

APPRENTICESHIP REPORT

**FIRST PHILIPPINES INDUSTRIAL PARK
(MICROFINANCE SOLUTION RESEARCH)**



By :

ANINDHIA PRATIWI

5404191232

**APPLIED BACHELOR OF INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023**

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Written as one of the conditions to completing Job training


Anindhia Pratiwi
5404191232

Metro Manila, March 31st 2023

**Senior Manager
Consumer Business Group
First Philippine Industrial Park**

Advisor


Marra Katharina Lim


M. Alkadri Perdana, B. IT., M. Sc.
NIP. 198409262019031010

Approved by:
Head of International Business Administration Study Program



Wan Junita Rafiah, B. Sc., M. Ec. Dev
NIP. 198406142018032001

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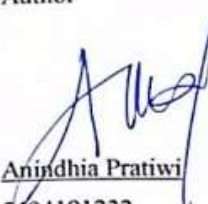
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The author realizes that the preparation of this thesis report is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors highly expect criticism and constructive suggestions to become a reference for writers in the future. Hopefully, this thesis report is useful for both writers and readers.

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Author



Anindhia Pratiwi
5404191232

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

The development of science and technology is increasingly rapidly, which is then followed by the need for qualified human resources adequate knowledge and technology. It is purposeful so that the development of science and technology can be balanced with mastery of science and technology by these human resources. There is a demand for adequate and reliable expertise in their respective fields, useful for getting competitive customized jobs to achieve the desired destination. With sufficient expertise, it will produce human resources that are ready to use both in terms of knowledge, morals, attitude, and other criteria needed. The current progress of the times and technology in the current era of globalization is something that cannot be avoided. The same is true in education which always experiences development from time to time and the government is always trying to improve the quality of education.

Practical work is the application or practice and implementation of factually studied theory where in this activity students will get something that can be used as work experience (work simulation) before carrying out actual work activities / work activities, and students can also apply the knowledge received from it results of practical work Implementation of practical work will lead to real experience, namely the world of work. The process of practical work that is carried out by going directly to the company will create an overview of new thoughts, because here the theory will be implemented, and students will easily understand and learn. So that when students sit at their desks, they will easily adapt.

Since 2000's until now the Bengkalis State Polytechnic has 9 (eight) departments with 20 (twenty) study programs, and the D-IV International Business Administration Study Program is one of those formed by Ms. Yunelly Asra SE., MM

which focuses on learning about the challenges faced in the business world in the international market by receiving the first batch in 2016. The Bengkalis State Polytechnic has a responsibility to advance human resources, especially in achieving the quality of students. To meet and achieve educational goals in tertiary institutions, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world. To be able to enter the world of work after graduating from college, every student must have the readiness to face the professionalism of his work in accordance with the field he is in. With these demands, practical work activities are carried out outside.

In accordance with the curriculum of the Bengkalis State Polytechnic Business Administration study program, that every student who will complete the study must carry out Practical Work which has been stipulated in the decision of the Director of Bengkalis State Polytechnic in a special regulation. For Diploma III postgraduate students, this Practical Work is carried out after students have completed a minimum of 4 (four) semesters and fully graduated, carried out for 1 month. Whereas for Diploma IV postgraduate students, practical work is carried out after students have completed a minimum of 6 (six) semesters and full graduation, which is carried out for a minimum of 4 months. . After carrying out Practical Work for 2 (Two) months, students are required to make a Job Training report as a form of accountability for each activity carried out during the apprenticeship.

Based on the provisions above, this apprenticeship is carried out at First Philippines Industrial Park, Batangas-Manila, which carried out for 2 (Two) months from February 6th, 2023, to March 31st, 2023.

1.2 Purpose of the Apprenticeship

Practical work activities for Bengkalis State Polytechnic students, International Business Administration Study Program have the following objectives:

1. To find out the job specifications at Consumer Business Group (CBG) department at First Philippines Industrial Park (FPIP)
2. To explain practical workplace systems and procedures of apprenticeship
3. To find out the obstacles and solutions encountered during the implementation of Practical Work at each department at Consumer Business Group (CBG) department at First Philippines Industrial Park (FPIP)

1.3 Significances of the Apprenticeship

Practical work activities for Bengkalis State Polytechnic students, International Business Administration Study Program have the following benefits:

4. Students could apply the knowledge (theory/concept) they have learned to the real world of work and can increase their knowledge and skills through direct involvement at at Consumer Business Group (CBG) department at First Philippines Industrial Park (FPIP)
1. Students gain experience in the world of work to prepare themselves before being recruited into the world of work.
2. Bengkalis State Polytechnic obtains feedback from organizations or companies on the abilities of students participating in internships in the world of work.

1.4 Time of the Apprenticeship

Practical Work Activities (KP) are carried out in accordance with the provisions of the Job Training implementation rules. The practical work period is 2 (two) months, at each department of each company. starting from February 6th, 2023, to March 31st, 2023.

Implementation of internships at First Philippines Industrial Park lasted for two months starting from February 6th, 2023, to March 31st, 2023. Practical work schedule at First Philippines Industrial Park is as follows:

Table 1.1 Working Hours at First Philippines Industrial Park (FPIP)

No	Day	Office Hours	Rest
1	Monday-Friday	08:00-17:00 WIB	12:00-13:00 WIB
2	Saturday-Sunday	Leave	-

Source: First Philippines Industrial Park 2023

1.5 Place of the Apprenticeship

This practical work activity was carried out in First Philippines Industrial Park, FPIP Administration Bldg, FPIP-SEZ, R.S. Diaz Ave, cor. 1st St, Barangay. Sta. Anastacia, Sti. Tomas Batangas, 42324 Philippines. Tel (+63) (43) 405-6020 (trunk Line) Fax: (+63) (43) 605-6020. With the Liaison Office: 5th floor Rockwell Business Center, Tower 3 Ortigas Avenue Pasing City 1604 Philippines, Tel: (+632) 8405-69-33. The activities carried out during practical work were at the Consumer Business Group in Microfinance Solution Research, and join in Sales and Marketing Department and Water Resource management.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

2.1.1 First Philippines Holding (FPH)

From the very beginning, First Philippine Holdings has always managed to be both profitable and good for the Filipino people. On June 30, 1961, Don Eugenio Lopez led a group of intrepid Filipino entrepreneurs to create the forerunner of First Philippine Holdings – Meralco Securities Corporation (MSC). In January 1962, the corporation made the historic purchase of the Manila Electric Company (Meralco) from its American owners, General Public Utilities. And so began a golden age. In the 1960s, Meralco was building a new power plant every 18 months, and expanded its generating capacity fivefold, from 300,000 kw to 1.5 million kw in 10 years. Meralco's rates were among the lowest in the world. Meralco's growth in the 1960s was financed solely on its superior credit standing in international capital markets, without relying on government guarantees. Meralco even got better credit terms from international banks than the Philippine government itself. By 1969, Meralco was the largest corporation in the country, worth over P1 billion. By 1972, it was worth but that wasn't all. Meralco Securities diversified. It went into the pipeline business with Meralco Securities Industrial Corporation; the transformer manufacturing business with Philec; and the construction business with Philippine Engineering and Construction Corporation. MSC also put-up Philippine Petroleum Corporation to make lubricating oil and bought a controlling stake in PCIBank. But in September 1972, a dictator imposed martial law and the company suffered many reverses. Don Eugenio Lopez was forced to hand over his controlling stake in MSC and Meralco to the ruling regime. At this time, MSC was renamed First Philippine Holdings Corporation (First Philippine Holdings). First Philippine Holdings embarked on an large-scale expansion program, which included the acquisition of 25% of Pilipinas

Shell. But over-ambitious plans and missteps led to the near-collapse of First Philippine Holdings by the mid-1980s. After the 1986 EDSA Revolution, the Lopezes regained control of First Philippine Holdings. Oscar Lopez took the helm of a battered company, with over P1.2 B in debt. By 1987, First Philippine Holdings was able to reschedule and rearrange most of its debt load by selling some assets. It also began the long process of reacquiring part of its stake in Meralco. By 1991, First Philippine Holdings had reclaimed some 16% of Meralco shares. In 1992, First Philippine Holdings re-entered the power generation business. In December 1992, its affiliate – First Private Power Corporation – won the bid for the 225 MW Bauang plant. The plant, which opened in 1995, was then the largest medium speed diesel plant in the world, and the lowest priced among all the country's fast-track independent power producers. First Philippine Holdings then set out to take part in developing the Malampaya natural gas field in northwest Palawan. In partnership with British Gas, First Philippine Holdings created First Gas Power Corporation to build and run the first gas-fired combined-cycle gas turbine power plants in the country. From zero capacity in 1993, First Generation Corporation (First Gen), the power generation holdings company of First Philippine Holdings, built a total capacity of 2582 megawatts by 2007. Its latest acquisition is its 60% economic interest in Philippine National Oil Company - Energy Development Corporation. First Philippine Holdings also has substantial investments in other areas, such as industrial parks, property development, and manufacturing. First Philippine Holdings also ventured into tollway construction and management in 1998 with the creation of Manila North Tollway Corporation (MNTC), which would rehabilitate, expand, and operate the North Luzon Expressway (NLEX). The NLEX started operations in February 2005. As part of the asset divestment program of Benpres, the parent firm of First Philippine Holdings and 49% stakeholder in the tollway holding company, the tollroad business was sold to Metro Pacific Investment Corp. (MPIC) in 2008. First Philippine Holdings continues to look for opportunities in key industries that work towards the development of the Philippines.

First Philippines Holding (FPH) is a pioneering holding company with the principal interest in clean energy, premium real estate, manufacturing, and construction. Since 1961, FPH's business are leaders and trailblazers in key industry in the Philippines, powering the diverse needs of rapidly growing energy.



Figure 2.1 FPH's Logo
Source: fphc.com

FPH's business all work to ensure a better and sustainable future for all. With our planet under the threat of climate change, concerted effort is necessary. The portfolio of clean and renewable energy brings the company closer to a future that is no longer dependent on coal. In all businesses, the goal beyond financial gains – is to uplift the lives in the communities where the businesses operate, all without compromising the environment.

2.1.1.1 First Gen Company

First Gen was incorporated on December 22, 1998, as a subsidiary of First Philippine Holdings Corporation (FPH), one of the oldest and largest conglomerates in the Philippines, that has interests in power generation, power distribution, infrastructure, manufacturing, and property development. Although First Gen was established only in 1998, it traces its roots back to FPH's pioneering power development efforts in 1993. That year, FPH won the bid to design, build, and operate the 225-MW Bauang diesel (Bauang) power plant under a build-operate-transfer (BOT) scheme. In October 1992, FPH, Manila Electric Company (Meralco),

PCI Capital Corporation and JG Summit Holdings, Inc., established First Private Power Corporation (FPPC) for the specific purpose of developing power projects to support the state-owned National Power Corporation's (NPC) "fast-track" development program. FPPC subsequently established Bauang Private Power Corporation (BPPC) to directly undertake and implement the Bauang power project. On July 26, 2010, First Gen formally transferred the Bauang power plant to NPC following the expiration of its BOT contract with them.



Figure 2.2 FGen's Logo
Source: firstgen.com.ph

In November 1994, following the discovery of large reserves of indigenous natural gas in the Malampaya offshore gas field in Palawan, FPH partnered with BG Energy Holdings, Ltd. (BGEH), a subsidiary of the BG Group, to develop natural gas projects in the Philippines using natural gas from the Malampaya field. For this purpose, they jointly established First Gas Holdings Corporation (FGHC). The first joint venture project between FPH and BGEH was the 1,000-MW Santa Rita power plant. First Gas Power Corporation (FGPC), a wholly-owned subsidiary of FGHC, was incorporated to directly undertake the Santa Rita project. Santa Rita was initially 60 percent-owned and -controlled by FPH through its ownership of FGHC. The remaining 40 percent was held by BGEH's Philippine subsidiary, BG Consolidated Holdings (Philippines), Inc. (BGCH). In May 2012, First Gen acquired the 40 percent stake of the BG Group in FGPC, thereby making FGPC an indirect wholly-owned subsidiary of First Gen.

In 1997, FPH and BGEH incorporated FGP Corp. (FGP), the joint venture company to undertake the development, financing, and construction of the 500-MW San Lorenzo power plant. Like Santa Rita, San Lorenzo was established to utilize natural gas from the Malampaya field as its primary fuel source. San Lorenzo was 60 percent-owned and -controlled by FPH through Unified Holdings Corporation (Unified). The remaining 40 percent was held by BGCH's wholly owned subsidiary, BG Philippines Holdings, Inc. In May 2012, First Gen acquired the 40 percent stake of the BG Group in FGP, thereby making FGP an indirect wholly owned subsidiary of First Gen.

In 2004, First Gen won the bid to purchase the 1.6-MW Agusan mini-hydro power plant (Agusan) located in Bukidnon in Northern Mindanao as part of the Philippine Government's privatization program. The Agusan asset was formally transferred to First Gen in 2005 and eventually in 2006 to First Gen's wholly-owned subsidiary, FG Bukidnon Power Corporation (FG Bukidnon).

In October 2006, First Gen, through First Gen Hydro Power Corporation (FG Hydro), successfully won the bidding for the then 112-MW Pantabangan-Masiway hydroelectric power plant complex (Pantabangan-Masiway). FG Hydro has since then completed a rehabilitation program for the Pantabangan plant that increased Pantabangan-Masiway's total capacity to 132 MW.

In 2007, First Gen, through its subsidiary Red Vulcan Holdings Corporation (Red Vulcan), won the bid to acquire a 40 percent economic/60 percent voting stake in the Philippine National Oil Company-Energy Development Corporation (PNOC-EDC), which was later renamed Energy Development Corporation (EDC). Today, EDC is the Philippine's largest producer of geothermal energy and takes pride in being the world's largest vertically-integrated geothermal company. EDC has since added hydro, wind, and solar energy to its portfolio, making it a pure renewable energy company. Currently, the company has a gross installed capacity of 1,480 MW in its portfolio.

EDC is a pioneer in the geothermal energy industry with over three decades of proven business viability. From the exploration to production of water-based steam power into the generation of electricity for commercial use, EDC has developed some of the world's pioneering and most complex steam fields. EDC aims to strengthen its position as a market leader by developing more steam fields and power generation projects locally and overseas.

In 2008, First Gen sold its 60 percent stake in FG Hydro to EDC and since 2007 it has slowly increased its economic ownership in EDC from 40 percent to 50.6 percent economic stake as of today.

EDC itself has likewise bid for and won several power plants from the Philippine Government since First Gen acquired the company. These were NPC-owned geothermal power plants that EDC supplies steam to. EDC won the bids for the then 192.5-MW Palinpinon and the 112.5-MW Tongonan geothermal power plants in 2009, and the Bac-Man geothermal power plants in 2010.

EDC has also ventured into other forms of renewable energy. In March 2013, EDC signed contracts with Vestas of Denmark for EDC's Burgos Wind Project in the town of Burgos, Ilocos Norte. The Burgos Wind Project consists of 50 large-scale wind turbines, each with 3-MW capacity for a total installed capacity of 150 MW. The Burgos Wind Project achieved successful commissioning on November 5, 2014. On April 14, 2015, the Burgos Wind Project received its Certificate of Compliance (CoC) from the Energy Regulatory Commission (ERC) entitling it to the Feed-in Tariff (FiT) rate until 2034. To date, the wind farm stands out as the Philippines' largest wind project. On top of the wind farm, EDC completed the construction of a 4.16-MW solar power project in Burgos on March 2, 2015. The Burgos Solar Project received its CoC on April 6, 2015, and is entitled to the FiT rate until 2035. On January 19, 2016, the 2.66-MW Burgos Solar Project Phase 2 was completed bringing EDC's total solar capacity to 6.82 MW. The project received its CoC on March 1, 2016, entitling it to the FiT rate until 2036.

First Gen continues to grow with the addition of the 97-MW Avion and the 414-MW San Gabriel natural gas-fired power plants, which have been in commercial operations since September 26, 2016, and November 7, 2016, respectively.

The 97-MW Avion open-cycle natural gas-fired power plant was developed under the Company's wholly-owned subsidiary Prime Meridian Powergen Corporation (PMPC) and it uses two units of General Electric's LM6000 PC Sprint aero-derivative gas turbines, giving it the flexibility to ramp up quickly and to do unlimited daily starts and stops.

The 420-MW San Gabriel combined-cycle natural gas-fired power plant, which was developed under the Company's wholly-owned subsidiary First NatGas Power Corp. (FNPC), is the most efficient natural gas-fired plant in Southeast Asia. The plant serves the mid-merit and, potentially, the base load requirements of the grid. Both plants, together with Santa Rita and San Lorenzo, are in the First Gen Clean Energy Complex in Batangas City and have added 517 MW to First Gen's portfolio of power assets, bringing the Company's total installed capacity to 3,495 MW*. As of today, First Gen is the largest producer of natural gas-fired power in the Philippines.

2.1.2.2 First Philipphines Industrial Park

First Philipphines Industrial Park (FPIP) is a joint venture between the local conglomerate First Philippines Holding (FPH) and the Japanese conglomerate Sumitomo Corporation and is the one of the largest and fast-growing industrial parks in the Philippines. Establish in a 1996, FPIP is a 500+ Hectare sprcial economic zone located in the thriving industrial Calabarzon in the Philippines today, it is host to a growing number of global leaders in diverse sectors as aerospace, automotive, consumer goods, electronics, medical devices, and office equipment, among others.



Figure 2.3 FPIP's Logo

Source: fpip.com

FPIP offers locators best-in-class infrastructure and utilities with the highest reability, industry-leading park management and an established ecosystem of industries, among others. Alongside special incentives in the form of tax holiday and lower tax-rates, the unique experiences assure locators ease of doing business, safety and security and the consistency of a first world manufacturing environment. The enable locators to focus on increasing their competitiveness in the global markets.

FPIP brings over two decades of operational excellence, and an even longer history of multifaceted industry experience through its partners and parent companies. Sumitomo Corporation's experience in industrial park development and management aids FPIP in offering integrated services and world-class experience to locators all over the world. It's networks and sales arm are instrumental in helping FPIP attract a significant number of Japanese locators, which are more than half of locators inside the park. Sumitomo Corporation is also a leading industrial park (IP) developer and operator in Vietnam, Indonesia, Myanmar, and India as well as an IP sales agent in Indonesia, Thailand, and Cambodia.

2.2 Vision dan Mission Company

2.2.1 Vision and Mission of First Philippines Industrial Park (FPIP)

In running the company so that it is in line with the company's values and goals, a vision and mission is needed as a company ideology that is firmly held. The vision and mission of each company are stated below:

In running the company so that it is in line with the company's values and goals, a vision and mission is needed as a company ideology that is firmly held. The vision and mission of each company are stated below:

1. The vision of First Philippines Industrial Park (FPIP)

The vision of First Philippines Industrial Park (FPIP) is “We shall nurture inclusive, innovative spaces that elevate industry, community and environment”.

2. Mission of First Philippines Industrial Park (FPIP)

The mission of First Philippines Industrial Park (FPIP) is “To build thriving, inclusive, resilient, regenerative and decarbonized job-centered communities”.

2.3 Kind of Business

2.3.1 Kind of Business by First Philippines Industrial Park (FPIP)

With over 500 Hectares of prime industrial land, First Philippines Industrial Park (FPIP) offers locators around the world a strategic location with the best-in-class infrastructure and utilities with the highest reliability and established labor pool, and a thriving ecosystem of industries with industry-leading park management backed by industry leaders. The offerings and products in question are as follows:

1. Industrial

First Philippines Industrial Park (FPIP) envisions to be a manufacturing location of choice of high-quality export-oriented locators seeking to grow their businesses, and in the process, help build industries and create a job. FPIP provides best-in-class infrastructures, highly reliable utilities, and industry-leading management. FPIP has dedicated teams of engineers and technical staff to ensure that the park is safe, clean, and operating efficiently to serve the needs of its locators, employee and visitors, The products referred to in the industry are as follows:

1. Industrial Land

FPIP’s prime-grade and site-developed lots are ideal for manufacturing operations of light and medium industries. Strategic location, efficient

layout and access to supporting facilities and services enable seamless construction and expansion of small, medium and large-scale facilities.



Figure 2.4 Industrial Land Offering inside FPIP

Source: fpip.com

2. Ready-Build Factory

FPIP's locator-ready factory buildings cater to the needs of smaller-scale light to medium industries, as well as serving the back-end business of various industries such as assembly and contract manufacturing, and support/allied industries. This enables RBF locators to quickly establish efficient operations near their partners and prospective customers. FPIP continues to increase the leasable area of its ready-built factories, with over 180,000 square meters in RBF leasable space to date. FPIP's newest RBF clusters are now configured to accommodate solar panel installations. To complement the RBF specification customization that FPIP offers to meet the unique requirements of locators, FPIP also practices regular predictive and preventive maintenance to ensure that the facilities and equipment are in top condition.



Figure 2.5 Ready-Built Factory Offering inside FPIP

Source: fpip.com

3. Building Z

Building Z is a 31,000+ sq.m PEZA-registered factory building strategically located inside First Philippine Industrial Park, Sto. Tomas, Batangas, suitable for smaller-scale light to medium industries, fully fitted, and equipped with various amenities to enable locators to immediately establish efficient operations.



Figure 2.6 Building Z Offering inside FPIP

Source: fpip.com

2. Commercial

FPIP offers a variety of commercial spaces including hotel facilities with business function rooms, office and commercial spaces, event venues, and

training and retail facilities, among others. The products referred to in the industry are as follows:

a. Oasis Commercial Centre

A PEZA-registered IT and facilities enterprise, the Oasis Commercial Center is primed for commercial lease requirements and Business Continuity Planning needs of BPO companies. The three-story building offers office and retail spaces and includes a school, a bike shop, a coffee shop, a bank, and key service providers and suppliers of locators all of which are integral cogs to the economic ecosystem of the FPIP community.



Figure 2.7 Oasis Commercial Centre Offering inside FPIP

Source: fpip.com

b. Socio Civic Building

Socio Civic Building is a 60-sqm, two (2)-storey building ideal for office leases, such as PEZA registered enterprises, BPO companies, private or government offices, co-working space, showrooms, clinics, training facilities, among many others .



Figure 2.8 Socio Civic Building Offering inside FPIP

Source: fpip.com

c. Consuelo Park Residence

FPIP offers locator-employees the experience of a relaxed community living with the Consuelo Park Residences, FPIP's first residential dormitory complex. Consuelo Park Residences features six (6) dormitory buildings and common facilities. Safety and security of the place is also ensured with its gated premises and 24/7 security and CCTV surveillance.



Figure 2.9 Consuelo Park Residences Offering inside FPIP

Source: fpip.com

2.4 Organization Structure

The company's organizational structure has an important meaning in a company to achieve the goals set or planned by the company. Without a good organizational structure, the company's activities will not run smoothly because it is not clear who should carry out a task. Therefore, the organizational structure can provide firm boundaries and at the same time be responsible for these duties. The following is the organizational structure of the First Philippines Holding, which is as shown below:

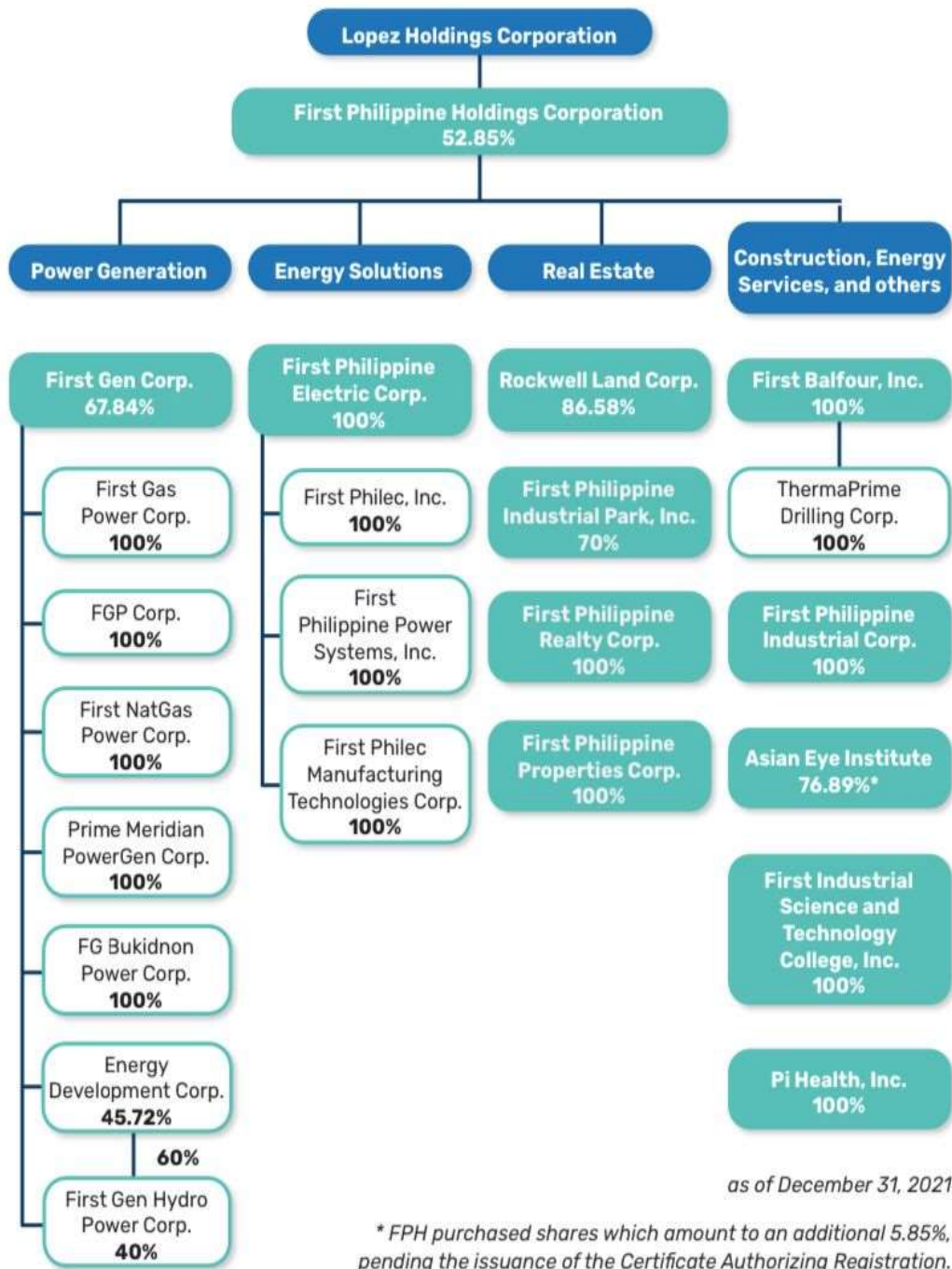


Figure 2.10 Organization Structure
Source: FPH Annual Report 2022

2.5 The Working Process

2.5.1 The Working Process of Consumer Business Group at FPIP

CBG activities are not only concerned with the results, but also the methods taken to obtain the results mean all the product lines and products in development by Innovis and acquired by the Company as a result of the Merger, together with all future product lines developed or acquired primarily as a result of the Merger or primarily developed by FPIP. The work process of the Consumer Business Group Division can be seen as follows:

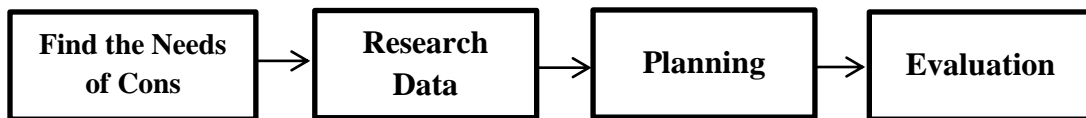


Figure 2.11 The Working Process CBG (Consumer Business Group)

Source: First Philippines Industrial Park 2023

1. Find the Needs of Consumer

The CBG needs to monitor and read about the understandings, opinions, attitudes, and behavior of those who have an interest in and are affected by the company's actions. "What's happening now? What are consumers inside of FPIP needing? What are the obstacles in consumer needs?" are the words that describe this stage. CBG must be observant in viewing data and facts that are closely related to the work to be carried out.

2. Research Accurate Data.

After finding what consumers and companies need, the next step is to collect data about what all consumers and FPIP want to realize. The data collected must be accurate and factual so that it can be verified.

3. Planning

After the research and data collection stages, CBG proceeds to the planning stage. At this stage CBG prepares the problem and makes thoughts to solve the problem and determines the person who will work on the problem later. This

plan should not be ignored but must be thought through carefully because it will determine the overall success of the CBG work. Based on the formulation of the problem, strategic planning and decision making are made to create work programs based on company policies that are also adapted to the interests of the community.

4. Evaluation.

The way to find out whether the process has been completed or not is to evaluate the steps that have been taken. The main purpose of evaluation is to measure the overall effectiveness of the process. At this stage, CBG is required to be thorough for the accuracy of existing data and facts. Thus, this stage also becomes a reference for future planning. In short, "How do we do it?" used as a reference in this case stage.

2.6 Documents Used for Activities

2.6.1 Documents Used for Activities at First Philippines Industrial Park (FPIP)

In the implementation of practical work there are several documents needed to complete the work given. These documents are as follows:

1. Research Guide

This guide is used as an outline or problem definition in finding the data needed for this project, so that the data and what is needed are in line. This outline is provided by the CBG as the one running this project.

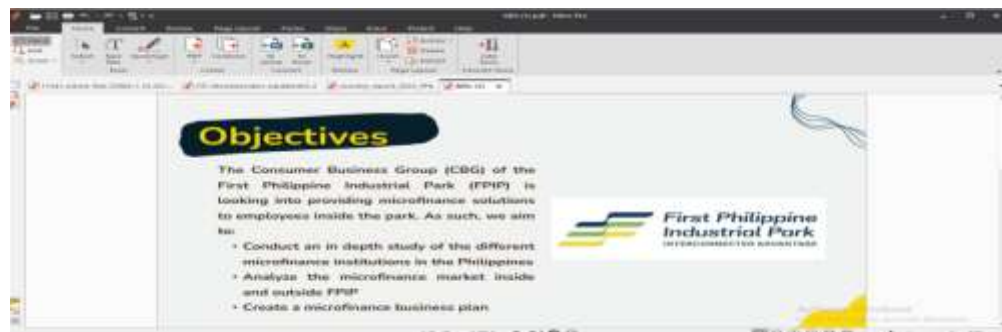


Figure 2.12 Research Guideline

Source: First Philippines Industrial Park 2023

4. The Data by Philippines Published

In collecting the data needed regarding microfinance, data can be sourced from articles published directly by the state, such as data on poverty, loan users, data on cooperatives and microfinance institutions that are still operating. Here, interns are tasked with collecting related data which is then sorted and inputted into weekly reports.



Figure 2.15 The Data by Philippines Published

Source: First Philippines Industrial Park 2023

5. Sharing PPT for Microfinance Overview

All data that has been collected and sorted according to year, need, accuracy, source, and alignment regarding the outline that was previously given is entered into the company's official ppt which will later be presented to the head of CBG, in practice interns input data in accompanied by a mentor so that the workspace is made into a sharing PPT

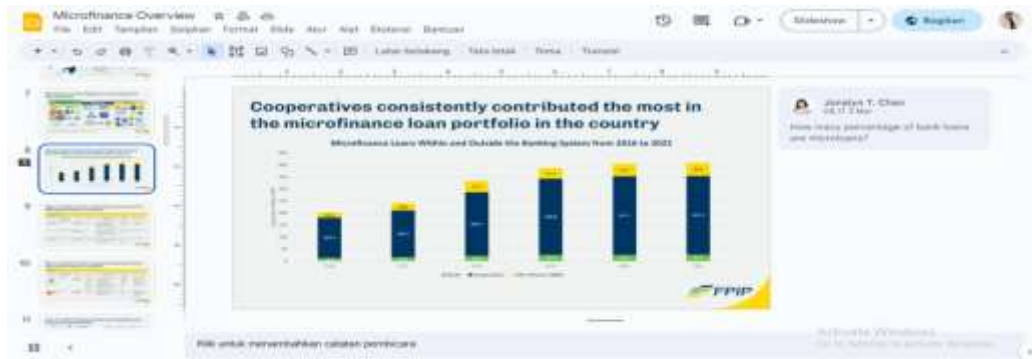


Figure 2.16 Sharing PPT for Microfinance Overview

Source: First Philippines Industrial Park 2023

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

3.1.1 Job Description at First Philippines Industrial Park (FPIP)

Practical Work is carried out for 2 months, starting from February 6 to March 31 at First Philippine Holding, Specifications at the sister company First Philippine Industrial Park with the main work being Microfinance Solution Research. During the implementation of the program, there were many opportunities and opportunities provided by the company to work, learn, and directly observe the real industrial world. As well as lots of experience and new knowledge that can be acquired in the world of work, especially in the field of Business Administration. To clarify and make it easier to understand activity reports during this internship program, activity reports will be presented in weekly activity reports and in outline, this is done so that all activities can be easily compiled, reported, and understood.

Activities during the internship program carried out for 8 (eight) weeks at First Philippine Industrial Park in several departments namely Business Consumer, Sales and Marketing, and Water Resource Management are as follows:

1. Company Orientation.
2. Visit Project with Team and meeting with Locators.
3. Collect research data and conduct microfinance research.
4. Online Meeting with mentor

3.2 Place of Apprenticeship

3.2.1 Place of Apprenticeship at First Philippines Industrial Park (FPIP)

Practical work is carried out when students are taking semester VIII, while internships last for 2 (two) months, starting from February 5, 2023, to March 31, 2023, at First Philippine Holding specifications at First Philippines Industrial Park

Barangay Santa Anastacia, Batangas, Pan - Philippine Hwy, Santo Tomas, 4234 Batangas, Philippines, Tel+63 43 405 6020. During practical work the author was placed in the Consumer Business Group, Sales and Marketing and Wastewater Management unit. The company's provisions regarding the schedule or time for carrying out practical work are as follows:

Table 3.1 Working Hours at FPIP.

No	Day	Working Hours	Break
1	Monday to Friday	08:00-17:00 PST	12:00-13:00 PST
2	Saturday to Sunday	Holiday	Holiday

Source: *First Philippines Industrial Park 2023*

The activities carried out during practical work can be seen in the following table:

Table 3.2 List of Activities Report for Week 1 of 6th-10th February 2023

February			
Week 1			
No	Date/Time	Activities	Place
1.	Sunday, February 6 th 2023	1. Orientation & Arrive at RBC Tower 2. Direction and provision of material on Microfinance Solution Research	RBC Tower, Pasig city
2.	Tuesday, February 7 th 2023	1. Visit Orientation in Water Resource Management.	Water Resource Management
3.	Wednesday, February 8 th 2023	1. Orientation from Utilities Department 2. Meeting and set up the intern activity in FPIP	Administration Building, FPIP, Batangas.
4.	Thursday, February 9 th 2023	1. Visiting Building for Kitchen Project 2. Collect research data and conduct microfinance research (Microfinance in General)	FPIP, Batangas
5.	Friday, February 10 th 2023	1. First Weekly Online Meeting Update	Google Meeting Work From Residence.

Source: *First Philippines Industrial Park 2023*

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at First Philippines Industrial Park February 13th, 2023, to February 17th, 2023, can be seen in the table below as follows:

Table 3.3 List of Activities Report for Week 2 of 13th-17th February 2023

February			
Week 2			
No	Date/Time	Activities	Place
1.	Sunday, February 13 rd 2023	1. Collect research data and conduct microfinance research (Microfinance Institution in Philippines)	Adm Building, FPIP, Batangas.
2.	Tuesday, February 14 th 2023	1. Online meeting with Marketing sales and Expert of MFIs	Google Meeting Adm Building, FPIP, Batangas.
3.	Wednesday, February 15 th 2023	1. Site Visit with Chef at Kitchen in Manila	Manila Medical Centre, Metro Manila
4.	Thursday, February 16 th 2023	1. Weekly Update Meeting with WRM	Google Meeting Work From Residence.
5.	Friday, February 17 th 2023	1. Weekly Update Microfinance Project	Google Meeting Adm Building, FPIP, Batangas.

Source: *First Philippines Industrial Park 2023*

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at First Philippines Industrial Park February 20th, 2023, to February 24th, 2023, can be seen in the table below as follows:

Table 3.4 List of Activities Report for Week 3 of 20th-24th February 2023

February			
Week 3			
No	Date/Time	Activities	Place
1.	Sunday, February 20 th 2023	1. Collect research data and conduct microfinance research (Microfinance Institution in Philippines and PESTLE Analysis)	Adm Building, FPIP, Batangas.
2.	Tuesday, February 21 st 2023	1. Collect research data and conduct microfinance research (Microfinance Institution in Philippines and PESTLE Analysis)	Adm Building, FPIP, Batangas.
3.	Wednesday, February 22 nd 2023	1. Weekly Update Microfinance Project 2. Observe chlorine handling training	Water Resource Management Adm Building, FPIP, Batangas.
4.	Thursday, February 23 rd 2023	1. Collect research data and conduct microfinance research (Microfinance Institution in Philippines and PESTLE Analysis)	Adm Building, FPIP, Batangas.
5.	Friday, February 24 th 2023	1. Weekly Update Microfinance Project	Adm Building, FPIP, Batangas.

Source: *First Philippines Industrial Park 2023*

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at First Philippines Industrial Park February 27th, 2023, to March 3rd, 2023, can be seen in the table below as follows:

Table 3.5 List of Activities Report for Week 4 of February 27th- March 3rd, 2023

February			
Week 4			
No	Date/Time	Activities	Place
1.	Sunday, February 27 th 2023	1. Collect research data and conduct microfinance research (PESTLE Analysis)	Adm Building, FPIP, Batangas.
2.	Tuesday, February 28 th 2023	1. Collect research data and conduct microfinance research (PESTLE Analysis)	Adm Building, FPIP, Batangas.
3.	Wednesday, March 1 st 2023	1. Face to face Weekly Update Microfinance Project	Meeting Room RBC Tower, Pasig city
4.	Thursday, March 2 nd 2023	1. Collect research data and conduct microfinance research (Compared MFIs Institution in Batangas and PESTLE Analysis)	Adm Building, FPIP, Batangas.
5.	Friday, March 3 rd 2023	1. Weekly Update Microfinance Project	Adm Building, FPIP, Batangas.

Source: First Philippines Industrial Park 2023

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at First Philippines Industrial Park March 6th, 2023, to March 10th, 2023, can be seen in the table below as follows:

Table 3.6 List of Activities Report for Week 5 of March 6th- March 10th, 2023

February			
Week 5			
No	Date/Time	Activities	Place
1.	Sunday, March 6 th 2023	1. Collect research data and conduct microfinance research (MFIs Case study) 2. Meeting Preparation with Sales and Marketing	Google Meeting Work From Residence.
2.	Tuesday, March 7 th 2023	1. Meet Taiwanese delegation with Sales and marketing and PEZA	FPIP, Batangas
3.	Wednesday, March 8 th 2023	1. Collect research data and conduct microfinance research (MFIs Case study)	Adm Building, FPIP, Batangas.
4.	Thursday, March 9 th 2023	1. Collect research data and conduct microfinance research (MFIs Case study)	Adm Building, FPIP, Batangas.
5.	Friday, March 10 th 2023	1. Weekly Update Microfinance Project	Adm Building, FPIP, Batangas.

Source: First Philippines Industrial Park 2023

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at First Philippines Industrial Park March 13th, 2023, to March 17th, 2023, can be seen in the table below as follows:

Table 3.7 List of Activities Report for Week 6 of March 13th- March 17th, 2023

February			
Week 6			
No	Date/Time	Activities	Place
1.	Sunday, March 13 rd 2023	1. Collect research data and conduct microfinance research (Draft Questionnaire)	Work From Residence
2.	Tuesday, March 14 th 2023	1. Collect research data and conduct microfinance research (Draft Questionnaire)	Work From Residence
3.	Wednesday, March 15 th 2023	1. Collect research data and conduct microfinance research (Draft Questionnaire)	Work From Residence
4.	Thursday, March 16 th 2023	1. Collect research data and conduct microfinance research (Draft Questionnaire)	Work From Residence
5.	Friday, March 17 th 2023	1. Weekly Update Microfinance Project	Google Meeting Work From Residence

Source: First Philippines Industrial Park 2023

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at First Philippines Industrial Park March 13th, 2023, to March 17th, 2023, can be seen in the table below as follows:

Table 3.8 List of Activities Report for Week 7 of March 20th- March 24th, 2023

February			
Week 6			
No	Date/Time	Activities	Place
1.	Sunday, March 20 th 2023	1. Collect research data and conduct microfinance research (Revised MFIs Case Study) 2. Working on the final report of the internship	Adm Building, FPIP, Batangas.
2.	Tuesday, March 21 st 2023	1. Collect research data and conduct microfinance research (Revised MFIs Case Study) 2. Working on the final report of the internship	Adm Building, FPIP, Batangas.
3.	Wednesday, March 22 nd 2023	1. Collect research data and conduct microfinance research (Revised MFIs Case Study) 2. Working on the final report of the internship	Adm Building, FPIP, Batangas.

February			
Week 6			
No	Date/Time	Activities	Place
4.	Thursday, March 23 rd 2023	1. Meeting with Locators and observing the activity. 2. Show up the draft of final report	Locators Building Administration Building, FPIP, Batangas.
5.	Friday, March 24 th 2023	1. Working on the final report of the internship	Working from CPR

Source: *First Philippines Industrial Park 2023*

Agenda of activities or work that has been carried out by the author during the implementation of Job Training at First Philippines Industrial Park March 27th, 2023, to March 31st, 2023, can be seen in the table below as follows:

Table 3.9 List of Activities Report for Week 8 of March 27th- March 31th, 2023

February			
Week 8			
No	Date/Time	Activities	Place
1.	Sunday, March 27 th 2023	1. Make a final Summary and Suggestion of the MFIs project	Adm Building, FPIP, Batangas
2.	Tuesday, March 28 th 2023	1. Work on the Final Apprentice report	Adm Building, FPIP, Batangas
3.	Wednesday, March 29 th 2023	1. Revalidate Pre-Final Presentation Report	Adm Building, FPIP, Batangas
4.	Thursday, March 30 th 2023	1. Final Presentation Report	Adm Building, FPIP, Batangas
5.	Friday, March 31 st 2023	1. Farewell Lunch	Manila, Philippines

Source: *First Philippines Industrial Park 2023*

3.3 System and Procedures

3.3.1 System and Procedures at First Philippines Industrial Park (FPIP)

Companies need a system to support company activities, in other words, a system is a series of procedures that are interconnected and together form a function that aims to achieve company goals. There are several procedures used in the operational activities of First Philippines Industrial Park in the Consumer Business Group Department.

In this Consumer Business Group unit, the author is given several authorities and responsibilities to carry out the following tasks:

1. Company Orientation.

New employe or intern orientation is the stage of introducing new employees to responsibilities, colleagues, and the work environment in the company. In FPIP, orientation activities are usually carried out specifically for certain audiences. Orientation is usually carried out in the meeting room by explaining the percentage of the company profile or an outline of the job that will be done later.

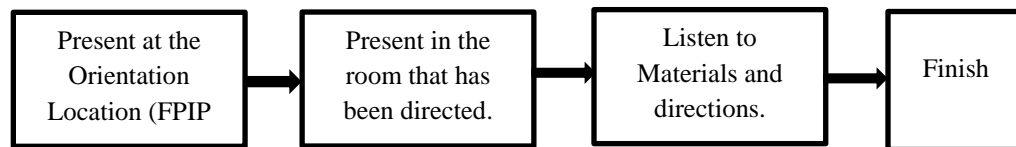


Figure 3.1 Company Orientation

Source: First Philippines Industrial Park 2023

The activities carried out in inputting data are as follows:

- a. Present at the Orientation Location (FPIP).
- b. Present in the room that has been directed.
- c. Listen to Materials and directions & Finish.

2. Collect research data and conduct microfinance research.

The data collected is data related to microfinance in the Philippines and Southeast Asia such as poverty data, population data, savings user data, data on microfinance institutions and others. The data used is obtained from trusted sources such as the website of the microfinance institution and BSP (Bangko Sentral ng Filipinas) according to the year needed.

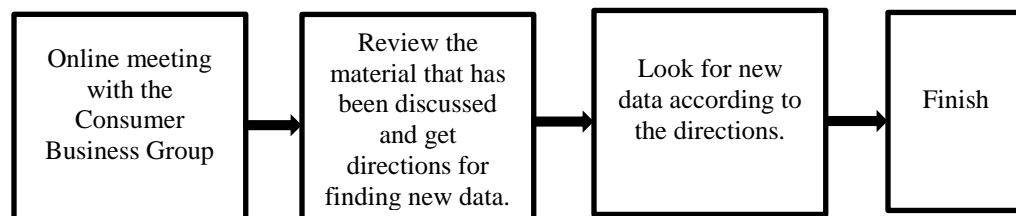


Figure 3.2 Collect research data and conduct microfinance research.

Source: First Philippines Industrial Park 2023

The activities carried out in inputting data are as follows:

- a. Online meeting with the Consumer Business Group.
 - b. Review the material and get directions for finding new data.
 - c. Look for new data according to the directions.
 - d. Finish.
3. Site Visit Project with Team and Meeting with Locators.

A site visit, within the context of workplace health and safety, is a physical inspection or tour of a workplace conducted by an assessor or assessment team for the purpose of evaluating the employer's workplace health and safety program. During a site visit, the apprentice may meet with the workplace organization's leadership, observe the work environment, collect data, and implement corrective measures. A site visit may also be referred to as a site tour. During the internship program that was carried out during the internship program it was carried out several times. This was done three times during the internship program.

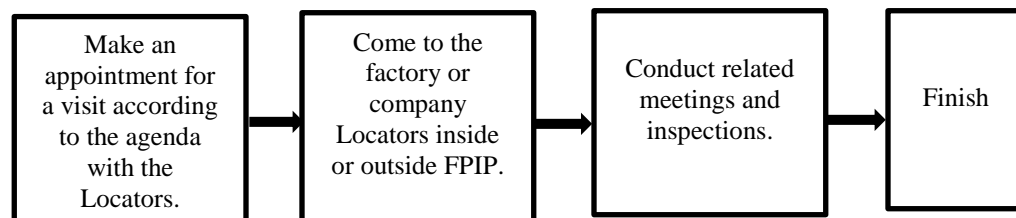


Figure 3.3 Site Visit Project with Team and Meeting with Locators.

Source: First Philippines Industrial Park 2023

The activities carried out in inputting data are as follows:

- a. Make an appointment for a visit according to the agenda with the Locators.
- b. Come to the factory or company Locators inside or outside FPIP.
- c. Conduct related meetings and inspections.
- d. Finish.

4. Online Meeting with each department and team

Conducting meetings related to FPIP preferring to use virtual meetings for 80% of meetings held by its employees, both for meetings between departments, locators and others. In their meetings, FPIP uses Google Meet and Google Calendar as tools to organize and schedule their meetings. In this agenda, interns are tasked with participating in meetings either within the project or simply as media for direct business learning and inspections.

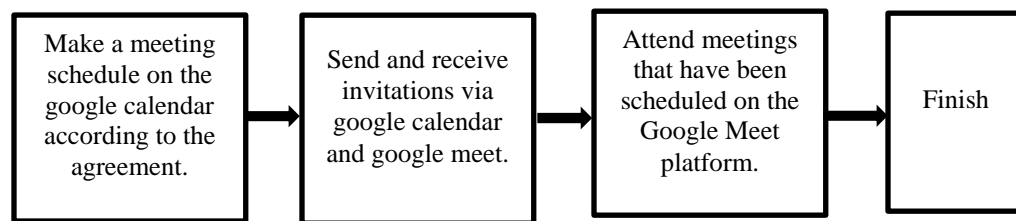


Figure 3.4 Site Visit Project with Team and Meeting with Locators.

Source: First Philippines Industrial Park 2023

The activities carried out in inputting data are as follows:

- a. Make a meeting schedule on the google calendar according to the agreement.
- b. Send and receive invitations via google calendar and google meet.
- c. Attend meetings that have been scheduled on the Google Meet platform.
- d. Finish

3.4 Obstacle and Solution

3.4.1 Obstacle

Some of the obstacles encountered during the practical work process are as follows:

1. Adjustments to procedures and steps in work and limitations on document access, then the process is a bit complicated.

3.4.2 Solution

Based on the constraints above, the solutions that can be found during the practical work process are as follows:

1. Assimilate and be proactive in the office so that we get feedback and teaching from employees regarding steps and work procedures.
2. Discuss in advance the needs of the documents you want to use, then the intent and purpose of their use can be understood.

CHAPTER IV

CONCLUSION AND SUGESTION

4.1 Conclusion

Based on the explanation in the previous chapter, the authors draw conclusions in several ways, namely as follows:

1. The author was assigned to two units at First Philippines Industrial Park in the Consumer Business Group department. Besides there, interns are also allowed to study and join in sales and marketing management and wastewater management. During the implementation of the program, there were many opportunities and opportunities provided by the company to work, learn and directly observe the real industrial world. As well as lots of experience and new knowledge that can be acquired in the world of work, especially in the field of Business Administration. To clarify and make it easier to understand activity reports during this internship program, activity reports will be presented in weekly activity reports and in outline, this is done so that all activities can be easily compiled, reported, and understood. In addition, there are four main activities that combine all activities during the internship, namely company orientation, visit project with team and meeting with Locators, collect research data and conduct microfinance research and online meetings with each department and team. And for the second company,
2. In carrying out this internship, the author carries out practical work at First Philippines Industrial Park which lasts for 2 (two) months starting from February 5, 2023, to March 31, 2023. The activities carried out by the author during practical work are at the Consumer Business Group department, Sales and Marketing Management & Wastewater Management.

3. Then in this practical work activity the author also understands the systems and procedures that apply in the implementation of practical work. Such as making a detailed schedule as a reference for activities during the internship on the Google application, collecting data related to Microfinance both from the site and from mentors, learning to adapt both in terms of language and the environment and habits in doing work, communicating, arguing, and mingling with employees and locators while in the office or meeting. In addition, interns are also allowed to join several agendas outside of CBG such as attending meetings with locators from Taiwan and joining several agendas and meetings at WRM.
4. During practical work the obstacles encountered in completing work were difficulties finding accurate and up-to-date data, there are 2 agendas at one time and office transportation which is often fully booked. So based on the constraints above, the solution that can be done during the practical work process is to ask the mentor about sites that contain the desired data, prioritize which agenda is more urgent by consulting the mentor first and book a vehicle appointment well in advance of departure to avoid a full booking.

4.2 Sugesstion

The author provides several suggestions for various parties, namely for the author himself, for students who will do practical work in the next period, for companies and for the Bengkalis State Polytechnic.

1. **The Author**

The author provides several suggestions for various parties, namely for the author himself, for students who will do practical work in the next period, for companies and for the Bengkalis State Polytechnic.

2. **Student's**

The author also provides suggestions that may be useful for students who will carry out practical work in the next period, namely prioritizing occupational

safety and health, making the best use of time, doing work according to ability and in accordance with the instructions for the internship place, thinking before acting, always being patient. and obedient, must learn to manage all assigned tasks and have initiatives to evaluate systems and procedures for apprenticeship implementation. And finally, the most important thing is to do your best during this internship, because this opportunity can only be obtained once. Good performance in the implementation of practical work also has a positive impact, especially for students, campuses, and companies.

3. The Company

After the author carried out internship activities, there are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to practical work students to be supervised, guided, and taught in accordance with the field of practical work placed.

4. Polytechnic State of Bengkalis

Suggestions for the Bengkalis State Polytechnic campus so that the implementation of this internship can be used as an evaluation and provide provision for students who will carry out practical work activities before carrying out practical work in accordance with the field or course material related to the system. and procedures in the company where the work is performed.

REFERENCES

First Philippines Holdings. 2022. Integrated Report 2022: It's Possible, climate change may be daunting, but today solution are in sight . FPH. Manila

fphc.com. 2019. Reports. Accessed on April 15 2023:<https://www.fphc.com/storage/app/media/Annual-Reports/FPH-2022-Integrated-Report.pdf>

<https://firstgen.com.ph>

<https://fpip.com>

APPENDICES

Appendix 1. Figures of Apprenticeship at First Philippines Industrial Park





Appendix 2. Apprenticeship Acceptance Letters



List of Internship grantees for the
USAID ENHANCING EQUALITY IN ENERGY FOR SOUTHEAST ASIA (E4SEA)
REGIONAL ENERGY INTERNSHIP PROGRAM

The following is a list of 11 internships who have been selected under the ENHANCING EQUALITY IN ENERGY FOR SOUTHEAST ASIA (E4SEA) REGIONAL ENERGY INTERNSHIP PROGRAM.

No.	Names	Study Level	Placement	Department / Position
1	Ton Nu Tam Hieu	Bachelor's degree	B. Grimm Power PCL, Thailand	Innovation
2	Pyae Pyae Kyaw Zaw	Master's degree	B. Grimm Power PCL, Thailand	People partnership
3	HTUT NAY AUNG	Master's degree	Energy Absolute PCL, Thailand	Business Development Officer
4	Arada Hmeekong	Master's degree	Energy Absolute PCL, Thailand	Safety & Environment Officer
5	Shinta Karunia	Vocational	Energy Absolute PCL, Thailand	Marketing Researcher
6	Pattranis Lhaomana	Master's degree	Energy Absolute PCL, Thailand	Accounting Officer
7	Virakroth Ong	Bachelor's degree	Energy Absolute PCL, Thailand	Finance Officer
8	Zalida	Vocational	Energy Absolute PCL, Thailand	Marketing Researcher
9	Fanrui Liu	Bachelor's degree	Energy Absolute PCL, Thailand	Junior Accountant
10	Laurence Lingat	Bachelor's degree	Energy Absolute PCL, Thailand	Customer Service
11	Anindhia Pratiwi	Vocational	First Gen Corporation, The Philippines	Microfinancing solutions Research

The internship grantees must comply with the following conditions:

- 1) Internship grantee must attend orientation.
Register at this link: <https://forms.gle/TJKocg4bFKyPvOpp8>
- 2) Internship grantee must enter into a scholarship contract.
- 3) Internship grantee must be under the supervision of the affiliated company/organization where she/he worked and which shall report the performance record to E4SEA at the end of the internship.

Announced on January 13, 2023



(Associate Professor Surat Teerakapibal, Ph. D)
Vice Rector for Administration (Tha Prachan) and International Affairs,
Thammasat University
Chair, Committee of E4SEA & TU Regional Energy Internship Program

Appendix 3. List of Attendance

LIST OF ATTENDANCE
FIST PHILIPPINES INDUSTRIAL PARK (FPIP)

Nama : Anindhia Pratiwi
 NIM : 5404191232
 Department : Consumer Business Group


Tabel Absensi Kerja Praktek

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Monday, February 6 th 2023	08:00	12:00	13:00	17:00	
2	Tuesday, February 7 th 2023	08:00	12:00	13:00	17:00	
3	Wednesday, February 8 th 2023	08:00	12:00	13:00	17:00	
4	Thursday, February 9 th 2023	08:00	12:00	13:00	17:00	
5	Friday, February 10 th 2023	08:00	12:00	13:00	17:00	
6	Monday, February 13 rd 2023	08:00	12:00	13:00	17:00	
7	Tuesday, February 14 th 2023	08:00	12:00	13:00	17:00	
8	Wednesday, February 15 th 2023	08:00	12:00	13:00	17:00	
9	Thursday, February 16 th 2023	08:00	12:00	13:00	17:00	
10	Friday, February 17 th 2023	08:00	12:00	13:00	17:00	
11	Monday, February 20 ^h 2023	08:00	12:00	13:00	17:00	
12	Tuesday, February 21 st 2023	08:00	12:00	13:00	17:00	
13	Wednesday, February 22 nd 2023	08:00	12:00	13:00	17:00	
14	Thursday, February 23 rd 2023	08:00	12:00	13:00	17:00	
15	Friday, February 24 th 2023	08:00	12:00	13:00	17:00	
16	Monday, February 27 th 2023	08:00	12:00	13:00	17:00	
17	Tuesday, February 28 th 2023	08:00	12:00	13:00	17:00	

LIST OF ATTENDANCE
FIST PHILIPPINES INDUSTRIAL PARK (FPIP)

Nama : Anindhia Pratiwi
 NIM : 5404191232
 Department : Consumer Business Group

Tabel Absensi Kerja Praktek

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Monday, February 6 th 2023	08:00	12:00	13:00	17:00	
19	Thursday, March 2 nd 2023	08:00	12:00	13:00	17:00	
20	Friday, March 3 rd 2023	08:00	12:00	13:00	17:00	
21	Monday, March 6 th 2023	08:00	12:00	13:00	17:00	
22	Tuesday, March 7 th 2023	08:00	12:00	13:00	17:00	
23	Wednesday, March 8 th 2023	08:00	12:00	13:00	17:00	
24	Thursday, March 9 th 2023	08:00	12:00	13:00	17:00	
25	Friday, March 10 th 2023	08:00	12:00	13:00	17:00	
26	Monday, March 13 rd 2023	08:00	12:00	13:00	17:00	
27	Tuesday, March 14 th 2023	08:00	12:00	13:00	17:00	
28	Wednesday, March 15 th 2023	08:00	12:00	13:00	17:00	
29	Thursday, March 16 th 2023	08:00	12:00	13:00	17:00	
30	Friday, March 17 th 2023	08:00	12:00	13:00	17:00	
31	Monday, March 20 th 2023	08:00	12:00	13:00	17:00	
32	Tuesday, March 21 st 2023	08:00	12:00	13:00	17:00	
33	Wednesday, March 22 nd 2023	08:00	12:00	13:00	17:00	
34	Thursday, March 23 rd 2023	08:00	12:00	13:00	17:00	
35	Friday, March 24 th 2023	08:00	12:00	13:00	17:00	

LIST OF ATTENDANCE
FIST PHILIPPINES INDUSTRIAL PARK (FPIP)

Nama : Anindhia Pratiwi
NIM : 5404191232
Department : Consumer Business Group

Tabel Absensi Kerja Praktek


No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
36	Monday, March 27 th 2023	08:00	12:00	13:00	17:00	
37	Tuesday, March 28 th 2023	08:00	12:00	13:00	17:00	
38	Wednesday, March 29 th 2023	08:00	12:00	13:00	17:00	
39	Thursday, March 30 th 2023	08:00	12:00	13:00	17:00	
40	Friday, March 31 st 2023	08:00	12:00	13:00	17:00	

Appendix 4. Daily Activities

**WEEKLY ACTIVITIES OF
INTERNSHIP PROGRAM**

Day: Monday-Friday (1st Week)

Date: February, 6th -10th 2023


No	Description of Activities	Task Assignor	Signature
1	Orientation & Arrive at RBC Tower (Direction and provision of material on Microfinance Solution Research)	Ma'am Maria Katharina Lim	
2	Visit Orientation in Water Resource Management.		
3	Orientation from Utilities Department & Meeting and set up the intern activity in FPIP		
4	Visiting Building for CBG Project		
5	Collect research data and conduct microfinance research (Microfinance in General)		
7	First Weekly Online Meeting Update		
Noted by Supervisor:			


No	Documentation
1	
2	<p>Explanation</p> <p>This week the activity starts with an orientation at the RBC main office and an outline of the work to be carried out. Followed by an orientation visit about WRM and Utilities Department inside FPIP. The visit was followed by a Visit for the CBG Project, while collecting research data which will be presented on Friday.</p>

**WEEKLY ACTIVITIES OF
E4SEA INTERNSHIP PROGRAM**

Day: Monday-Friday (2nd Week)

Date: February, 13rd -17th 2023


No	Description of Activities	Task Assignor	Signature
1	Collect research data and conduct microfinance research (Microfinance Institution in Philippines)	Ma'am Maria Katharina Lim	
2	Online meeting with Marketing sales and Expert of MFIs		
3	Site Visit with Chef at Kitchen in Manila		
4	Join Weekly Update Meeting with WRM		
5	Weekly Update Microfinance Project		
Noted by Supervisor:			





No	Documentation
1	
2	<p>Explanation</p> <p>In the second week, it was continued by collecting data on MFIs Institutions in the Philippines, the data was accessed online. On the second day I was allowed to join the Sales & Marketing Department where later I was allowed to join the Meeting agenda with PEZA and New Locators from Taiwan. Followed by a Visit to the CBG Project at Kitchen in Manila to directly inspect the supplier for the canteen of one of the Locators inside FPIP. Prior to the MFIs' weekly reports, I was allowed to join the WRM forum meeting which discussed budget effectiveness, tool effectiveness and results from waste water management and water supply in FPIP.</p>

WEEKLY ACTIVITIES OF E4SEA INTERNSHIP PROGRAM

Day: Monday-Friday (3rd Week)

Date: February, 20th -24th 2023


No	Description of Activities	Task Assignor	Signature
1	Collect research data and conduct microfinance research (Microfinance Institution in Philippines and PESTLE Analysis)	Ma'am Maria Katharina Lim	
2	Observe chlorine handling training		
5	Weekly Update Microfinance Project		
Noted by Supervisor:			

No	Documentation
	   
2	<p>Explanation</p> <p>On the third week of the internship program, activities began to focus on managing research data from MFIs. Apart from collecting data, other activities include joining the WRM department in training on handling chlorine at the WRM Department and also continuing with weekly updates from project MFIs which are held twice this week.</p>

**WEEKLY ACTIVITIES OF
E4SEA INTERNSHIP PROGRAM**

Day: Monday-Friday (4th Week)

Date: February-March, 27th -3rd 2023


No	Description of Activities	Task Assignor	Signature
1	Collect research data and conduct microfinance research (PESTLE Analysis)	Ma'am Maria Katharina Lim	
2	Face to face Weekly Update Microfinance Project		
3	Collect research data and conduct microfinance research (Compared MFIs Institution in Batangas and PESTLE Analysis)		
4	Weekly Update Microfinance Project		
Noted by Supervisor:			


No	Documentation
1	  
2	<p>Explanation</p> <p>In the fourth week of February, activities have been focused on research progress so that it is not hampered and completed on time. This week, the activities are continuing research on several new topics and also holding face to face meetings at the main office in Pasig, Ortigas and continuing with weekly meeting updates online.</p>

**WEEKLY ACTIVITIES OF
E4SEA INTERNSHIP PROGRAM**

Day: Monday-Friday (5th Week)

Date: March, 6th -10th 2023


No	Description of Activities	Task Assignor	Signature
1	Collect research data and conduct microfinance research (MFIs Case study)	Ma'am Maria Katharina Lim	
2	Meeting Preparation with Sales and Marketing		
3	Meeting Taiwanese delegation with Sales and marketing and PEZA		
4	Weekly Update Microfinance Project		
Noted by Supervisor:			


No	Documentation
1	
2	<p>Explanation</p> <p>At the beginning of March, the fifth week to be precise, there were activities besides collecting research data, namely joining the agenda of the Sales and Marketing Department under the leadership of Mr. Oshiaki as head of sales & marketing department. During the agenda, I served as one of the employees who helped distribute data related to FPIP in the form of brochures and verbally. I was also allowed to join in and see firsthand the meeting between FPIP, and the Locators from Shing Hung Company. And at the end of the week, as usual, I did an update about the MFIs Project.</p>

**WEEKLY ACTIVITIES OF
E4SEA INTERNSHIP PROGRAM**

Day: Monday-Friday (6th Week)

Date: March, 13nd -17th 2023


No	Description of Activities	Task Assignor	Signature
1	Collect research data and conduct microfinance research (Draft Questionnaire)	Ma'am Maria Katharina Lim	
2	Weekly Update Microfinance Project		
Noted by Supervisor:			

No	Documentation
1	
2	Explanation In the 6 th week I did Work from Home for one week, because I was sick and was prevented from attending and working onsite in the administration building in FPIP. For this reason, for one week my Supervisor (Ms. Jona & Ma'am Kit) gave me the task of continuing my research with the task of drafting a questionnaire related to the MFIs Project which was then reported at the end of the week on Friday.

**WEEKLY ACTIVITIES OF
E4SEA INTERNSHIP PROGRAM**

Day: Monday-Friday (7th Week)

Date: March, 20th -24th 2023


No	Description of Activities	Task Assignor	Signature
1	Collect research data and conduct microfinance research (Revised MFIs Case Study)	Ma'am Maria Katharina Lim	
2	Working on the final report of the internship		
3	Monthly Report to E4SEA		
4	Show up the draft of final report		
Noted by Supervisor:			


No	Documentation
1	
2	<p>Explanation</p> <p>In 7th week, work begins to focus on the final stage, namely making the final internship report which will be presented to the E4SEA apprentice program manager and also the company including the Company's HRD. Apart from that, there are still slight revisions to the MFIs project, namely the case study.</p>

**WEEKLY ACTIVITIES OF
E4SEA INTERNSHIP PROGRAM**

Day: Monday-Friday (8th Week)

Date: March, 27th -31st 2023

No	Description of Activities	Task Assignor	Signature
1	Make a final Summary and Suggestion of the MFIs project	Ma'am Maria Katharina Lim	
2	Work on the Final Apprentice report		
3	Revalidate Pre-Final Presentation Report		
4	Final Presentation Report		
5	Farewell Lunch		
Noted by Supervisor:			

No	Documentation
1	
2	<p>Explanation</p> <p>The last week of the internship program the peak activity is the final report percentage, where there are two percentages of the final report, namely the MFIs report and the final report of the internship program in general. Before presenting the internship report, there are several activities such as pre-presentation to re-check the points you want to report, and also a farewell lunch as a warm greeting from FPIP to the interns.</p>

Appendix 5. Certificates



MABUHAY VINYL CORPORATION

Presents this

Certificate of Attendance

To

Anindhia Pratiwi

For participating in the

Chemical Spill Drill for Sodium Hypochlorite

Held on the 22nd of February, 2023, at FPIP UTILITIES INC.
WWTP2, First Philippine Industrial Park, Sto. Tomas, Batangas

Witnessed

[Signature]
MS. REANE M. RAMIREZ
Account Executive

[Signature]
MR. ROMEO G. DELA CRUZ
VP - Marketing



CERTIFICATE OF ACHIEVEMENT

This certifies that the undersigned successfully completed the United States Agency for International Development (USAID) funded Enhancing Equality in Energy for Southeast Asia (E4SEA) Regional Energy Internship Program in the year 2023

Anindhia Pratiwi

Representing the country of Indonesia

Performing the internship at First Gen Corporation in The Philippines

July 31, 2023

Mr. Aaron Brownell
Office Director, USAID Regional Environment Office (REO)
Regional Development Mission for Asia (RDMA)
U.S. Agency for International Development

E4SEA is dedicated to supporting the development of an inclusive and diverse clean energy sector in Southeast Asia now and in the years to come

Appendix 6. Evaluation Sheet

EVALUATION RESULT FROM APPRENTICESHIP COMPANY APPRASIAL

First Philippines Industrial Park
 FPIP Administration Bldg, FPIP-SEZ, R.S.
 Diaz Ave, coe. 1st St, Barangay. Sta. Anastacia,
 Sto. Tomas, Batangas, 42324 Philippines.
 Tel (+63) (43) 405-6020 (trunk Line) Fax: (+63) (43) 605-6020.

Name : Anindhia Pratiwi
 NIM : 5404191232
 Study Program : D-IV International Business
 AdministrationCollege : State Polytechnic of Bengkalis

No	Assessment Aspect	Percentages	Score
1.	Discipline	20%	20
2.	Responsibility	25%	20
3.	Adjustment/Adaptation	10%	10
4.	Work Result	30%	25
5.	Behavior in General	15%	15
	Total (1+2+3+4+5)	100%	90

Explanation:

Score : Criteria
 81 – 100 : Excellence
 71 – 80 : Very Good
 66 – 70 : Good
 61 – 65 : Good Enough
 56 – 60 : Enough

Notes:

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Manila, March 31st, 2023


 (Maria Kathrina Lim)