Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae**

Week # : 1 Inclusive Dates: September 3- 6, 2024

Activities:

In the first week of our internship, we scanned and filed birth certificates for the months of January, February, and March from the year 2012. We arranged the birth certificates by their numbers, from lowest to highest, and checked for any missing certificates. After organizing the documents in the steel cabinet, we labeled the folders for convenient access. Every afternoon before going home, we also helped the utility staff clean the office. Additionally, we were responsible for reviewing the scanned documents to ensure they matched the original birth certificates for accuracy. Any errors or discrepancies were promptly addressed and corrected. We also worked closely with our supervisors to understand the best practices for handling sensitive documents and maintaining a secure filing system. This experience helped us develop strong organizational skills, attention to detail, and a sense of responsibility for ensuring that records were properly managed.

Learning Experience:

We learned several key skills that are crucial in any professional setting. First, we developed a strong attention to detail as we scanned and filed birth certificates, ensuring accuracy and checking for any missing or incorrect information. This task taught us the importance of organization, as we had to arrange the documents systematically and label the folders for easy access, which improved workflow and efficiency. We also learned the value of accuracy by reviewing scanned documents against the originals to ensure no discrepancies, and how to quickly address and correct errors. Working with our supervisors allowed us to understand the best practices for handling sensitive information and maintaining a secure filing system, which is vital in any administrative role. Additionally, helping the utility staff clean the office each afternoon taught us about responsibility and the importance of contributing to a positive and well-maintained work environment. Overall, this experience helped us develop a range of skills, including organizational ability, accuracy, responsibility, and the importance of maintaining confidentiality and security in handling documents.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS. MONALISA D. TABUJARA**

Co-Acting of Civil Registry Office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 2 Inclusive Dates: September 9-13, 2024

Activities:

In the second week of our internship, we continued scanning birth certificates for the months of April, May, and June from the year 2011. We arranged the birth certificates by their numbers, from lowest to highest, and checked for any missing certificates. After organizing the documents in the steel cabinet, we labeled the folders for convenient access. Every afternoon before going home, we also helped the utility staff clean the office. In addition to our daily tasks, we were also responsible for cross-checking the scanned documents against the original birth certificates to ensure accuracy. Any discrepancies or errors were promptly reported and corrected. We worked closely with the office staff to maintain a smooth workflow and contribute to the overall organization of the office. By the end of the week, we had made significant progress in organizing the records and were able to ensure that everything was ready for the next stage of the project.

Learning Experience:

We learned several valuable lessons that are essential in any professional environment. First, we gained a strong understanding of attention to detail as we scanned, organized, and cross-checked birth certificates, ensuring that no errors or missing documents went unnoticed. This reinforced the importance of accuracy and accountability in handling records. We also learned the significance of organization and time management, as arranging documents in order and labeling folders helped streamline our tasks and improved efficiency. Working closely with the office and utility staff taught us the value of teamwork and collaboration, showing that effective communication and cooperation are key to a smooth workflow. Additionally, helping to clean the office each afternoon gave us a sense of responsibility and the importance of taking initiative, even with tasks outside of our direct duties. Finally, by seeing the progress we made by the end of the week, we understood the satisfaction of contributing to a larger project and learned how small, consistent efforts lead to significant results. Overall, this internship experience taught us practical skills in organization, teamwork, accuracy, and responsibility, all of which are essential for professional growth.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS.**  **MONALISA D. TABUJARA**

Co-Acting of Civil Registry office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 3 Inclusive Dates: September 18-20, 2024

Activities:

This week, we sorted through scrap bond papers that could still be reused and cut them into ¼ sizes for future use. We also organized receipts and assisted the staff in setting up the computers. Additionally, we learned how to properly organize and recycle office materials, contributing to a more sustainable and efficient workspace. Working with the staff on setting up the computers gave us hands-on experience with basic office technology, helping us understand the technical side of office operations. These tasks taught us the value of multitasking, attention to detail, and the importance of supporting the team in both administrative and technical areas to keep the office running smoothly.

Learning Experience:

We learned several valuable lessons. We gained an understanding of sustainability and resource management by sorting and recycling scrap bond papers, which showed us the importance of reusing materials to reduce waste in the office. This also highlighted the value of being resourceful and ensuring that every available material is put to good use. Assisting in setting up the computers provided us with practical, hands-on experience in office technology, helping us understand the technical aspects of operations and the importance of keeping equipment ready for use. We also developed strong multitasking skills as we juggled different tasks, such as organizing receipts and assisting with technical setups. This task taught us the importance of attention to detail and teamwork, as we supported the staff in both administrative and technical areas to ensure the office ran efficiently.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS.**  **MONALISA D. TABUJARA**

Co-Acting of Civil Registry Office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 4 Inclusive Dates: September 23-27, 2024

Activities:

This week, we focused on scanning and photocopying the attachments of birth certificates. At times, we are also tasked with encoding the names of individuals listed in the newly arrived PSA documents for release. This ensures that there is a record of those who have claimed their documents, as well as those who have not yet claimed them. Additionally, we continue to organize and maintain the document files to ensure easy access and retrieval when needed. We helps streamline the process and reduces delays in releasing documents to the recipients.

Learning Experience:

We learned several important skills and lessons that are valuable for administrative and legal work. First, scanning and photocopying documents taught me the importance of maintaining clear, organized records and ensuring that all attachments are properly preserved for future reference. we also gained an understanding of how crucial it is to maintain accuracy and attention to detail when handling sensitive information like birth records. The task of encoding names from newly arrived PSA documents for releasing further reinforced the significance of tracking records and keeping accurate logs of who has claimed their documents and who has not. This process not only enhances the efficiency of the office but also helps maintain accountability, ensuring that every document reaches the correct person. Additionally, we learned how vital it is to follow established protocols and stay organized, as even small errors could affect the process and cause delays in releasing documents.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS.**  **MONALISA D. TABUJARA**

Co-Acting of Civil Registry office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 5 Inclusive Dates: September30-Oct 4 , 2024

Activities:

We renamed the files of individuals who have a PSA or Marriage certificate that we scanned. We also assisted other staff members by texting the claim numbers to the individuals listed in the logbook, notifying them to pick up their PSA documents at the office. In addition to this, we made sure that all documents were properly categorized and organized, ensuring a smooth workflow for both the staff and the clients. Our goal is to help streamline the process and minimize any delays in document release.

Learning Experience:

We learned the importance of attention to detail and accuracy when handling personal records, such as renaming documents for PSA/Marriage records. It also taught us the value of teamwork and communication as we assisted colleagues with texting numbers for claims. Additionally, we gained insight into office administrative processes, data management, and the need for strong organizational skills to ensure tasks are completed efficiently and correctly.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS. MONALISA D TABUJARA**

Co-Acting of Civil Registry Office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 6 Inclusive Dates: Oct 7-11 , 2024

Activities:

We continued scanning the marriage certificates from the year 2009, specifically for the months of October, November, and December. At times, we also assist other staff members in releasing unclaimed PSA documents for individuals who have not yet picked them up. In addition to this, we help by encoding the names of those individuals in the logbook, ensuring that there is an accurate record of whether or not their PSA has already been claimed. This helps maintain proper documentation and allows the staff to easily track the status of each document. We also made sure that all scanned documents were properly filed and organized for future reference. By assisting with these tasks, we contribute to a more efficient workflow and ensure that clients receive their documents without unnecessary delays.

Learning Experience:

We learned the importance of maintaining organized records and accurate data management when scanning and encoding documents, such as marriage records and PSA claims. It emphasized the need for collaboration and supporting colleagues in tasks like releasing unclaimed PSA and ensuring proper documentation in logbooks. This experience highlighted the value of attention to detail, time management, and effective communication to ensure smooth operations and prevent errors in the claims process.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS.** **MONALISA D. TABUJARA**

Co-Acting of Civil Registry Office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 7 Inclusive Dates: Oct 14-18 , 2024

Activities:

During this week, we assisted in processing various civil registry documents, such as birth and death certificates, as these documents were required for events in the function hall. We took on tasks like organizing and filing records, ensuring everything was properly categorized and easy to access. Additionally, we responded to client inquiries, helping them navigate the process of retrieving their documents. Through these activities, we developed stronger communication skills, as we had to interact with clients and explain the procedures clearly and efficiently. We also improved our proficiency in filing anddocument management, learning how to keep records organized in a systematic way to ensure quick retrieval and minimal errors.

Learning Experience:

We learned the importance of effective communication and organization when assisting with the processing of civil registry documents like birth and death records. We gained valuable experience in filing and document management, which helped us to improve our efficiency and attention to detail. Additionally, we developed a deeper understanding of the registrar process and how essential it is to ensure smooth operations while addressing client inquiries in a professional manner.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS. MONALISA D. TABUJARA**

Co-Acting of Civil Registry office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 8 Inclusive Dates: Oct 21-25 , 2024

Activities:

We continued scanning marriage certificates from the year 2014, focusing on the months of January, February, and March. At times, we also assisted other staff members in releasing unclaimed PSA documents for individuals who had not yet picked them up. We made sure to carefully encode the names of those who were due to claim their documents in the logbook, ensuring that there was an accurate record of whether or not their PSA had already been claimed.

Learning Experience:

We learned the importance of accuracy and organization when scanning and processing civil documents, such as marriage records. We also gained experience in tracking unclaimed PSA and ensuring proper documentation in the logbook, which helps maintain an efficient system for claims. This task reinforced the need for teamwork, attention to detail, and effective record-keeping to ensure that all claims are processed correctly and efficiently.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS.**  **MONALISA D TABUJARA**

Co-Acting of Civil Registry Office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 9 Inclusive Dates: Oct 28-31 , 2024

Activities:

We help the staff in releasing the PSA documents because there are often many people who come to claim their PSAs, and the staff needs assistance to manage the volume. We ensure that clients receive their documents in a timely manner and help streamline the process when there’s a high demand for document retrieval. We assist other clients by writing their information in the form required to register their names in the PSA system. This step is crucial to ensure that their details are accurately recorded for future reference and to avoid any errors in processing their requests. By helping with these tasks, we not only support the staff but also gain a deeper understanding of how the registration and release systems work within the PSA office.

Learning Experience:

We learned the importance of teamwork and support in handling high volumes of tasks, such as assisting with PSA releases and registering people's information. By helping staff with the claims process and ensuring accurate data entry in the forms, we gained experience in managing client needs efficiently and maintaining organized records. This highlighted the value of collaboration, time management, and attention to detail in providing effective service to clients.

Top of Form

Bottom of Form

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS.**  **MONALISA D TABUJARA**

Co-Acting of Civil Registry Office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 10 Inclusive Dates: Nov 4-8, 2024

Activities:

We worked on organizing and filing marriage certificates from previous months into the archive system, making sure each record was place in its correct category for easy retrieval. Additionally, we tasked with helping clients understand procedures for late registration and amendments, providing clear instructions and addressing their concerns.

Learning Experience:

We learned the importance of organization and attention to detail when filing and archiving marriage certificates to ensure easy access and retrieval. We also gained experience in client service by helping individuals understand the procedures for late registration and amendments. This taught us the value of clear communication, addressing concerns effectively, and providing accurate guidance to ensure clients are informed and satisfied with the process.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS. MONALISA D. TABUJARA**

Co-Acting of Civil Registry Office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 11 Inclusive Dates: Nov 11-15 , 2024

Activities:

The Co-Acting Civil Registry Office informed us that we should join the other staff in traveling to the Barangay Hilamonan covered court, where a caravan is being held. As registrars, we are invited to participate in this caravan so that the people in Barangay hilamonan no longer need to go to the City Hall to register for the PSA and claim their birth certificates or other PSA documents. Instead, the registration team will personally visit every barangay to assist the residents. This initiative not only makes the registration process more accessible but also gives us the opportunity to enhance our communication skills through direct interaction with clients. Engaging with the public in this way helps us build rapport and improve our customer service, ensuring that the needs of the community are met efficiently and effectively.

Learning Experience:

We learned the importance of community engagement and how mobile services, like the caravan, make it more convenient for people to access vital services like PSA registration. We also gained valuable experience in client interaction, which helped improve our communication skills by addressing questions and assisting with the registration process in a more personal and direct setting. This experience emphasized the significance of being adaptable and responsive to community needs.

Top of Form

Bottom of Form

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS. MONALISA D. TABUJARA**

Co-Acting Of Civil Registry office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 12 Inclusive Dates: Nov 18-22 , 2024

Activities:

We spent part of the day handling important documents, such as sorting and digitizing birth, death, and marriage certificates. This task required attention to detail and organization to ensure that all records were properly maintained and accessible. Interacting with clients was another significant aspect of the day, where we guided individuals through the application procedures, clarified requirements, and helped them complete the necessary forms. Through these interactions, we also learned the importance of clear communication and patience, as some clients had questions or concerns that required thorough explanations. We worked to make the process as smooth and efficient as possible, ensuring that each person received the assistance they needed. This experience not only reinforced the value of customer service but also improved our problem-solving skills, as we found solutions to various challenges that arose during the day.

Learning Experience:

We learned the importance of organization and attention to detail when handling important documents. We also recognized the value of clear communication and patience when interacting with clients, ensuring they received the assistance they needed. Additionally, the day helped us strengthen our problem-solving skills as we navigated various challenges, ultimately improving our ability to provide efficient and effective customer service.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

.**MRS.** **MONALISA D. TABUJARA**

Co-Acting of civil Registry Office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 13 Inclusive Dates: Nov 25-29 , 2024

Activities:

We continued photocopying the attachments of marriage certificates, as there was a strong desire to finish the task as soon as possible to proceed with the bookbinding process. At times, we were asked to write the new release of PSA in their logbook to keep a record, which helps track whether a person has already claimed their PSA documents. Additionally, we wrote affidavits using a typewriter and encoded other documents as needed. This routine task required accuracy and efficiency, as maintaining proper records is crucial in ensuring smooth operations. We also improved our multitasking skills, managing both manual and digital tasks to meet the office's requirements. It was a productive week, and we gained more experience in handling various administrative responsibilities, contributing to the overall efficiency of the office.

Learning Experience:

We learned the importance of attention to detail and accuracy when handling administrative tasks. Whether photocopying attachments, recording PSA releases, or writing affidavits, each task required careful execution to ensure proper documentation and smooth operations. We also learned how crucial it is to maintain organized records, as they help track the status of documents and ensure that no steps are overlooked. Additionally, we enhanced our multitasking abilities, balancing both manual and digital work effectively.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS.** **MONALISA D. TABUJARA**

Co-Acting of Civil Registry Office

Student’s Name: **Curio, Zeke C. Libertino, Joy E. Catalan, Rowella Mae L.**

Week # : 14 Inclusive Dates: **Dec 3-6 , 2024**

Activities:

We became more familiar with the daily operations and process in managing records. Our task included assisting with filing and organizing documents, writing their data in their logbook. Additionally, we also assisted in responding to clients inquiries about the status of their documents, further developing our communication skills and knowledge of the office’s services.

Learning Experience:

We learned how essential it is to be familiar with daily operations and processes in managing records efficiently. Assisting with filing, organizing documents, and maintaining logbooks helped improve our organizational skills. Additionally, responding to client inquiries developed our communication skills and deepened our understanding of the office's services, highlighting the importance of providing clear, helpful information and ensuring clients' needs are met.

Prepared by:

**ZEKE C. CURIO**

Signature

Noted:

**MRS. MONALISA D. TABUJARA**

Co-Acting of Civil Registry office