

**AN APPRENTICESHIP REPORT**  
**AT THE CENTRAL LUZON STATE UNIVERSITY,**  
**PHILIPPINES**

*In Partial Fulfillment of the Requirement for Three-Year Diploma Program of  
English Study Program of State Polytechnic of Bengkalis*



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**LANGUAGE DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS**

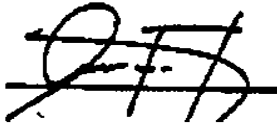
**2021**

## APPROVAL SHEET

This Apprenticeship Report written by **Susila Wati. Reg. Number 5203181099** who had done the apprenticeship at The Central Luzon State University started from September 21<sup>st</sup> to October 19<sup>th</sup>, 2019 by the following advisor:

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## ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **SUSILA WATI Reg. Number 5203181099** who has done the apprenticeship at The Central Luzon State University started from September 21<sup>st</sup> – October 19<sup>th</sup> 2019. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

Accepted by:

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## ACKNOWLEDGEMENT

Praise gratitude submitted to the God who always gives blessing that help me complete and finish this apprenticeship report at Central Luzon State University timely.

During the writing process of this report, there were many people involved in giving advice, help, and support. In this occasion, the writer would like to say many thanks to:

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4. Aswandi, M.Pd as the Head of D-IV English for Business and Professional Communication Study Program
5. M. Sabri, M.Par., M.Rech as the Coordinator of Apprenticeship.
6. Boni Saputra, M.Pd as the Advisor of Apprenticeship Report.
7. M. Alkadri Perdana, B.IT., M.Sc as the Head of International Office of State Polytechnic of Bengkalis
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There might be many mistakes in the writing of this apprenticeship report. Therefore, any suggestions and critics from any parties are very important in making this report.

The Writer

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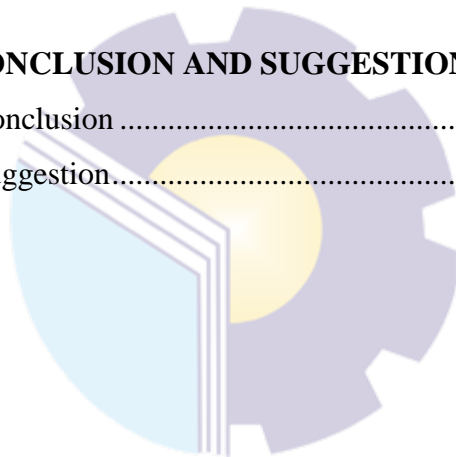
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# CHAPTER I

## INTRODUCTION

### 1.1 Background of Apprenticeship

Apprenticeship is a training program for students of a trade or profession with on-the-job training and often some accompanying study by classroom work and reading. Apprenticeships can also enable students to gain a license to practice in a regulated profession. Apprenticeship is a program to get essential skills and recognized qualifications. The program runs by combining classroom learning and job training to create a skillful and qualified person for workplace. The level of apprentices is including entry level, supervisor level and manager level. Every level of apprentices is trained by professionals and the time needed depends on skill and ability of the apprentices. A successful apprenticeship will build a great achievement in workplace.

English is one of study program of State Polytechnic of Bengkalis under Language Department. The internship program is one of the requirements before graduation. Therefore, State Polytechnic of Bengkalis provides a learning experience and training with this program to build the professional capabilities in science and technology for all students at State Polytechnic of Bengkalis. This program is also ensuring the students have the capability of adaptation, work ethic, and the responsible especially in the world of business and there's lots of potential for their student to progress in career quickly. For this reason, the writer choosed and got an opportunity to do apprenticeship in The Central Luzon State University, Philippines.

The apprenticeship has done from September 21<sup>st</sup> until October 20<sup>th</sup>, 2019 an administration staff in the Administration Building, then at the Dean Office of College of Business Administration and Accountancy (CBAA) and at The Department of English and Humanities of College of Arts and Sciences at the Central Luzon State University. It was chosen because The Central Luzon State University has become one of the universities which include in The Southeast Asian Ministers of Education Organization (SEAMEO). The program was South

East Asia – Technical and Vocational Education Training. Furthermore, writer can implement her communication skills and also improve knowledge about working world.

## **1.2 Purpose of the Apprenticeship**

The purposes of the apprenticeship as follows:

1. To find out kinds of jobs done in The Central Luzon State University
2. To find out working procedures applied in The Central Luzon State University

## **1.3 Significance of the Apprenticeship**

### **1.3.1 Significance for the Apprentice**

Apprenticeship gives a chance for the apprentice to implement knowledge that already learnt and get knowledge especially related to English and Business. The apprentice knows how to speak in public and attract people attention.

### **1.3.2 Significance for State Polytechnic of Bengkalis**

Apprenticeship helps Polytechnic to prepare skillful alumni that are ready to work field once they finish the study. Therefore, the apprenticeship helps polytechnic applying and arranging its curriculum.

### **1.3.3 Significance for the Company**

Apprenticeship gives The Central Luzon State University a chance to promote its image and upgrade the branding of the company. In addition, it is easy for Central Luzon State University to find and hire exchange students and experienced employees because the practical students have had experience working in the company.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company History**

Central Luzon State University (CLSU) is one of the renowned and prestigious institutions of higher learning in the Philippines. It has consistently produced well- trained professionals and technicians, provided services with marked excellence.

On April 12, 1907, it started as a farm school, the Central Luzon Agricultural School (CLAS), through Executive Order No. 10 issued by then Governor General James F. Smith, James F. Smith. Its initial emphasis was on the development of skilled and technician-type graduates to meet the human resource requirements in the opening and cultivation of rich farmlands.

As a school, CLAS stamped a class of its own. With its unique curriculum, it promoted agriculture and mechanic arts which combined practicum and academic work. In time, CLAS became known as the “mother of vocational agriculture schools” in the country.

The school was converted into Central Luzon Agricultural College (CLAC) on December 31, 1950 by virtue of Executive Order No. 393 issued by then President Elpidio Quirino to promote agricultural education. As a higher learning institution, CLAC distinguished itself as the first state college established by the Philippine government to promote agricultural education, agricultural engineering and home economics, among others.

On June 18, 1964, CLAC was elevated into Central Luzon State University (CLSU) by virtue of Republic Act No. 4067 “to give professional and technical training in agriculture and mechanic arts; provide advance instruction; promote research, literature, philosophy, the sciences, technology and arts.”

From its basically agricultural orientation, CLSU turned into a comprehensive higher education institution offering various undergraduate and graduate courses.

The CLSU campus is a sprawling 658-hectare area in the Muñoz, 150 km

north of Manila. On October 19, 2001, CLSU was launched as the Model Agri-Tourism Site for Luzon under the Philippine Agri-Tourism Program, a joint project of the Department of Agriculture and Department of Tourism.



Source: <https://images.app.goo.gl/wNnRTFGFnGMab9Ty5>

**Figure 2.1**  
**Central Luzon State University, Philippines**

## **2.2 Vision and Mission**

### **2.2.1 Vision**

The vision of The Central Luzon State University is to become world-class National Research University for science and technology in agriculture and allied fields.

### **2.2.2 Mission**

The mission of The Central Luzon State University shall develop globally competitive, work-ready, socially-responsible and empowered human resources who value life-long learning; and to generate, disseminate, and apply knowledge and technologies for poverty alleviation, environmental protection, and sustainable development.

## **2.3 Kinds of Business**

The Central Luzon State University deals with giving service in term of education to the student.

## **2.4 Organizational Structure**

There are several departments in The Central Luzon State University such Office of CLSU President, Public Affairs Office, The Office of Student Affairs (OSA), International Affairs Office, Dean's Office, Administration Building, University Hospital, University Library, and so on. Central Luzon State University is a university which has Undergraduate Program Bachelor (S1), and Graduate Programs Master (S2), and Doctor (S3). The writer gets a chance to implement her knowledge that already learnt at The Dean of College of Business Administration and Accountancy, The Department of English and Humanities of College of Arts and Sciences and the Administration Building of Central Luzon State University.

#### 2.4.1 The College of Business Administration and Accountancy

The College of Business Administration and Accountancy (CBAA) was officially established on May 19, 1983 pursuant to the provisions of Batas Pambansa Blg. 230. This ushered in CLSU's bid become a comprehensive academic institution.

With its corporate ideals and excellence both in business and in services, CBAA committed to develop and enhance the capabilities of the students, faculty and staff. As such, CBAA is now recognized as one of the model business in Region III.

CBAA has two departments offering three curricular programs. These are the Department of Accountancy and the Department of Business Administration.

To contribute to national development, CBAA has established the CLSU-CBAA Foundation, Inc. as a non-stock, non-profit organization. It is the corporate arm of the College to engage in development works and programs of applied researches and entrepreneurial activities, thereby financing income generating projects of its constituents, and extending professional and technical assistance and services.

The Organizational Structure can be seen in the figure below:

**College of Business Administration and Accountancy (CBAA)  
Of Central Luzon State University**

## Organizational Structure

WINNIE DC. VILLANUEVA  
Dean

### DEPARTMENT OF ACCOUNTANCY

JEREMY S. LUMIBAO  
Chairperson

MARK ANTHONY B. TANGONAN  
Department Coordinator, Accounting

GAUDENCIO P. GALLARDO, Jr.  
Department Coordinator, Finance

AILEEN FAE M. AFRICA

EVA DF. AVELLANOZA

ERDILYN L. CARIÑO

MARY ANNE D. DELA PEÑA

MARITES R. JACINTO

JOANA JOY F. LABAO

RODRIGO B. LUCENA

GIE ANNE VIADO

HAZEL JADE E. VILLAMAR

### DEPARTMENT OF BUSINESS ADMINISTRATION

JUDITH A. TEAÑO  
Chairperson

REYNIEL G. FRANCISCO  
Department Coordinator, Economics

MARIE GRACE B. TAMBALQUE  
Dep. Coord. Human Resource Development  
Management

ELIZABETH R. BAJIT

RAMEZESH E. DIONISIO

RENALYN ENCISO

CAROLYN GONZALES-MARZAN

JAYSON L. MARZAN

AILEEN MAE MAUYAO-PASCUAL

MATILDE MELICENT SANTOS-RECTO

FRANK DAVID O. PASCUAL

MARAH KATHLEEN F. VALIMENTO  
Department Coordinator, Marketing Management  
Entrepreneurship

SHERWIN B. CELESTINO  
Department Coordinator,

JANICE FAYE S. ANG

ROANN ALBERTO-LAO

JUNE ANN J. CASIMIRO

VIA SHANE R. SANTIAGO

KARENINA B. ROMUALDO

Source: <http://cbaa.clsu.edu.ph/faculty%20members.php>

**Figure 2.2**  
**CBAA Organizational Structure**

Job Description	Information
1. Dean Office	Deans verify the adequacy of instruction, monitor academic integrity, confer degrees, and are responsible for student recruitment, admission, and academic progress.
2. Department Coordinator	Department Coordinator serves as lead facilitator for department planning and decision making and is responsible, within defined scope, for the day-to-day operation of a department, in the absence of an on-site manager or lead instructor; consults regularly with the chair and calls upon the chair, as needed for direction, advice and collaboration or intervention in departmental matters; establishes department goals, operating policies and procedures through staff participatory process; develops, analyzes and manages a department's annual operating budget; develops and writes justification for budget requests; initiates and conducts department meetings; coordinates and facilitates curriculum approval processes with faculty; coordinates and monitors facilities use; writes, proofs and edits term schedule, documents and reports; processes highly confidential personnel matters for a department;; carries out duties in consultation and collaboration with the division/department chair; may provide ongoing computer technology support; does related work as required.
3. Instructor	Instructors are responsible for providing accurate and timely information about their courses to prospective students, current students, and relevant members of the University community. Instructors must provide academic units and students with accurate course descriptions in a timely fashion.

Source: <https://policy.umn.edu/education/instructorresp>

**Figure 2.3**

**Job Description of Structural Organization of CBAA**

#### 2.4.2 The Department of English and Humanities of CAS

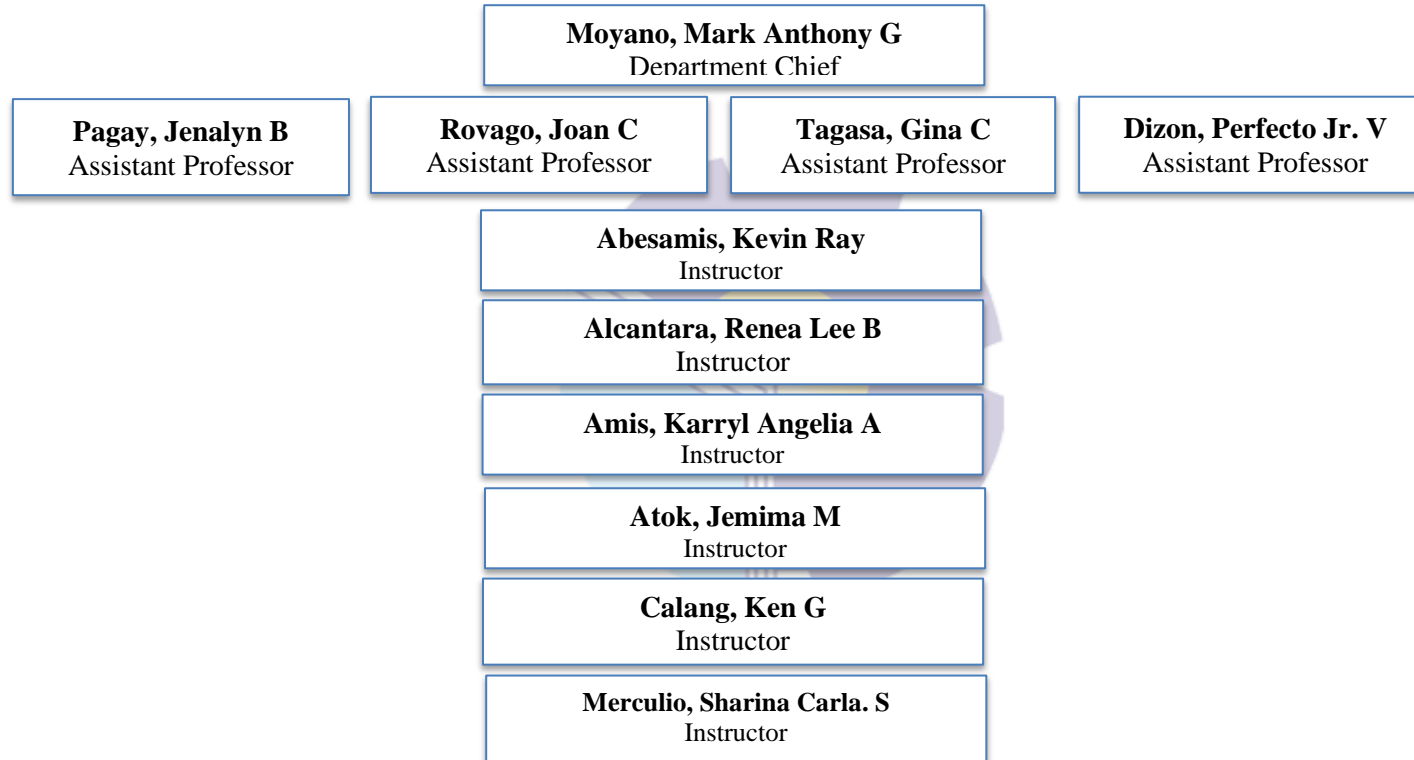
The Department of English and Humanities strengthens the general education of students through the development of a deepened understanding of the English language and increases appreciation of the richness of literature and the wealth of the humanities thereby fostering knowledge and appreciation of language, literature and artistic expressions. It envisions itself in becoming an international center for English language education and humanities, grounded on research, by providing students in all core areas with a coherent curricular framework and relevant, well-structured courses for a comprehensive study of language, literature and humanities.

There some faculty member which include in structural organization in The Department of English and Humanities of College of Arts and Sciences as follows:





**Department of English and Humanities  
Of College of Arts and Sciences  
Organizational Structure**



Source: <https://cas.clsu.edu.ph/department%20of%20english%20and%20humanities.php>

**Figure 2.4**

**The Department of English and Humanities of CAS Organizational Structure**

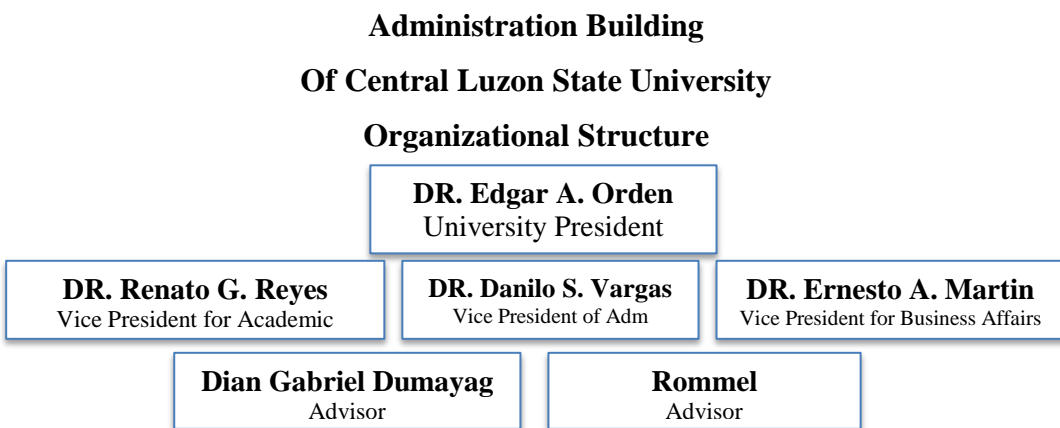
Job Description	Information
1. Department Chief	Overseeing large, often cross-functional organization-wide projects or initiatives. Bring together multiple stakeholders and help drive decisions.
2. Assistant Professor	Assistant Professors are employed at universities or colleges where they teach and conduct research. They assist full Professors, guide and supervise graduates, and spend time conducting investigations and studies. Assistant Professors may also serve on university committees.
3. Instructor	Instructors are responsible for providing accurate and timely information about their courses to prospective students, current students, and relevant members of the University community. Instructors must provide academic units and students with accurate course descriptions in a timely fashion.

Source: <https://policy.umn.edu/education/instructorresp>

**Figure 2.5**  
**Job Description of Department of English and Humanities of CAS**

### 2.4.3 Administration Building

The Organizational Structure of Administration Building can be seen in the picture below:



Source: <https://clsu.edu.ph>

**Figure 2.6**  
**Administration Building Organizational Structure**

Job Description	Information
1. University President	Within the policies and regulations of the Board and of other state and federal authorities, the President of the University, as chief executive officer, has general authority and responsibility for the University and for keeping the Board of Trustees informed regarding the University in a timely and appropriate manner.
2. The Vice President for Academic Affairs	As leader of academic affairs, the provost/vice president for academic affairs guides the establishment of overall directions for the university's academic programs. The provost/vice president for academic affairs anticipates future developments in higher education and their impact on the university, identifies the threats and opportunities they pose, and evaluates the needs inherent in meeting those challenges creatively and effectively.
3. The Vice President for Administration	Lead, guide and mentor administrative staff in their tasks and functions. Integrate and coordinate functions of administrative, finance, sales and marketing departments.
4. The Vice President for Business Affairs	Offers support to the legal department and executives in other departments in the organization. In this role, you address issues and problems as they arise in regards to legal affairs.
5. Advisor	Advisor is normally a person with more and deeper knowledge in a specific area and usually also includes persons with cross-functional and multidisciplinary expertise. An adviser's role is that of a mentor or guide and differs categorically from that of a task-specific consultant.

Source: <https://policy.umn.edu/education/instructorresp>

**Figure 2.7**  
**Job Description of Administration Organizational Structure**

## 2.5 Document used for activity

To manage the activities, there are several documents which used in front office department:

1. Receiving Logbook

Logbook means a record of important events in the management of ship. It is essential to traditional navigation and must be filled in at least daily.

2. Disbursement Voucher

Disbursement voucher is a form used to have a check made to pay an individual or an organization for merchandise sold or services rendered.

3. Information Letter

Information letter is a letter that gives some information about something; in fact, the essence is also seen in the name itself.

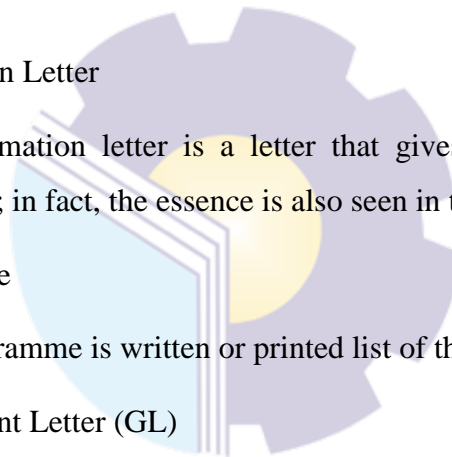
4. Programme

Programme is written or printed list of the events, performers, etc.

5. Government Letter (GL)

6. Official Record Book

Official record is a book that has records of the best or most remarkable performances or achievement.



## **CHAPTER III**

### **SCOPE OF APPRENTICESHIP**

#### **3.1 Job Description**

Apprenticeship began on September 21<sup>st</sup> until October 20<sup>th</sup>, 2019 at The Central Luzon State University. The working hour starts at 8.00 am until 17.00 pm. with a break lunch at 12.00 am until 13.00 pm.

There were some kinds of main jobs during the apprenticeship of each department which are follows:

##### **3.1.1 The College of Business Administration and Accountancy**

There were kinds of main jobs done during the apprenticeship at The Dean of The College of Business Administration and Accountancy as follows:

###### **1. Making Programme**

Programme is written or printed list of the events, performers, etc.

##### **3.1.2 The Department of English and Humanities of CAS**

###### **1. Making Department Reservation And Invitation Letter**

Reservation letter is a type of written request to participate in an event or to reserve accommodations or services. Then invitation letter is a letter written to invite people in particular event.

###### **2. Checking Student's Final Test**

Checking student's final test is activities that have been done by the writer based on checking the correct answer then count how much the score of student.

##### **3.1.3 Administration Building**

###### **1. Filling the Data About Department Bills**

###### **2. Archiving Letter**

Document archiving is securely storing information (both digital and paper format) that no longer use regularly.

###### **3. Receiving Calls**

Receiving calls is an activity to receive any incoming calls for another department or other company.

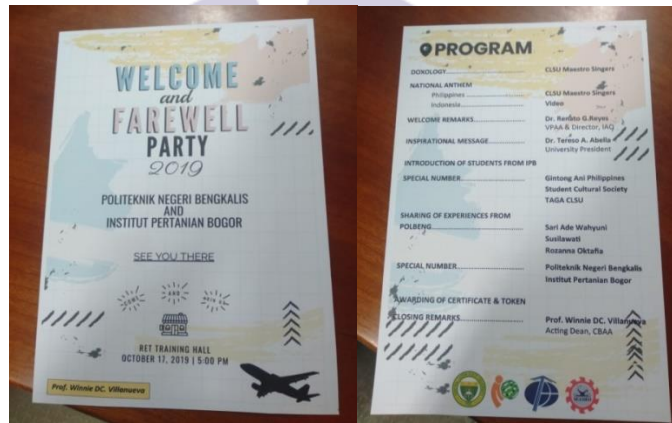
### 3.2 Working Procedure

There were several working procedures during the apprenticeship of each department which are follows:

#### 3.2.1 The College of Business Administration and Accountancy

##### 1. Making a Programme

Programme is written or printed list of the events, performers, etc. Programme is like an invitation card. That was made for welcome party for IPB university student and bon voyage for State Polytechnic of Bengkalis. The programme fill by rundown of the event, place will be held, when the event will held, etc.

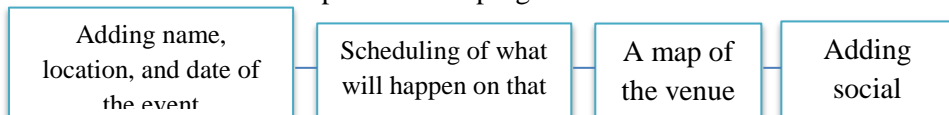


Source: Personal Data

Figure 2.8

Example of Programme

There were some steps to make a programme which are follows:



Source: <https://billetto.co.uk>

Figure 2.9

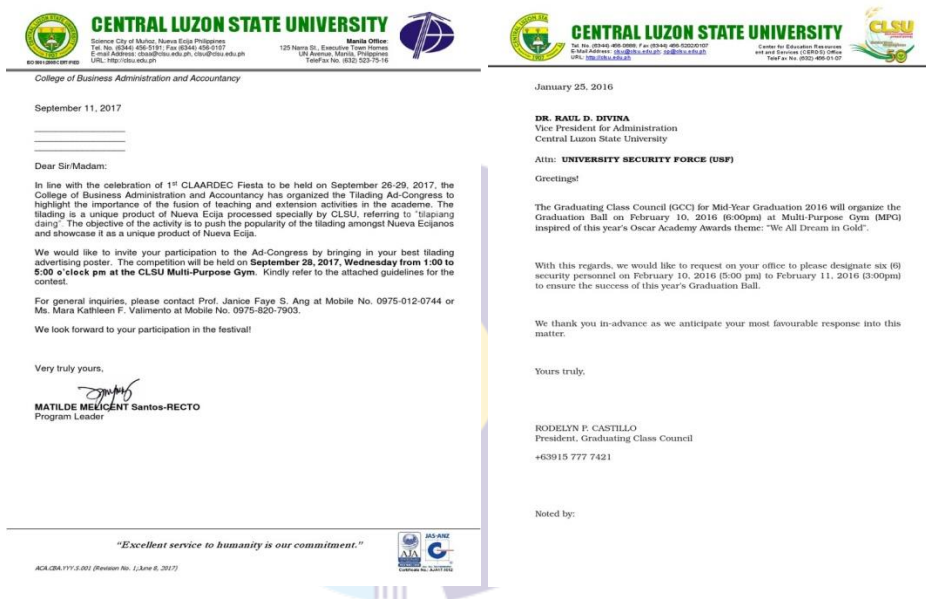
How to Make a Programme

#### 3.2.2 The Department of English and Humanities of CAS

## 1. Making Department Reservation And Invitation Letter

Reservation letter is a type of written request to participate in an event or to reserve accommodations or services at a location such as a hotel.

An Invitation Letter is a document that presents a formal request for the presence of an individual, a group of people or an organization at an event. An invitation letter may be formal or informal. It could be printed on paper or sent via email.

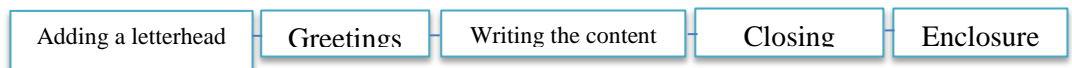


Source: <https://clsu.edu.ph>

Figure 2.10

### Example of Reservation Letter and Invitation Letter

These are some steps how to make a letter:



Source: <https://www.grammarly.com>

Figure 2.11

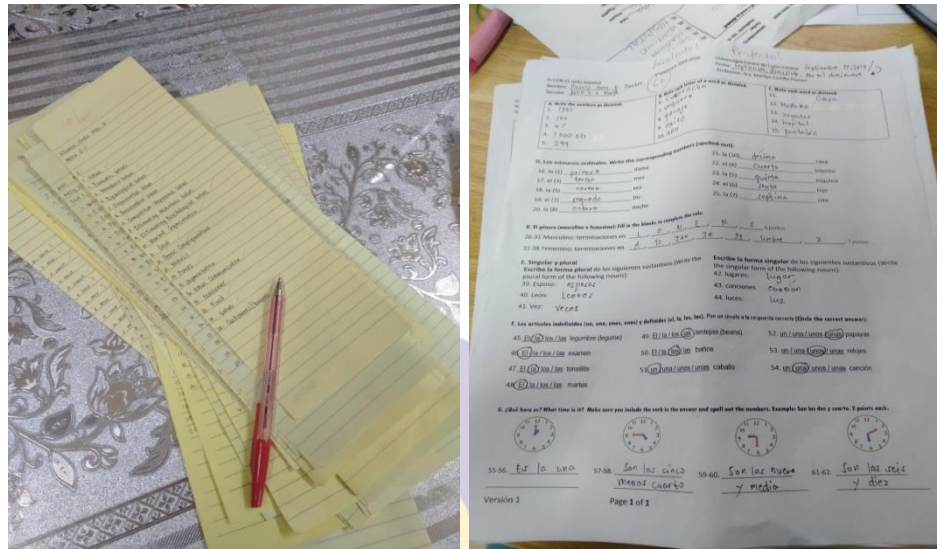
### How to Write a Letter

## 2. Checking Student Final Test

Correcting student final test is an activity to checking the answer of

student examination to know the score and level of the student. The writer has checked some courses, such as Math, Spanish, English, and so on.

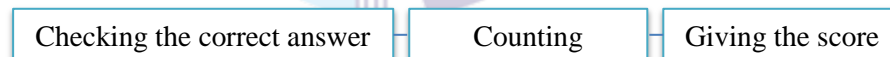
The lecturer has given the right answer to make easier way to know how much true answer and the wrong answer.



Source: Personal Data

**Figure 2.12**  
**Student Answer Sheet**

There were some steps to check student answer sheet:



Source: Personal Data

**Figure 2.13**  
**How to Check Student Answer Sheet**

### 3.2.3 Administration Building

#### 1. Inputting The Data About Department Bills

It is actually monthly report. Usually, Administration staff put it in a bundle for each department. It used to find out the month charges of each department. Like Telephone booth spent 3.742.46 pesos for a month.

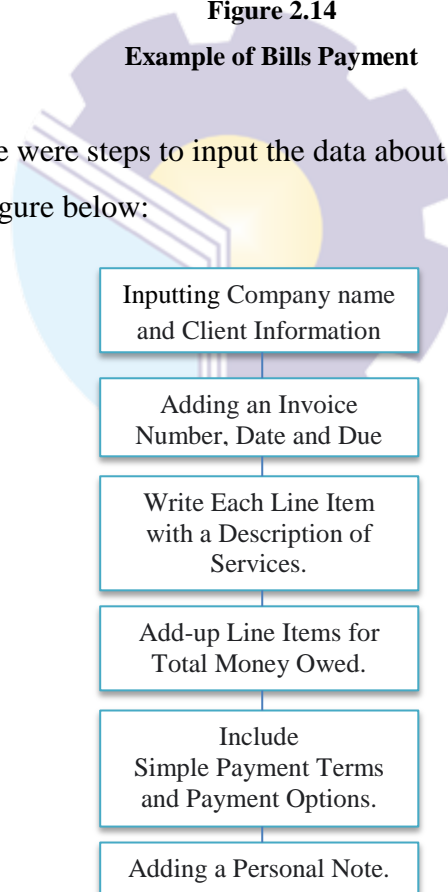




Source: Personal Data

**Figure 2.14**  
**Example of Bills Payment**

There were steps to input the data about department bills such as can be seen in the figure below:



Source: <https://pmg.org.za>

**Figure 2.15**  
**How to Input Department Bills**

## 2. Archiving Letter

Document archiving is securely storing information (both digital and paper format) that no longer use regularly. It's important to avoid losing data. Archive files are used to collect multiple data files together into a single file for easier portability and storage, or simply to compress files to use less storage space.



Source: *Personal Data*

**Figure 2.16**  
**Bundle of Letter**

There were some steps to archive a letter as follows:

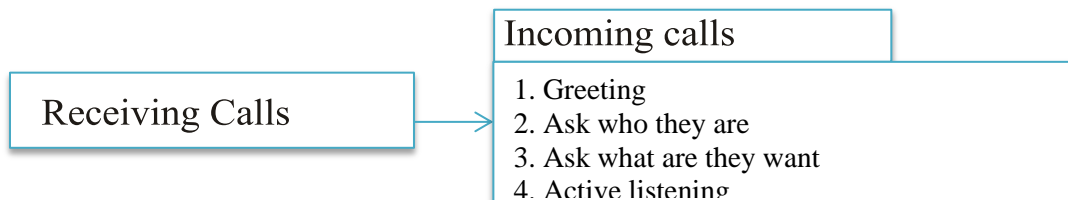


Source: <https://lusalouisecooke.com> › Organization

**Figure 2.17**  
**How to Archive letters**

## 3. Incoming Calls

There is several ways to answer the calls from other department.



Source: <https://support.google.com>

**Figure 2.18**  
**Steps of Receiving Call**

### 3.3 Place of Apprenticeship

The apprenticeship was started from September 21<sup>st</sup> until October 20<sup>th</sup>, 2019 at The Central Luzon State University, Philippines at The Dean of College of Arts and Sciences, at The Dean of College of Business Administration and Accountancy and Administration Building at The Central Luzon State University

### 3.4 Kind and Description of the Activity

The daily activities in The Central Luzon State University can be seen in the tables below:

**Table 3.1**  
**Agenda of Activities of the First Week**  
**of September (Sept 23<sup>rd</sup> - 29<sup>th</sup> , 2019)**

No	Day/ Date	Activity	Place
1	Monday Sept 23 <sup>rd</sup> , 2019	1. Joining CLSU flag ceremony 2. Going Around CLSU University 3. Going to the PhilRice 4. Going to the Erielrs	Multi-Purpose Gym  CLSU PhilRice Erielrs
2	Tuesday Sept 24 <sup>th</sup> , 2019	1. Going to President Office 2. Making Student Special Permit 3. Observing a class	President Office Office Student Affair Management Class
3	Wednesday Sept 25 <sup>th</sup> , 2019	1. Watching the Student Organization Awards. 2. Observing a Class.	Auditorium  Ethical Communication Class

4	Thursday Sept 26 <sup>th</sup> , 2019	1. Visiting College of Fisheries 2. Visiting College of Agry Culture 3. Going the Mall	College of Fisheries College of Agry Culture Watermark
5	Friday Sept 27 <sup>th</sup> , 2019	1. Meeting with Mr. Ken G. Calang	College of Arts and Science
6	Saturday Sept 28 <sup>th</sup> , 2019	1. Going to the Western Union	Watermark
7	Sunday Sept 29 <sup>th</sup> , 2019	1. Going to the Town Fiesta	San Jose

**Table 3.2**  
**Agenda of Activities of the Second Week**  
**of September (Sept 30<sup>th</sup> - Oct 06<sup>th</sup>, 2019)**

No	Day/ Date	Activity	Place
1	Monday Sept 30 <sup>th</sup> , 2019	1. Going to the College of Arts and Sciences (CAS) 2. Meeting Dean of CAS 3. Observing Class of Good Ethic 4. Making Student Card	CAS CAS CAS Student International Affairs
2	Tuesday Oct 1 <sup>st</sup> , 2019	1. Going to CAS 2. Meeting Mrs. Dane, Lecturer of Spain 3. Checking student final test	CAS CAS CAS

3	Wednesday Oct 2 <sup>nd</sup> , 2019	1. Observing Math class 2. Making department reservation and invitation letter 3. Staying at dorm	CAS CAS RSTC
4	Thursday Oct 3 <sup>rd</sup> , 2019	1. Meeting Mr. Ken, Coordinator from CAS 2. Trying some Philippines food	CAS CAS Cafeteria
5	Friday Oct 4 <sup>th</sup> , 2019	1. Going to the Minalungau National Park of Philippines	Minalungau National Park
6	Saturday Oct 5 <sup>th</sup> , 2019	1. Staying at Dorm	RSTC
7	Sunday Oct 6 <sup>th</sup> , 2019	1. Staying at Dorm	RSTC

**Table 3.3**  
**Agenda of Activities of the Third Week**  
**of September (Oct 7<sup>th</sup> - Oct 13<sup>th</sup>, 2019)**

No	Day/ Date	Activity	Place
1	Monday Oct 7 <sup>th</sup> , 2019	1. Going to the Administration Building 2. Meeting to the President	Administration Building Administration Building
2	Tuesday Oct 8 <sup>th</sup> , 2019	1. Going to Administration Building 2. Filling the data about department bills	Administration Building Administration Building

3	Wednesday Oct 9 <sup>th</sup> , 2019	1. Going to the Administration Building 2. Archiving the letter	Administration Building Administration Building
4	Thursday Oct 10 <sup>th</sup> , 2019	1. Going to the Administration Building 2. Receiving calls	Administration Building Administration Building
5	Friday Oct 11 <sup>th</sup> , 2019	1. Going to the Adiministration Building	Administration Building
6	Saturday Oct 12 <sup>th</sup> , 2019	2. Staying at Dorm	RSTC
7	Sunday Oct 13 <sup>th</sup> , 2019	2. Staying at Dorm	RSTC

**Table 3.4**

**Agenda of Activities of the Fourth Week  
of September (Oct 14<sup>th</sup> - Oct 13<sup>th</sup>, 2019)**

<b>No</b>	<b>Day/ Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday Oct 14 <sup>th</sup> , 2019	1. Going to the College of Business Administration and Accountancy (CBAA)	CBAA
2	Tuesday Oct 15 <sup>th</sup> , 2019	1. Going to the College of Business Administration and Accountancy (CBAA)	CBAA

3	Wednesday Oct 16 <sup>th</sup> , 2019	1. Going to the College of Business Administration and Accountancy (CBAA) 2. Printing some documents	CBAA  CBAA
4	Thursday Oct 17 <sup>th</sup> , 2019	1. Going to the College of Business Administration and Accountancy (CBAA) 2. Making Programme 3. Attending Farewell Party of Polbeng Student and Welcome Party for IPB Student	CBAA  CBAA Ret Training Hall
5	Friday Oct 18 <sup>th</sup> , 2019	1. Going to the Baguio City of Philippines	Baguio Philippines
6	Saturday Oct 19 <sup>th</sup> , 2019	3. Going back to Bengkalis	Manila-Pelabuhan Selat Baru

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing apprenticeship in The Central Luzon State University, Philippines there is some conclusion as follow:

1. There are some kinds of job done during the apprenticeship; making department reservation letter, correcting students final test, fill the data about department bills, archiving letters, receiving calls, and making a programme.
2. The working procedures are based on Standard Operating Procedure (SOP) of Central Luzon State University, Philippines.

#### **4.2 Suggestion**

##### **4.2.1 Suggestion for the company**

1. The campus should put one student for 1 department to make easier student do their job and adaption.

##### **4.2.2 Suggestion for State Polytechnic of Bengkalis**

1. The campus should change Ethic profession and Costumer service subject to practical subject to take the student to the real job.



# APPENDIX A

## Certificate





**SEA-TVET**  
 Southeast Asian Technical and Vocational Education and Training  
**CONSORTIUM**  
 Working Together towards Harmonisation and Internationalisation



This  
**Certificate of Appreciation**

is awarded to

**Ms. Susilea Wati**

*POLITEKNIK NEGERI BENGKALIS*

for having actively participated and completed the

**SEAMEO SEA-TVET Student Internship Exchange Programme**  
 from 21st September to 19th October 2019.

Given this 17th of October 2019 at the RET Training Hall,  
 Central Luzon State University, Science City of Munoz, Nueva Ecija.

*Aileen Mae M. Pascual*  
**AILEEN MAE M. PASCUAL**  
 SEA-TVET Coordinator, CLSU

*Winnie D.C. Villanueva*  
**WINNIE DC. VILLANUEVA**  
 Acting Dean, College of Business Administration and Accountancy

*Renato G. Reyes, Ph.D.*  
**RENATO G. REYES, Ph.D.**  
 Vice President for Academic Affairs and Director, CLSU International Affairs Office



## APPENDIX B

### Evaluation Form



**SOUTHEAST ASIAN MINISTERS OF EDUCATION SECRETARIAT**  
920 Sukhumvit Road, Bangkok 10110, Thailand. Tel: +66 (0) 2391-0144, 2391-0256, 2391-0554  
http://www.seameo.org E-mail: secretariat@seameo.org Fax: +66 (0) 2381-2587

**4<sup>th</sup> Batch of SEA-TVET Student Exchange Programme**  
**International Internship Evaluation Form**  
**(1-3 Months Exchange)**

Dear HR or Line Manager(s),

Thank you very much for offering internship opportunity to our student(s). We appreciate your assistance in completing this evaluation form after the student has finished his/her internship placement. Could you please:

- i) return the completed form to our office directly (email: [tvvt@seameo.org](mailto:tvvt@seameo.org); [secretariat@seameo.org](mailto:secretariat@seameo.org)) or
- ii) pass to student and they will return this completed form to their coordinating teachers at home institution.

Remarks: Students need to keep the original copy of this completed form for their record and future job application.

Thank you very much  
Piyapa Su-angvatit  
Project Officer/SEA-TVET Coordinator ([piyapa@seameo.org](mailto:piyapa@seameo.org))  
Southeast Asian Ministers of Education Organization (SEAMEO), Bangkok

(This part should be completed by the intern/student)

Name of Intern/Student:	Susila Wati
Major/Study Area:	English Department / politeknik Negeri Bengkalis
Certification Level:	Diploma
Home/Sending Institution:	Indonesia   Country
Receiving Institution:	Philippines   Country
Internship Period: (From – To)	
Name of Supervisor:	Marah Kathleen E. Valimento
Position/Department of Supervisor:	
Email Address of Supervisor:	
Name of Company:	Central Luzon State University
Country:	Philippines

### Part 1: Student's Self-evaluation

(This part should be completed by the intern/student)

Briefly describe the main responsibilities and duties you undertook during this internship period and what you consider to be your major achievement (s) from the internship period.

Answered by the student:

I should do my best for a lot of duties that they gave to me.

I made some kinds of letter, archives the document, registered out and in letter for my duties.

My major achievement is I get the certificate of this internship and I can communicate well when I was in abroad.

### Part 2: Company Supervisor's Evaluation

(This part should be completed by the Company Supervisor)

Please assess the student's level of competence based on your observations and experience with them. Please provide your assessment by using the following assessment scale and provide any specific examples or suggestions for the student for their improvement.

Assessment Scale:

- 4 – Advance. Consistently exceeds expectations
- 3 – Proficient. Consistently meets expectations
- 2 – Basic. Partially meets expectations
- 1 – Needs Improvement. Needs focused attention

No.	Criteria	4 Advanced	3 Proficient	2 Basic	1 Needs Improvement
<b>1. Work Achievement</b>					
1.1	<b>Quality of Work</b> This is defined as the ability of the student to produce works according to the standard set for the job.	///	/		
1.2	<b>Quality and Accuracy of Work</b> This is defined as the ability of the student to carry out the work analytically, accurately, responsibly and carefully which meets or exceeds the standards.	///	/		
<b>2. Knowledge, Skills, and Ability</b>					
2.1	<b>Academic Knowledge and Skills</b> This is defined as the ability of student to perform academic knowledge and skills relevant to the functions of the assignment, and take the initiative to learn and improve in necessary areas.		/		
2.2	<b>Ability to Learn and Apply Knowledge</b> This is defined as the ability of the student to appropriately apply and adapt the knowledge in the workplace for the assigned tasks. He/She grasps new ideas quickly, can readily apply knowledge to new situation and is a flexible problem solver.		/		

2.3	<b>English Skills: Speaking and Listening</b> The student is able to communicate clearly and competently in English language for speaking and listening with supervisors, co-workers and customers.		/		
2.4	<b>English Skills: Writing and Reading</b> The student is able to write emails or letters with a proper writing language. He/She can express ideas of writing in letters, reports, proposals and other documents as assigned.		/		
2.5	<b>Organisation and Planning</b> This is defined as the ability of students to understand how to plan and systematically manage multiple tasks.		/		
2.6	<b>Problem Solving</b> This is defined as the ability of the student to analyse problems, draw conclusion, and think critically for variety of solutions.		/		
<b>3 Work Attitude and Personality</b>					
3.1	<b>Possesses a positive perspective</b> The student demonstrates their willingness and readiness to work for assignments. He/She always report to work ahead of time without any absences and tardiness.		/		
3.2	<b>Open-mindedness, Adaptability, and Flexibility</b> The student accepts all work assignments; no complaints; communicates well with supervisors and coworkers. The student is able to adapt to changes in the internship/duty station environment and adjusts to the organisation's working styles.		/		
3.3	<b>Concentration on Assignment and Workplace</b> During the working hours, the student has demonstrated that they can focus and concentrate on the assignments, not playing chat, mobile phone, facebook, games, and other unrelated matters during the working hours.		/		
3.4	<b>Politeness and Respect to the Supervisors and Co-workers</b> The student is always polite; careful not to offend anyone, maintains proper composure; makes special efforts to be helpful.		/		
3.5	<b>Teamwork and Interpersonal Skills</b> This is defined as the ability of the student to work well as part of a team, and contribute positively towards achieving a common goal. He/She also demonstrates the ability to work collaboratively with colleagues and to be a part of the team both inside and outside the working period.		/		
3.6	<b>Motivation/Initiative</b> The student is always curious and go beyond immediate job procedures and scope of assignments; eager to learn more and work hard.		/		
3.7	<b>Confidence and Listen to Others</b> The student demonstrates the confidence in applying knowledge and skills for work assignments. He/she is confident in expressing ideas, providing suggestions and taking initiative, while also listening and accepting the opinions from the other co-workers.		/		

(3)



3.8	<b>Intercultural Understanding</b> The student understands the sensitivity of the different culture and pays respect to the cultural differences.	/			
3.9	<b>Self-Management</b> The student is able to respond effectively to stress, develops constructive relationships and remains calm when facing challenges.	/			
3.10	<b>Attendance &amp; Punctuality</b> This is a measure of the student's frequency of undue absence and habitual lateness.		/		

#### 4. Overall performance

The student has (completed/ not completed) the whole internship period with the following result:

Excellent     Very Good     Good     Fair     Unsatisfactory

#### 5. Other comments on strengths and areas for improvement of the student

Comment of Supervisor:

Ms. Susila is very polite. She was able to carry out the assigned tasks & shows positive attitude in workplace.

### Part 3: Receiving Institution's Evaluation

(This part should be completed by the Coordinating Teachers at Receiving Institution)

From your opinion regarding the student, please select the most appropriate answer from the following choices: 5 (Most Agree), 4 (Likely Agree), 3 (Fair), 2 (Less Agree), 1 (Least Agree).

No.	Criteria	5 (Most Agree)	4 (Likely Agree)	3 (Fair)	2 (Less Agree)	1 (Least Agree)
1.1	The student is well prepared to travel to my institution. Not forgetting any important documents or necessary things to live in another country.		/			
1.2	The student was able to follow as instructed/advised from my institution.		/			
1.3	The student respects and follows the university and dormitory rules.	/				
1.4	My institution can contact the student easily while they are away from accommodation.	/				
1.5	The student has good manners/behaviours towards staff/teachers/buddies	/				
1.6	The student is willing to get along with staff/teachers/buddies and consults/communicates with them when necessary.	/				

(4)

1.7	The student did not make insensible requirements from my institution during their internship.	/				
1.8	The student is mature and independent enough to take care of themself responsibly.	/				
1.9	The student respects and adapts to a different culture.	/				
1.10	I am satisfied with overall attitude and behaviour of the student.	/				

2. Other comments on strengths and areas for improvement of the student

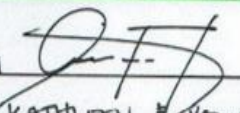
Comment of Coordinating Teachers:

Susil can adapt easily & communicates well

Part 4: Signature

(Company Supervisor and Coordinating Teacher at Receiving Institution should sign above the line, and type the name beneath the line)

Company Supervisor:

(Signature) MARAH 

(Name) MARAH KATHLEEN VALIMENDO

(Date) 10-19-2019

Coordinating Teacher  
at Receiving Institution:

(Signature) 

(Name) AILEEN MAE A. MANYARD-PASCUAL

(Date) 10-19-2019

## APPENDIX C

### Visiting College of Fisheries





**APPENDIX D**  
**Attending Flag Ceremony**



## APPENDIX E

### Going to the Town Fiesta





## APPENDIX F

### On the Job Training at Administration Building



## APPENDIX G

### Visiting the Mansion of Philippines





## APPENDIX H

### Observing Management Class



## APPENDIX I

### Visiting Baguio City of Philippines





## APPENDIX J

### Visiting Minalungau National Park



**APPENDIX K**  
**Attending Farewell Party**





## APPENDIX L

### CLSU Gate way



## APPENDIX M


### Dormitory





# APPENDIX N

## Parent's Consent Letter

 KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Bathin Alam, Sungaialam, Bengkalis, Riau 28711  
Telepon: (+62766) 24566, Fax: (+62766) 800 1000  
Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

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### STUDENT WAIVER FOR INTERNATIONAL STUDENT MOBILIT


To Whom It May Concern:

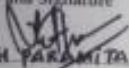
I am Susila Wati, 19 years old and an English Study Program (*Academic Program*) student of the Politeknik Negeri Bengkalis (POLBENG) in Bengkalis, Riau, Indonesia.

I have applied for **SEAMEO Exchange Student Program** and will undergo international (internship & exchange program) at the Central Luzon State University from 21<sup>st</sup> September to 20<sup>th</sup> October 2019.

In relation to the said program:

- a) I believe that it is my responsibility to take the necessary precautions to avoid or get involved in any incident that could cause loss, damage or injury to my own person or that of another;
- b) I understand that I am accountable to fully ascertain, if necessary with the help of a medical professional, my physical and mental fitness to join such activity;
- c) I must submit the institutional documentary requirements as prescribed by Central Luzon State University and guarantee that I have secured a personal travel and health insurance covering the duration of my internship;
- d) I must ensure that I am sufficiently healthy or free from any medical condition that may be aggravated by participation in this activity. Should I be diagnosed of any medical condition during the program, I commit to immediately report the same in writing to the assigned faculty coordinator in my home university and to my field supervisor/mentor/ host institution;
- e) I hereby declare that I pledge to strictly observe the rules of the institution/company/organization on security and confidentiality of information and other regulations that may be implemented.
- f) I have properly informed my parents or the person(s) exercising parental authority over my person of the nature of my participation and had secured their consent for my participation. I likewise secured their advice on the measures which I am to undertake for my personal safety and security.
- g) I hereby agree to waive any responsibility on the part of in relation Central Luzon State University to any untoward incident which may happen to me during the said internship training, unless the said loss, damage, injury or accident arose from the direct act or gross negligence of Central Luzon State University.

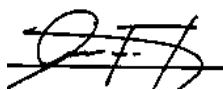
  
Susila Wati  
Attested:


Name and Signature	Designation	Date
 DIAH PARAMITA SARI, N.Pd.	Dean College of Language Department Director Office of International Affairs	15/08/19

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Monday

DATE : September 23<sup>rd</sup>, 2019

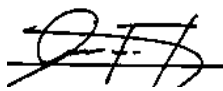
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Joining CLSU Flag Ceremony	Mrs. Marah Kathleen E. Valimento	
2.	Going Around CLSU University		
3.	Going to the PhilRice		
4.	Going to the Eriels		
	NOTE: Excellent		


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Going to the PhilRice

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Tuesday

DATE : September 24<sup>th</sup>, 2019

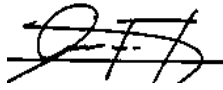
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the President Office	Mrs. Marah Kathleen E. Valimento	
2.	Making Student Special Permit		
3.	Observing a Class		
	NOTE: Good		


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Observing Management Class

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Wednesday

DATE : September 25<sup>th</sup>, 2019

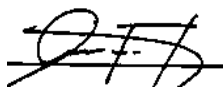
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Watching the Student Organization Awards	Mrs. Marah Kathleen E. Valimento	
2.	Observing a class		
	NOTE: Interesting		


No	THE PICTURE OF ACTIVITY	INFORMATION
		Watching Student Organization Awards

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Thursday

DATE : September 26<sup>th</sup>, 2019

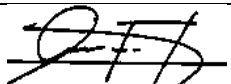
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Visiting College of Fisheries	Mrs. Marah Kathleen E. Valimento	
2.	Visiting College of Agry Culture		
3.	Going to the Mall		
	NOTE: Nice		

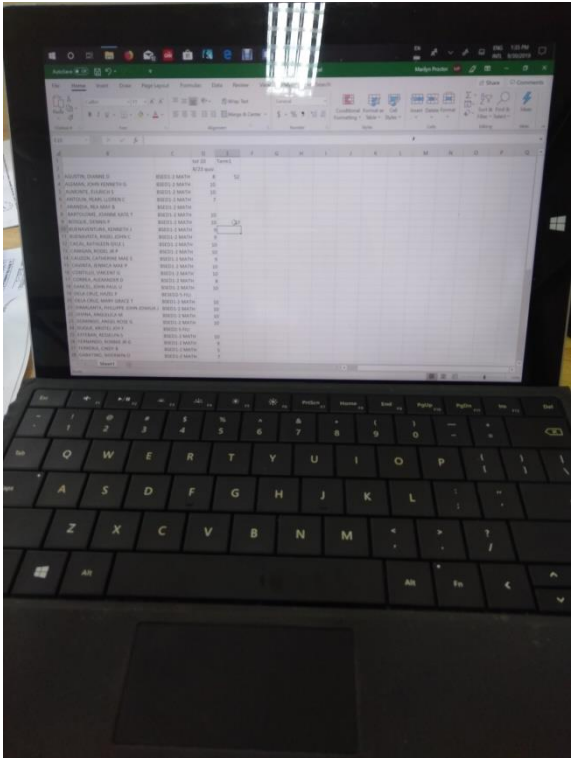
No.	THE PICTURE OF ACTIVITY	INFORMATION
		Visiting College of Fisheries

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Friday

DATE : September 27<sup>th</sup>, 2019

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Meeting with Mr. Ken G Calang	Mrs. Marah Kathleen E. Valimento	
	NOTE: Good		

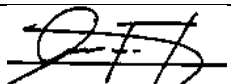
No.	THE PICTURE OF ACTIVITY	INFORMATION
		Meeting with Mr. Ken G Calang




**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Saturday

DATE : September 28<sup>th</sup>, 2019

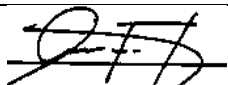
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the Western Union	Mrs. Marah Kathleen E. Valimento	
	NOTE: Not Bad		


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Going to the Western Union

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Sunday

DATE : September 29<sup>th</sup>, 2019

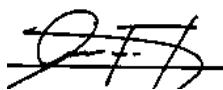
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the Town Fiesta	Mrs. Marah Kathleen E. Valimento	
	NOTE: Unforgettable Moment		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Going to the Town Fiesta

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Monday

DATE : September 30<sup>th</sup>, 2019

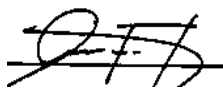
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the College of Arts and Science (CAS)	Mrs. Marah Kathleen E. Valimento	
2.	Meeting to the Dean of CAS		
3.	Observing Class of Good Ethic		
4.	Making Student Card		
	NOTE: Really Good		

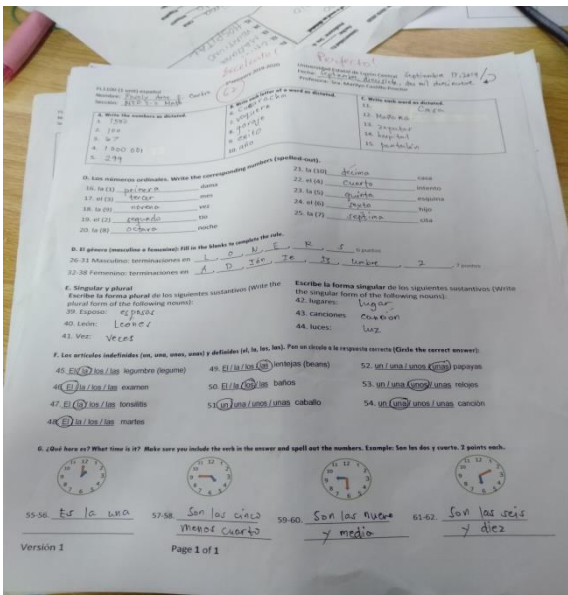
No.	THE PICTURE OF ACTIVITY	INFORMATION
		Making Student Card

## DAILY ACTIVITY APPRENTICESHIP

DAY : Tuesday

DATE : October 1<sup>st</sup>, 2019

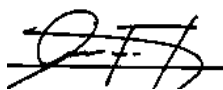
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to CAS	Mrs. Marah Kathleen E. Valimento	
2.	Meeting Mrs. Dane, Lecturer of Spain		
3.	Checking Student Final Test		
	NOTE: Nice		

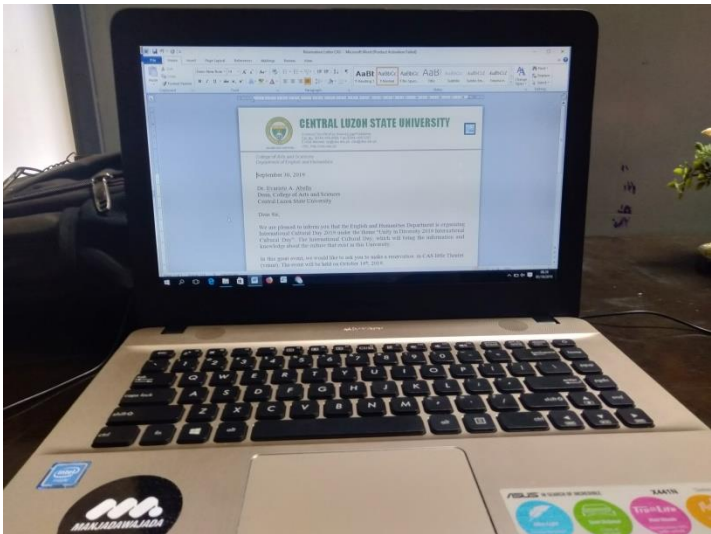
No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Checking Student Final Test</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Wednesday

DATE : October 2<sup>nd</sup>, 2019

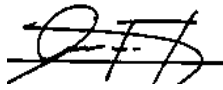
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Observing Math Class	Mrs. Marah Kathleen E. Valimento	
2.	Making Department Reservation and Invitation Letter		
3.	Staying at Dorm		
	NOTE: Good Job		


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Making Department Reservation and Invitation Letter

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Thursday

DATE : October 3<sup>rd</sup>, 2019

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Meeting Mr. Ken, Coordinator from CAS	Mrs. Marah Kathleen E. Valimento	
2.	Trying Filipino Food		
	NOTE: Really Good		

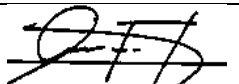
No.	THE PICTURE OF ACTIVITY	INFORMATION
		Trying Filipino Food




**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Friday

DATE : October 4<sup>th</sup>, 2019

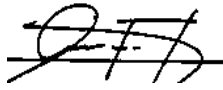
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the Minalungau National Park	Mrs. Marah Kathleen E. Valimento	
	NOTE: Unforgettable Moment		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		<p>Going to the Minalungau National Park</p>

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Monday

DATE : October 7<sup>th</sup>, 2019

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the Administration Building	Mrs. Marah Kathleen E. Valimento	
2.	Meeting to the President		
	NOTE: Excellent		

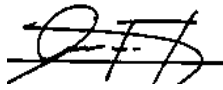
No.	THE PICTURE OF ACTIVITY	INFORMATION
		Going to the Administration Building




**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Tuesday

DATE : October 8<sup>th</sup>, 2019

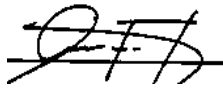
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the Administration Building	Mrs. Marah Kathleen E. Valimento	
2.	Filling the Data About Department Bills		
	NOTE: Excellent		


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Going to the Administration Building

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Wednesday

DATE : October 9<sup>th</sup>, 2019


No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the Administration Building	Mrs. Marah Kathleen E. Valimento	
2.	Archiving Letter		
	NOTE: Excellent		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Archiving Letter

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Thursday

DATE : October 10<sup>th</sup>, 2019

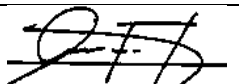
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the Administration Building	Mrs. Marah Kathleen E. Valimento	
2.	Receiving Calls		
	NOTE: Excellent		

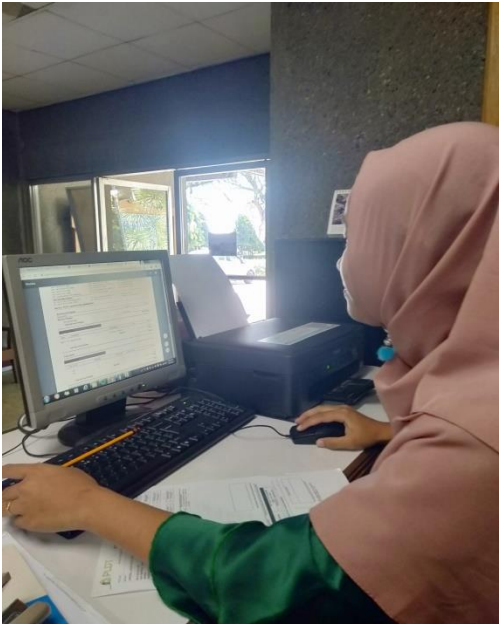
No.	THE PICTURE OF ACTIVITY	INFORMATION

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Friday

DATE : October 11<sup>th</sup>, 2019

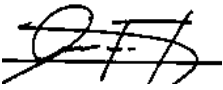
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the Administration Building	Mrs. Marah Kathleen E. Valimento	
	NOTE: Nice		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Working at Telephone Booth

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Monday

DATE : October 14<sup>th</sup>, 2019

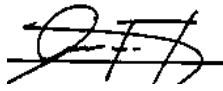
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the College of Business Administration and Accountancy (CBAA)	Mrs. Marah Kathleen E. Valimento	
2.	Watching Ovals		
	NOTE: Excellent		


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Watching Ovals

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Wednesday

DATE : October 16<sup>th</sup>, 2019

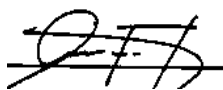
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the College of Business Administration and Accountancy (CBAA)	Mrs. Marah Kathleen E. Valimento	
2.	Printing Some Documents		
	NOTE: Good		


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Printing Some Documents

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Thursday

DATE : October 17<sup>th</sup>, 2019

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the College of Business Administration and Accountancy (CBAA)	Mrs. Marah Kathleen E. Valimento	
2.	Making Programme		
3.	Attending Farewell Party for Polbeng Students and Welcome Party for IPB Student		
	NOTE: Unforgettable Moment		


No.	THE PICTURE OF ACTIVITY	INFORMATION
		Attending Farewell Party for Polbeng Students and Welcome Party for IPB Student



**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Friday

DATE : October 18<sup>th</sup>, 2019

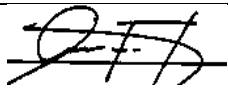
No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going to the Baguio City of Philippines	Mrs. Marah Kathleen E. Valimento	
	NOTE: Unforgettable Moment		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Going to the Baguio City of Philippines

**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Saturday

DATE : October 19<sup>th</sup>, 2019

No	JOB DESCRIPTION	SUPERVISOR	SIGNATURE
1.	Going Back to Bengkalis	Mrs. Marah Kathleen E. Valimento	
	NOTE: See You Philippines		

No.	THE PICTURE OF ACTIVITY	INFORMATION
		Manila-KUL (Malaysia)- Bengkalis