary, excessive, extravagant, or unconscionable expenditures, or uses of government funds and properties. SECTION 3. No law shall be passed exempting any entity of the Government or its subsidiary in any guise whatever, or any investment of public funds, from the jurisdiction of the Commission on Audit. SECTION 4. The Commission shall submit to the President and Congress, within the time fixed by law, an annual report covering the financial condition and operation of the Government, its subdivisions, agencies, and instrumentalities, including government-owned or controlled corporations, and non-governmental entities subject to its audit, and recommend measures necessary to improve their effectiveness and efficiency. It shall submit such other reports as may be required by law. 25. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Daily Accomplishment Report Student Trainee: Angeline Fate E. Capa Company: Commission on Audit DAILY WORK ACTIVITIES WEEK 1 DAY DATE DAILY ACCOMPLISHMENTS NO. OF WORKING HOURS Wednesday 20-Mar- 13 Encoded the Public Private Partnerships in Infrastructure Projects (Public Auditing Guidelines) 8 Thursday 21-Mar- 13 Continued encoding the Public Private Partnerships in Infrastructure Projects (Public Auditing Guidelines) 8 Friday 22-Mar- 13 Finished encoding the Public Private Partnerships in Infrastructure Projects (Public Auditing Guidelines) 8 TOTAL NO. OF HOURS 24 Certified by: Name of Trainor 26. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy WEEK 1 National Government Sector – this is the office where I was assigned to conduct my On-the-Job Training. On my first day of training, I was very excited and somewhat nervous because of the new environment and the new people surrounding me. I didn’t have any idea of what kind of people they are and it made me adjust myself with their personalities and attitudes. My Training Supervisor accompanied me to my table where I will be staying during my On-the-Job Training. During that moment, I felt that I was really an office girl already having my own office chair and table. The first task that my Training Supervisor asked me to do is to encode the Public Private Partnership for Infrastructure Projects (Public Auditing Guidelines). The Audit Guideline for Public Private Partnership for Infrastructure Projects is very long and it took me 3 days to finish half of it. The other half was encoded by my co-trainee. We divided it into two so that we can finish it as fast as we can. Some may laugh at my first task which is encoding a Public Auditing Guideline, but they do not know that I’ve learned many things which are related in my chosen course – Bachelor of Science in Accountancy. While I was encoding the Public Auditing Guideline, I was 27. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy reading it at the same time. That is why I was able to learn new things as well as those terms that are already familiar to me related to auditing. My first week was really a good start and I was motivated to perform excellently because of what I have already accomplished and because of my Supervisor who is very accommodating and kind to me and to my co-trainee. 28. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Daily Accomplishment Report Student Trainee: Angeline Fate E. Capa Company: Commission on Audit DAILY WORK ACTIVITIES WEEK 2 DAY DATE DAILY ACCOMPLISHMENTS NO. OF WORKING HOURS Monday 25-Mar- 13 *ABSENT* - Tuesday 26-Mar- 13 Reviewed the 1st and 2nd Semester assessment of the employees 8 Wednesday 27-Mar- 13 *HOLY WEEK* - Thursday 28-Mar- 13 - Friday 29-Mar- 13 - TOTAL NO. OF HOURS 8 Certified by: Name of Trainor *Absences and due to school matters. 29. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy WEEK 2 On the second week of my On-the-Job Training, I was only able to go to work for one day because of the Holy Week. In the Commission on Audit, their employees’ performances and personalities are being evaluated twice a year – 1st semester and 2nd semester. I was told to review the 1st and 2nd semester assessment of the employees. I checked if their grades on the 1st and 2nd semester tally with the summary of the employees’ assessment. I was a little surprised because I didn’t know that their personalities and performance are being graded even when they are already in work. I thought that grades are only for those who are studying but I was wrong. Even in work, every little thing that an employee does is graded. This task was not that difficult for me to do but the employees are just too many that’s why it took me so long to finish checking it. Nevertheless, I had fun doing the things assigned to me for the past 4 days of my On-the-Job Training. 30. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Daily Accomplishment Report Student Trainee: Angeline Fate E. Capa Company: Commission on Audit DAILY WORK ACTIVITIES WEEK 3 DAY DATE DAILY ACCOMPLISHMENTS NO. OF WORKING HOURS Monday 1-Apr-13 Encoded the Office Order of Cluster 6 4 Tuesday 2-Apr-13 Printed and photocopied official documents; Encoded the Audit Instructions for the CY 2013; Sent documents to PDC and ITO 8 Wednesday 3-Apr-13 Assisted Sir Karlo in preparing the Cluster Accomplishment Report; Collected the Annexes of Audit Group Structure from Clusters 1, 2 and 4; Photocopied official documents; Encoded the Office Order of Cluster 6 (Regions IV- A & B, V) 8 Thursday 4-Apr-13 Encoded the Office Order of Cluster 6 (Regions VI - IX) 8 Friday 5-Apr-13 Photocopied official documents; Encoded the Office Order of Cluster 6 (Regions X - XIII, CAR) 8 TOTAL NO. OF HOURS 36 Certified by: Name of Trainor 31. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy WEEK 3 On my third week of training, there are many things that I have accomplished. I was tasked to encode the Office Order of Cluster 6 from Regions IV – XIII and CAR which contains the name of Audit Team Leaders and Audit Team Members, their designation and position and their agencies as well. I encoded first the Regions IV-A and B, and Region V, the second batch were Regions VI – IX, and the last batch were Regions X - XIII and the Cordillera Administrative Region. I also printed and photocopied official documents. My Training Manager asked me to encode the Audit Instructions for the Calendar Year 2013 and I also assisted him in preparing the Cluster Accomplishment Report. Every time my Training Manager calls me for help, I can feel my heart beating like a drum. He is very strict but an encouraging one. He always tells me to study hard for my family, especially for my parents who are supporting me in every way possible. Back to my accomplishments, I was also asked to bring official documents to the Professional and Institutional Development Sector and ITO. Lastly, I collected the annexes of Audit Group Structure from Clusters 1, 2 and 4. 32. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy This 3rd week was a very heavy week but despite of it, I really learned a lot not just academically but socially as well because I learned to adjust myself to the people I am with and I learned to socialize with them in a good manner. Though some of the people there are not so kind, I was still able to handle the situation with them properly. 33. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Daily Accomplishment Report Student Trainee: Angeline Fate E. Capa Company: Commission on Audit DAILY WORK ACTIVITIES WEEK 4 DAY DATE DAILY ACCOMPLISHMENTS NO. OF WORKING HOURS Monday 8-Apr-13 *ABSENT* - Tuesday 9-Apr-13 *HOLIDAY* - Wednesday 10-Apr- 13 Sent documents to HRMO; Faxed official documents; Answered phone calls 8 Thursday 11-Apr- 13 Encoded the MOOE of Regions; Photocopied official documents; Phoned the Supervising Auditors to remind them regarding the submission of the Breakdown of Actual MOOE 8 Friday 12-Apr- 13 Computed the Scrap Value of Depreciable Assets; Assisted Ma'am Lyn in preparing the APSR - List of Auditees; Answered phone calls 8 TOTAL NO. OF HOURS 8 Certified by: Name of Trainor *Absences and due to school matters. 34. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy WEEK 4 During the fourth week of my On-the-Job Training, new tasks were assigned to me and performing these tasks helped me to grow as an individual conducting my training in the workplace. I was tasked to encode the Maintenance and Other Operating Expenses (MOOE) of different regions. I also faxed official documents and answered phone calls. My Training Supervisor asked me to bring official documents to Human Resource Management Office. My boss also asked for my help in preparing the APSR – List of Auditees. My Training Manager also told me to compute the Scrap Value of Depreciable Assets and sum it all up. Lastly, one of the State Auditors there asked me to call the Supervising Auditors to remind them regarding the submission of the Breakdown of Actual MOOE. I was very nervous during that time because that was my first time to talk to the Supervising Auditors. I was afraid they might not like the way I talk to them, but by God’s grace, they didn’t shout at me nor get mad at me like what I was afraid of. I talked to them with respect and with a pleasing voice so that we will have a good conversation. 35. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy This week was not as heavy as the previous week but I enjoyed it because of the new tasks that I accomplished. I was beginning to meet people of different position/level. They really became my inspiration for me to be an auditor someday. I was inspired by their determination to finish their work accordingly and I admire them for being professional in in doing their work. I was also starting to be comfortable with the people I work with as well as in the workplace. 36. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Daily Accomplishment Report Student Trainee: Angeline Fate E. Capa Company: Commission on Audit DAILY WORK ACTIVITIES WEEK 5 DAY DATE DAILY ACCOMPLISHMENTS NO. OF WORKING HOURS Monday 15-Apr- 13 Reviewed the Public Private Partnerships in Infrastructure Projects (Public Auditing Guidelines); Photocopied official documents; Answered phone calls 8 Tuesday 16-Apr- 13 Requested a copy of Opinion No. 2009-074 in the Legal Services Sector; Faxed and photocopied official documents; 8 Wednesday 17-Apr- 13 Compiled files in the pigeonhole; Answered phone calls; Assisted Sir Karlo 4 Thursday 18-Apr- 13 Inquired the status of voucher in the Accounting Department; Answered phone calls; 8 Friday 19-Apr- 13 Phoned the Audit Team Members regarding the submission of their PDS for promotion 8 TOTAL NO. OF HOURS 36 Certified by: Name of Trainor 37. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy WEEK 5 The tasks were getting harder as the days went by. First, I reviewed the Public Private Partnerships in Infrastructure Projects (Public Auditing Guideline). After that, I requested for a copy of Opinion No. 2009-074 in the Legal Services Sector. Same as the previous week, I faxed and photocopied official documents and answered phone calls. The files of each agency were filed in the pigeonhole by me. As usual, with my heart beating so fast because of nervousness, I assisted my Training Manager regarding the documents that he was working on. Another State Auditor asked me to inquire the status of voucher in the Accounting Department. In going outside the National Government Sector Office, I was able to explore around the COA Compound. I became familiar to the place I work at. Again, I was told to call the Audit Team Members regarding the submission of their Personal Data Sheet for their promotion. During the fifth week of my On-the-Job Training, I started having normal conversations with the people there. I became more comfortable with them compared to my first week of training. I also started to socialize with other people, especially those who are on higher position. I 38. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy learned to handle some situations and adjust with the environment where I am conducting my On-the-Job Training. I can say that it was not just my skills and knowledge that were being developed during my training but also my personality as a student today and as a future professional someday. This OJT really helped me to be more determined and to be more competitive in everything that I do in life. 39. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Daily Accomplishment Report Student Trainee: Angeline Fate E. Capa Company: Commission on Audit DAILY WORK ACTIVITIES WEEK 6 DAY DATE DAILY ACCOMPLISHMENTS NO. OF WORKING HOURS Monday 22-Apr- 13 Encoded the Monitoring of ML and AAR; Answered phone calls 8 Tuesday 23-Apr- 13 Updated the Monitoring of ML and AAR; Encoded the Transmittal for SALN; Answered phone calls 8 Wednesday 24-Apr- 13 Phoned the Audit Team Members regarding the submission of their PDS for promotion; Answere phone calls; Printed the Monitoring of AAR/ML as of April 19, 2013 8 Thursday 25-Apr- 13 Phoned the auditors regarding the submission of their SALN; Compiled the SALN submitted by the auditors 8 Friday 26-Apr- 13 Photocopied official documents; Phoned the Audit Team Leaders regarding the COA Week e TOTAL NO. OF HOURS 40 Certified by: Name of Trainor 40. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy WEEK 6 Another week for another set of works to do. The first thing I did was encoding the Monitoring of ML and AAR, and kept on updating it the whole week because of some changes that has been made. The deadline for the submission of Sworn Statement of Assets, Liabilities and Net Worth was about to come that’s why I was asked to encode the transmittal letter for the submission of SALN. We all know that the word/acronym “SALN” has been in the news last year that’s why I was surprised when I was about to see the actual SALN on that time. My innocence about the said statement has gone because I’ve already seen a lot of it during my training. My co-trainee and I were assigned to receive SALNs to be submitted by the employees and on that same day, we started compiling it. I phoned those employees who have not yet submitted their SALN and those who have already submitted but still needed to pass two more copies. After compiling the SALN, I made a list of names who have submitted the said statement. I also photocopied official documents. My Training Manager asked me to call the Audit Team Leaders regarding the upcoming 114th COA Anniversary Celebration or commonly called the “COA Week”. I asked them who among their Audit Team 41. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Members will be coming to the COA Central Office on May 2, 2013 to celebrate with them the anniversary. It was a great week for me and I was really satisfied with my accomplishments for this week. Despite the times that I was just sitting on my chair, in front of my table, and waiting for my boss to ask me to do something, I still learned to behave and to be alert whenever they call me abruptly. 42. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Daily Accomplishment Report Student Trainee: Angeline Fate E. Capa Company: Commission on Audit DAILY WORK ACTIVITIES WEEK 7 DAY DATE DAILY ACCOMPLISHMENTS NO. OF WORKING HOURS Monday 29-Apr- 13 Summarized the total numbers of Audit Team Members who will join the COA Week; Answered phone calls; Phoned the Audit Team Leaders regarding the COA Week 8 Tuesday 30-Apr- 13 Updated the list of employees who submitted their SALN; Photocopied official documents; Finalized the list of ATMs who will join the COA Week 8 Wednesday 1-May-13 *HOLIDAY* 8 Thursday 2-May-13 Helped in the preparation for the 114th COA Anniversary Celebration 8 Friday 3-May-13 Submitted the 2nd batch of SALN to the HRDMS; Answered phone calls; Assisted Sir Karlo; Photocopied official documents 8 TOTAL NO. OF HOURS 40 Certified by: Name of Trainor 43. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy WEEK 7 The tasks that I did this week were just the continuation of the tasks that I did on the previous week. Last week, I called the Audit Team Leaders regarding the COA Week and after calling them, I summarized the total number of Audit Team Members who will come to the Central Office for the anniversary and I finalized it on the second day. I also updated the list of employees who have submitted their SALN. The list of that I made last week was the first batch that was already submitted to the Human Resource Database Maintenance Service. What I updated this week was the second batch. After updating it the whole week, I submitted it to the HRDMS. I did the usual work such as answering phone calls and photocopying official documents. The 114th COA Anniversary Celebration has already come. Very early in the morning, we already started preparing the office because the auditors from different agencies of the National Government Sector – Cluster 6 will be arriving at 8 o’clock in the morning. We were all very excited and busy during that day. There was a parade but we were not able to join because the program was held in the COA Sports and Cultural Center. 44. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy After the program, I went back to our office to accommodate the auditors for lunch. There were many delicious foods and we were all very happy celebrating the 114th COA Anniversary. I won’t forget this day, especially the moment that I saw many auditors and hoping that I will be like them, SOMEDAY. 45. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy Daily Accomplishment Report Student Trainee: Angeline Fate E. Capa Company: Commission on Audit DAILY WORK ACTIVITIES WEEK 8 DAY DATE DAILY ACCOMPLISHMENTS NO. OF WORKING HOURS Monday 6-May-13 Segregated and compiled the Statement of Audit Suspension, Disallowances and Charges; Photocopied official documents; Assisted Sir Karlo; Phoned the employees regarding their SALN 8 Tuesday 7-May-13 Helped in the preparation for the last day of COA Week; Answered phone calls 8 Wednesday 8-May-13 Submitted the 3rd batch of SALN to the HRDMS 8 TOTAL NO. OF HOURS 24 Certified by: Name of Trainor 46. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy WEEK 8 This is my last week of On-the-Job Training and I still needed to finish and to perform the tasks assigned to me. I first segregated and compiled the Statement of Audit Suspension, Disallowances and Charges (SASDC). I also updated the third batch of SALN and passed it to the Human Resource Database Maintenance Service. I also helped in the preparation for the Awarding Ceremony of the winners in the COA Week. As usual, I photocopied official documents, answered phone calls and assisted my Training Manager, but this time not nervous anymore. The Awarding Ceremony was really fun. Again, there were many foods, delicious foods, specifically. This was held on my last day of On- the-Job Training. I was happy because I will finally finish my training but somehow sad because I will be leaving the office where I had lots of memories and I will be missing the people that became close to me for a period of time. Despite the sorrow of leaving them, I am still happy that once in my life, I have met people like them in my life who taught me things related to my chosen course, and most importantly, they helped me to be 47. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy the best that I can be. They are the ones who helped me in molding myself to be the individual I am right now. They challenged my skills, abilities and knowledge and gave me a chance to prove myself to them. It is a very heartwarming thing to know that there are people who believe in me. I’m very grateful because I made them proud of what I have accomplished during my training and they were very thankful for everything that I have helped them with. 48. Colegio de San Gabriel Arcangel Founded 1993 Bachelor of Science in Accountancy L E A R N I N G S The training I had in the Commission on Audit is learning many experiences each day. I was exposed in the actual work in COA, became familiar with the documents prepared by the auditors there and learned how to use equipment that are usually used in the office. Aside