1. **INTRODUCTION**

On the Job Training (OJT) or Practicum is a must have experience of every college graduate. It situates individuals to the real world and experience the things to be encountered in the future. Hence, helping the students to be equipped of know-hows that will serve as their gears and weapons in today’s competitive milieu.

On the Job Training is a form of skill developing undertaking which takes place in a real scenario. It is a direct instruction for the trainees themselves. Today, On the Job Training is still one of the many popular methods of training the students to be well prepared in the arena or field of expertise they’ll be facing.

These training can be located on a job site. A formal training can be observed. Students are requested to do works which are essential to the company’s success.

1. **COMPANY BACKGROUND**

 UNION GALVASTEEL CORPORATION (UGC) started as the Union Steel Plant Division of BACNOTAN CEMENT INDUSTRIES, INC. (Bacnotan), a pioneer in the Philippine Cement Industry and commenced commercial operations in 1963 with a galvanizing plant in Poro, San Fernando, La Union for the manufacture of Galvanized Iron (GI) sheets. It subsequently expanded operations with galvanizing plants in Ilang, Davao City in 1968 and in Calamba, Laguna in 1990. The division was spun off in 1993 as a separate business unit and incorporated as BACNOTAN STEEL CORPORATION. The company in 1995 established a modern Continuous Galvanizing Line and a Color Coating Line for the manufacture of prepainted galvanized steel coils in Calamba, Laguna.

 In June 2000, the company was renamed UNION GALVASTEEL CORPORATION, a name that identifies its core business and brings Union Galvasteel as a leading brand of galvanized and prepainted steel roofing products in the market.

 Today, UNION GALVASTEEL CORPORATION is the market leader in the manufacture and distribution of prepainted galvanized roofing and other galvanized roofing and other galvanized steel products such as steel decking, building systems’ components and insulated panels for commercial, industrial, and residential applications. The company has the largest and most diversified distribution network in the industry, with rollforming plants, warehouses and sales offices in strategic locations throughout the country.

 The company is owned by PHINMA CORPORATION, a highly diversified holding company with interests in enterprises involved in housing, steel roofing products, energy, education, and business process outsourcing.

 PHINMA was founded in 1956 by a group of prominent businessmen and industrialists led by Amb. Ramon V. del Rosario, Sr., Don Filemon C. Rodriguez, and Mr. Ernesto O. Escaler.

1. **DEPARTMENT/AREA OF ASSIGNMENT**

 A corporation is composed many different departments that constitute people with ranks and positions. These departments are very essential in the success of every corporation. They are the moving hands operating to fully commit and achieve one common goal. If one of these departments in unable to fully understand what the common goal is and fails to move like the other failure may be observed.

During my On the Job Training at union Galvasteel Corporation I was assigned at the Finance Department. Ironic isn’t it – Randy Kenth T. Rafisura Bachelor of Science in Business Administration Major in Marketing the one who is assigned in the Finance Department. But nonetheless, As a marketer, I can easily adopt to this circumstance – change.

At finance department, Sir John Cabañog – Accountant, Ms. Leah Elouisa Elajas – Junior Accountant and my immediate boss, Ms. Mona Aparece, these are the people I get to face every day.

At finance, they control the money outflow and expenses of the company. They record money inflows. They facilitate, most of the time, the money matters of the company. In this department, it is very crucial to be concise, transparent and exact.

**IV. Daily Journal**

**April 3, 2014 (Thursday, 8:36 AM to 5:14 PM)**

The first day was slightly hash tag #awkward. As expected, I tend to act like newbie as I should be. Since the HR Manager wasn’t around during the day, I ask Ms. Erlyn S. Yurong what I can do since I’m just sitting and had nothing to do. She told me to file the Sales Orders by month and I obliged to such. After filing those bunch of papers, I immediately asked her what else can I do more and she said wait for my signal.

It was yet to be one of my tensely part experience of my OJT. (It is because the feeling of new environment and so as new people surrounding me)

**April 4, 2014 (Friday, 8:42 AM to 5:06 PM)**

The 2nd day, acutely different from the other day. The picture depicts the Sales Orders done filing. Since, I was not yet assigned to any of the departments I was still a NPA (No Permanent Assignment) Intern that time since we we’re not yet oriented that time.

On the second thought, I did encoding on my second day, I encoded some sort of Customer and Technical Services file. It was about what time the customer arrived at the office, how long it took him/her to be served by the front desk officers. I encoded several transactions then. Including customers who withdraw products, who went at the office to inquire about the products and/or for delivery of the UGC products and payments of such. I was told to do this task by the Junior Customer and Technical Services Engineer Ms. Hanechel Llenarez.

**April 5, 2014 (Saturday, 7:40 AM to 2:57 PM)**

* YEY! Orientation day! And Yes I will be assigned to a particular department/boss. Excited.
* The HR Manager (Ms. Joly B. Egdamin) is finally here and she will be discussing about what Union Galvasteel Corporation is.
* After the said orientation, we went to their factory for us to familiarize the UGC products.
* And YES! Assignment time.
* The HR Manager: Randy it will be your choice where you will be assigned. First I was thinking of saying Front Desk but since MJ was assigned there, I directly answered – I want to be where ma’am Mona is ma’am. And yes, wish granted.
* Randy Kenth Rafisura – UGC Intern (Accounting/Finance)Immidiate boss – Mona M. Aparece

**April 8, 2014 (Tuesday, 8:07 AM to 5:19 PM)**

* April 8, and YES! It’s the testing the assigned department.
* Expected to encounter familiar accounting terms.
* Yes! Sales Invoice, Delivery Receipt, Purchase Requisition, Purchase Orders, Expense Statement, Liquidations and the like.
* Well, haven’t tried it all yet but I’m happy I had some sort of background knowledge about this.
* Grooving with my Co-OJT Jasmin and Rhose.
* Happy Faces during break time.

**April 10, 2014 (Thursday, 7:49 AM to 5:08 PM)**

* First time to encode in the AR system.
* Sales Invoicing. Tensed, because I should not have any errors for this particular transaction should be 100% accurate. Since there is series numbers on it, none should be done wrong.
* In the picture, the AR System.
* Its nerve racking at first to print on the said documents but you’ll get used to it as time goes by.

**April 11, 2014 (Friday, 7:38 AM to 5:10 PM)**

* AR System all the way.
* And it was my first time to send a FAX.
* Yey! Newly learned!
* FAXING!

**April 12, 2014 (Saturday, 7:34 AM to 6:01 PM)**

* AR System all the way. Sales Invoicing Again.
* I was asked by Ms. Joly B. Egdamin to file some of her papers at her office. And whoa! It’s confidential, Form 201.

**April 14, 2014 (Monday, 7:26 AM to 5:36 PM)**

* Manic MONDAY! SPORTS DAY
* Routinary Works Ahead!
* Sales Invoicing
* Paper Routing
* FAXING

**April 16, 2014 (Wednesday, 7:31 AM to 5:17 PM)**

* Whoa Wednesday!
* Routinary Works Ahead Again.
* Sales Invoicing
* Paper Routing

**April 22, 2014 (Tuesday, 7:12 AM to 5:19 PM)**

* Temper Tuesday!
* Filing of Monthly Sales Invoice, DeliveryReceipts and the like
* Sales Invoicing
* Paper Routing
* FAXING

**April 23, 2014 (Wednesday, 7:46 AM to 5:14 PM)**

* Whammy Wednesday!
* Filing of Monthly Sales Invoice and the like – The Continuation
* Sales Invoicing – AR System
* Paper Routing
* FAXING

**April 24, 2014 (Thursday, 7:24 AM to 5:33 PM)**

* Thankful Thursday!
* Sales Invoicing – AR System
* Paper Routing
* FAXING
* Out to a new start of Sales Invoices and the like.

**April 25, 2014 (Friday, 7:56 AM to 5:35 PM)**

* Thank God its Friday!
* Sales Invoicing – AR System
* Paper Routing
* There is a celebration …
* Calda Pizza baby.

**April 26, 2014 (Saturday, 7:42 AM to 5:29 PM)**

* Shocking Saturday!
* Sales Invoicing – AR System
* Paper Routing
* There is a celebration … AGAIN?

**April 29, 2014 (Tuesday, 7:43 AM to 5:47 PM)**

* Terrific Tuesday!
* Sales Invoicing – AR System
* Paper Routing
* There is a celebration AGAIN!!!!
* Fat RANDY!

**April 30, 2014 (Wednesday, 7:49 AM to 6:05 PM)**

* Wondrous Wednesday!
* Sales Invoicing – AR System
* Paper Routing
* Getting Ready for Huge Paper Filling.
* Well, New thing. I get to assist the Sales Associates to find their Sales Invoices.

**May 2, 2014 (Friday, 7:48 AM to 6:33 PM)**

* Frantic Friday!
* Sales Invoicing – AR System
* Paper Routing
* Getting Ready for Huge Paper Filling - Continuation
* FAXING is here again
* Realization 101: Girls are more magnetite in this kind of business milieu.

**May 3, 2014 (Saturday, 7:57 AM to 5:22 PM)**

* Solid Saturday!
* Sales Invoicing – AR System
* Paper Routing
* At last done with filing.
* I think I’m assigned at different departments. It’s good that the other employee’s trust me to the specific jobs but I think there is an OJT assigned in their department – YET there is no way I’m saying NO (happy face).

**May 5, 2014 (Monday, 7:47 AM to 5:12 PM)**

* Maleficent Monday! – SPORTS DAY Ahead!
* Flag Ceremony
* Sales Invoicing – AR System
* Paper Routing - Running around the office
* Prepping myself for the Sport Activity
* Happy & Smiling

**May 6, 2014 (Tuesday, 7:58 AM to 5:49 PM)**

* Tender Tuesday!
* Sales Invoicing – AR System
* Paper Routing - Running around the office
* Routinely doing the same Job.
* Realization 101: Do your best always!

**May 7, 2014 (Wednesday, 7:50 AM to 5:17 PM)**

* Wonderful Wednesday!
* Sales Invoicing – AR System
* Paper Routing - Running around the office
* Routinely doing the same Job.
* Realization 101: Let other people appreciate you (wink).

**May 8, 2014 (Thursday, 10:06 AM to 5:27 PM)**

* Terrifying Thursday!
* Sales Invoicing – AR System
* Paper Routing - Running around the office
* I’m supposed to be absent this day but Ma’am Mona called me up and asked me to be at the office for she will be out.
* Randy – Obliged.

**May 12, 2014 (Monday, 7:32 AM to 6:15 PM)**

* Mortified Monday!
* Sales Invoicing – AR System
* Technically doing the same job as usual.
* Paper Routing – Again
* Head Up & Keep Smiling.
* BENCHMARKING – Marketing Yahoo! With Ms. Llenarez

**May 15, 2014 (Thursday, 7:39 AM to 6:18 PM)**

* Tensed Thursday!
* Sales Invoicing – AR System
* Technically doing the same job as usual.
* BOOM! For the Arrival of the UGC President.

**May 16, 2014 (Friday, 7:41 AM to 5:33 PM)**

* Fueled Friday!
* Sales Invoicing – AR System
* Technically doing the same job as usual.
* BOOM! For the Arrival of the UGC President.
* And Yes! We are going home early to buy our costumes for the Summer Outing.

**May 19, 2014 (Monday, 7:15 AM to 6:53 PM)**

* Master Monday!
* The Day of SUPER Filling!
* Sales invoicing again!
* Doing the same job but HAPPY!
* SPORTS DAY! BADMINTON

**May 21, 2014 (Wednesday, 8:10 AM to 6:44 PM)**

* Wild Wednesday!
* Continuation of Filing!
* Sales Invoicing again!
* Doing the same job but HAPPY!

**May 22, 2014 (Thursday, 8:07 AM to 8:00 PM)**

* Terrific Thursday!
* Benchmarking with Ma’am Erlyn Yurong!

**May 28, 2014 (Wednesday, 7:48 AM to 7:06 PM)**

* Whispering Wednesday!
* Routinary Work Again

**May 29, 2014 (Thursday, 7:59 AM to 7:00 PM)**

* Tedious Thursday!
* Filing!
* Sales Invoicing again!

**May 30, 2014 (Friday, 8:06 AM to 12:06 NN)**

* Freezing Friday!
* I had colds and went home early

**June 2, 2014 (Monday, 7:49 AM to 6:24 PM)**

* Manic Monday!
* Colds run down and I was able to attend the flag raising ceremony and lead the exercise during such.
* Ma’am Mona asked me to file some of the remaining documents for the month of May and It was indeed a Filing Day!

**June 3, 2014 (Tuesday, 7:52 AM to 6:00 PM)**

* Turning Tuesday!
* 70 hours left and Filing Continues!

**June 4, 2014 (Wednesday, 8:03 AM to 5:24 PM)**

* Worried Wednesday!
* I still have to complete my 60 hours more and the classes are opening soon. I wasn’t able to renew my scholarship yet and wasn’t able to enroll for 1st semester but nonetheless I am enjoying my 60 more hours here in UGC.

**June 6, 2014 (Friday, 8:07 AM to 6:00 PM)**

* Frantic Friday!
* Thank God It’s Friday and We went to Puerto to have some benchmarking. I’m with Ma’am Erlyn Again.

**June 9, 2014 (Monday, 7:49 AM to 7:22 PM)**

* Manic Monday!
* Filing and inputting in the AR system.
* Sales invoicing
* Flag Raising Ceremony and Badminton Day.

**June 10, 2014 (Tuesday, 7:32 AM to 7:05 PM)**

* Tail-ending Tuesday!
* A little more push and I’m done. Ma’am Leah asked me to encode things to the Oracle Systems.

**June 11, 2014 (Wednesday, 7:51 AM to 6:28 PM)**

* Wishful Wednesday!
* I wish I could more time to stay here at UGC but I need to go to school to continue what I have started.
* Filing the first half of the transactions for the Month of June.

**June 13, 2014 (Friday, 7:06 AM to 5:35 PM)**

* Frantic Friday!
* 2nd to the last day. Ma’am Mona asked me to have a little chit chat about where’s and how’s for her to easily track the transactions.
* Tired but still I’ll be missing having an OJT.

**June 14, 2014 (Saturday, 1:06 PM to 5:00 PM)**

* Silenced Saturday!
* Last half day! I was encoding the Sales Invoice, Answering Phone Calls and faxing. Happy to Serve Union Galvasteel Corporation even for a short period of time.
1. **SUMMARY OF JOB ACCOMPLISHMENTS**

 Training is one way of making people equipped of what he/she will be doing for the span of time. It is also a way of giving people the best practices on the know-hows of the company.

 My stay at Union Galvasteel Corporation is very worthwhile. I was able things that aren’t being taught inside the four corners of our classrooms.

 I have to say that it was my first time to experience faxing and the experience was really helpful. I can now be able to fax without hesitations and mere questions on how to.

 Beyond these personal improvements, I was able to experience and accomplished answering phones, route papers, filing and sorting papers and the like.

 Much more on the basic sides, on the technical stuffs, I was able to accomplish inputting new customers to the systems, generating daily sales and income reviews, benchmarking, creating debit and credit memos, making sales invoice and official receipts, making bills like hauler’s bill and the likes.

 These things really improve my skill in administering company matters and money cycles.

1. **COMMENTS AND RECOMMENDATIONS**

 On the Job Training Program has been very helpful from my view point. It taught me many things and synthesized more than what i expected.

One way or another, it helped me a lot. Thus I wanted to deliberately discuss some points to improve the program.

At Union Galvasteel Corporation they have good to-bond-activities which can hone ones potential or harness those potentials. I suggest that they should continue doing such thing every Mondays. The flag ceremony every Monday morning is a good way to start a week.

It is very essential for a trainee to be holistically prepared hence better to get him/her trained in many other areas. I am suggesting that work load shifting is one way achieve such skill. Monthly shifting is enough to do so.

As far as my experience taught me, it is better to give equal opportunities to all.

But all in all, the program is an A for me. Nothing to give negative comments, these are constructive approach to improve the program. There is always room for big improvements.

1. **APPENDICES**
2. Recommendation Letter
3. Waiver
4. Daily Time Record
5. Performance Evaluation
6. Certificate of Completion
7. Documentation/Pictures