

I'm not a robot



































her place in order talking or she must immediately call the waiter before the guest can order their meal. Suggestions for improvement. The trainee cannot say anything for the improvement of the restaurant because she performed their work at its highest quality possible. They were trained to be competent and to give excellent customer service. They are professional and kind towards her. As for the establishment, the restaurant itself continuously provides and improves the ambience it offers. 66 Suggestion/s to solve the problem encountered by the student. The trainee must be attentive at all times to avoid mistakes. She frequently commits mistakes for being absent-minded. She must also learn to handle pressure and stress with confidence and composure. 67 SUMMARY The trainee finished her 650-hour training requirement at Privato Hotel and Zuni Restaurant and Wine Bar. She conducted her 350-hour hotel training under Housekeeping Department of the hotel. In her hotel training, the trainee applied her theoretical knowledge in housekeeping into actual practice. She was able to clean a guestroom and do bed making alone. She also experienced to clean the public areas of the hotel such as, corridors, lobby, and parking area. She did not only enhance her skills in housekeeping, but also, she enhanced her interpersonal skills. She was able to communicate well with her co-trainees, employees of the hotel, and to its guests, particularly foreigners. She also developed her confidence and learned how to handle undesirable situations that is inevitable to happen. Her training also taught her to act professionally. It taught her to come on time, be responsible at all times, and provide quality customer service. Her 300-hour training on restaurant was spent in dining and bar area. She enhanced her knowledge and skills in food and beverage operations as she was further trained to do table arrangement and order taking. She was trained to prepare simple juices and shakes to complex mixes of alcoholic beverages. She was also trained to be optimistic at all times despite of the errors she had done as she took these errors as her lessons. She was able to improve more her self-confidence as her training requires more on customer interaction than in hotel training. 68 REFERENCES Company Profile of Privato Hotel. Retrieved on January 2015 from The complete list of House cleaning supplies and equipment. Retrieved on January 2015 from Housekeeping attendant Standard Operating Procedures Retrieved on March 2015 from Definition of Housekeeping in a Hotel Retrieved on January 2015 from The Food service Industry. Retrieved on March 2015 from Company Profile of Zuni Restaurant and Wine Bar Retrieved on March 2015 from Significance of On-the-job Training Retrieved on March 2015 from df 69 APPENDIX FIGURES Appendix figure 1. The trainee doing bed making Appendix figure 2. The trainee changed the pillowcase 70 Appendix figure 3. The trainee doing inventory of linens Appendix figure 4. The trainee polishing the floor in public areas during graveyard shift 71 Appendix figure 5. The trainee setting up the table Appendix figure 6. The trainee pouring of white wine (Hardys Chardonnay) in wine glass 72 Appendix figure 7. The trainee making of Classic Mojito Appendix figure 8. Cocktail mixes and coffee made by the trainee 73 APPENDICES Appendix 1 Recommendation Letter for The Privato Hotel and Zuni Restaurant and Wine Bar 74 75 Appendix 2 Apprentice Ledger for Privato Hotel and Zuni Restaurant and Wine Bar 76 77 Appendix 3 Curriculum Vitae 78 79 Appendix 4 Location Map of Privato Hotel And Zuni Restaurant and Wine Bar A. Hotel 80 B. Restaurant 81 Appendix 5 Time Card from Privato Hotel and Zuni Restaurant and Wine Bar A. Hotel 82 83 B. Restaurant 84 85 Appendix 6 Certificate of Training Completion from Privato Hotel and Zuni Restaurant and Wine Bar 86 87 Appendix 7 Accomplish Evaluation Form from Privato Hotel and Zuni Restaurant and Wine Bar 88 Mindanao Energy Systems, Inc. Tablon, Cagayan de Oro City April 11, 2014 Dear diary, I wake up early in the morning today and I came early in the Minergy. I am anxious because its my first day of OJT. Tension runs after the orientation made by the vice president of human resource department Dr. Dulce de Esperon because I find him strict when it comes to the rules inside the institution. Ms. Dulce then introduces us to the employees of the finance and admin where we will be assign. Since it is our first day smooth works were given like filing of check vouchers and being told of where the check vouchers are located and how to use the photocopy machine. April 14, 2014 Dear diary, I am excited today on what thing would ill be doing. The second day of OJT, I together with Maam Karla went to the stock room to get the BIR expandable tax that she need because the deadline of the payment of tax is fast approaching. As I look up, I was amazed seeing the files from 1993 2013 are still alive and preserved by the employees. April 15, 2014 Dear diary, I file the 2013 check vouchers that are not yet filed. I photocopy the check vouchers for filing purposes and check the check vouchers that are present. In filing the check vouchers I learn a nudge and the previous days we are busy photocopying because payment of taxes is near and the BIR vat in 2013 are needed by Maam Karla as a reference and it is one of the requirements of BIR. Filing of check vouchers is also busy because the finance and admin employees are busy they went able to arrange and photocopy those documents thats why we have given those task . April 21,2014. Dear diary, I feel nervous and excited at the same time because I have given a job to post the accounts of general and subsidiary ledger in the book. My job wasnt finished because some of my boss raise some duties like photocopy of 2307 forms and check vouchers for filing purposes. There are two kinds of machine use in photocopy. The new machine had a good quality and it was bought on March 2014 . The old machine had really unpleasant quality and I have proven it since I had already use it during this day. April 22,2014 Dear diary, I am energized to finish the general ledger accounts because I have to post the subsidiary ledger accounts. The same thing happen because one of my boss again ask some help on getting the check vouchers so that she could use it as a source of information on the work shes doing. April 23, 2014 Dear diary, I am excited today because I will continue to do posting in the subsidiary ledger. Before doing so, the accountant told me to check the accounts on the general ledger because she saw some accounts were not recorded yet. Before I proceed to the subsidiary ledger, I continue posting the remaining accounts of general ledger. When I am going to post on the subsidiary ledger, Maam Sitti ask the accountant to lend me for awhile to help her arrange the documents in alphabetical order urgently. Maam Cielo who is working on the purchasing department give me a task of photocopying the 2307 forms after I finished the arrangement. April 24, 2014 Dear diary, I have a pleasant day today since yesterday I had already finished recording the general ledger accounts and had been double check it. Today I had successfully proceed posting the subsidiary ledger. I feel nervous during posting the accounts because I have to do it neatly but because its my first time i had few erasures. Compare to the accounts of general ledger, subsidiary ledger accounts are a lot. I still didnt give up on finishing my task efficiently but then again a day is not yet enough to record all those accounts in subsidiary edger. April 25, 2014 Dear diary, I am really grateful today because I become part of the celebration of the 19th anniversary of the minergy company that is simply called as minergy day. The celebration was open with the thanksgiving mass. I am one of the singers in the choir during the mass. I really felt awkward because I dont have nice voice at all but still I really enjoy the day seeing the employees running, thinking and solving on the fulfillment of the game amazing race. I am thankful I become part of the Minergy of whom profit is not the no. I purpose but to give the people their daily need and that is electricity. April 28, 2014 Dear diary, I already finished posting the accounts in general ledger last Thursday so I continue on footing and checking the balances whether it appears the same with the reference I have but it seems the pre-operating expense account is not similar with the book but still I give it to the accountant and address the problem regarding its imbalance amount. The accountant then told me to proceed with the subsidiary ledger because she would take care of it thats why I proceed on recording the accounts in the subsidiary ledger until the time run out. April 29, 2014 Dear diary, This day is also the same with the other day. I unable to finish the task assigned because there are also additional task given to me like photocopying of the form 2307 and check voucher for filing purposes. I have ask to arrange the check vouchers from oldest to latest since they would use it as a source in doing the financial statement. April 30, 2014 Dear diary, I am relieve today after finishing the subsidiary ledger. I first record the accounts then I do the footing and check if the balances are the same with the reference I have but it wasnt. I discover some accounts are mistakenly put on the wrong side thats why there are imbalances on other accounts but because the accountant is not there, I was unable to approach her on that issue. Then after a few hours she came and I told her the problem and she replied that she would take care of it. May 2, 2014 Dear diary, Everyday is really a busy day in the Minergy. I do the filing of check vouchers and photocopy the documents. Maam Meia present to us the bank reconciliation of the company with different bank but the BPI bank were just being ask to check if the amount were the same with the reference we have. May 5, 2014 Dear diary, Today I did the same thing as what I did yesterday. Filing of important documents of Minergy and it is not just one or two but its plenty. Photocopy of 2307 form and contracts. Checking if the same amount exist with the bank reconciliation of the company minergy May 6, 2014 Dear diary, I feel bored already of doing the same thing but still I have to maintain a mind when I had my first day the vision of learning new things and the emotion of excitement so that I can fulfill my duty every day. I did the same thing filing of check vouchers and photocopy again. At exact time I end my photocopy duty, Maam Sitti requested me to encode the information needed to make the official receipt of Manila. I learn that they have this system called IAS which is a system were they encode the information to make official receipt and check vouchers. May 7, 2014 Dear diary, I photocopy and file Cabulig documents. Maam Jem ask me to post the accounts on the cashbook and some of this accounts have vat. The accounts with vat have different way of posting the non-vat accounts. May 8, 2014 Dear diary, I file the important documents of Minergy and arrange the files in its proper arrangement. I fill in the information needed to make a deposit slip. I thought making deposit slip is simple but there is a system serve as a connector of all the transactions in Manila and CDO so you must be careful in each account. Maam Ethyl who is the senior accountant ask us to find out what are the composition of the particular balance. These accounts are the accounts payable of the Minergys suppliers. May 9, 2014 Dear diary, Photocopy the business permits and basic contracts are ask by my Kersten and this abundant papers were being file into a huge clearbook for insurance purposes. These documents will be submitted to Manila . Maam Sitti then appeal to file the delivery reports but because I run out of time it wasnt finish. May 12, 2014 Dear diary, Ample of paper works to file were remain last Friday May 9, 2014 after I run out of time. The delivery reports are really plenty because it was still dated 2013 that wasnt file because Maam is too busy doing other things. I photocopy audited financial statement and 2307 forms and arrange journal vouchers. May 13, 2014 Dear diary, Maam Kersten wasnt finish yet. I am relieved because I have already finished photocopying the statement of account, audited financial statement and articles of incorporation. After that work another job is presented and that is to list the vat from different suppliers. I really had hard time on my next work because I together with Ms. Odal my co-ojt have to find and pull out the SSS folders from 1992 to 2013. Reaching out to Maam Vallejos by pulling out the SSS files from SSS folders that are located on the stockroom is our 3rd work . Although its a tough work on carrying such huge folders, we are still ease our tiredness seeing our boss happy. May 14, 2014 Dear diary, I file the check vouchers 2013 today after my boss had use it and photocopy the plants and trees waiver. We werent able to finish photocopying the SSS files so we continue to do it and ended up 12 noon. After photocopying, we return the files to its proper arrangement and return it to the stock room. May 15, 2014 Dear diary, I file minegy documents and photocopy them. Maam Vallejos ask to file the 2307 form from 2013 2014 , oldest to latest and in alphabetical order of the suppliers. She then ask to find the Mundipharma supplier but unfortunately I didnt found it. May 16, 2014 Dear diary, I file the 2307 forms on the year 2014, since it is still 2014 there would be more 2307 forms to come. I photocopy the check vouchers of Maam Karla and the tial balance of Maam Sitti. I file again not 2307 forms but a journal voucher. May 19, 2014 Dear diary, I file check vouchers and photocopy a bountiful deed of sale document. I find the check vouchers Maam Karla looking for. I create a check voucher using the computer and I find it little frightening and fun because what if I put it erroneously but still I double check the check vouchers to avoid such errors. May 20, 2014 Dear diary, Today I experience a new task and that is to cut important stickers. Those stickers have printed different names with corresponding position in the institution of each superiors in Minergy. I really consume a lot of time because aside of its plenty, it is also small. I photocopy DTR and arrange Cabulig files. May 21, 2014 Dear diary, Our duty all day is photocopy the EDCOP payments, 1st, 2nd and 3rd quarter of 2011 and 2012 check vouchers, official receipt, CPR, billing invoice and sales invoice. The time is not enough to photocopy those entire file thats why 1st, 2nd and 3rd quarter of 2011 and EDCOP payments are the files we successfully photocopied. May 22, 2014 Dear diary, My job on photocopying the check vouchers of Manila has done quickly. One day is really enough to photocopy and file it all but still this job wouldnt finished easily without the help of my co-ojt thats why I am thankful to have her right by my side. Thanks best friend Apple Grace B. Odal. May 23, 2014 Dear diary, Since I finished on the check vouchers of Manila, I mnow on the check vouchers Cagayan of Cabulig, Maam Karla ask to help her ontagging the office furniture and fixtures to its respective custodian , so I set aside the photocopying, while ontagging I discover different plant of the Minergy which are the Wartsila and Sulzer. At first, I thought those buildings contain only machines and too smallfor the machines but Im amazed after seeing there are also offices located on thebuilding and they have managed to avoid the noise of the machines coming insidethe offices of the engineers. The tagging of custodian is being done in orderfor them to know who owns specific furniture and if ever it need repair the custodian is responsible to it. May 26, 2014 Dear diary, Cabulig files are really many. A week is not enough to photocopy it all thats why I am still continuing the work of photocopying the check vouchers Cagayan of Cabulig. Maam Sitti requested to encode all the Manila check vouchers urgently. I check the date, the check voucher number, the amount and its particulars if its the same with the reference I have because sometimes I mistakenly put a different information so I am really careful on inputting data on the MIAS. After doing so, I proceed on filing the April journal vouchers. May 27, 2014 Dear diary, Today the same job is what Im doing. Photocopy is still present because my superiors are back tracking from 2011 about Cabulig files that is being requested by their superiors in Manila. There are certain information that Manila needed and only doing back tracking can solve the certain issue. After photocopying all the check vouchers Manila, I file it with care because the papers and folders are already partially ripped down. May 28, 2014 Dear diary, May 29, 2014 Dear diary, May 30, 2014 Dear diary, June 2, 2014 Dear diary, A successful day meets us since we are done with the journal vouchers and purchase order for 2012. The next files to photocopy are the check vouchers Cagayan of Minergy 2012. This is the most uneasy files to photocopy since you have to look at the reference first before doing so because it is only selected check vouchers unlike with previous check vouchers that all of the check vouchers are being photocopied so there is no need to choose and see if its part of the file to photocopy. Selecting files to photocopy is the reason that made my work slowly moving on others because the arrangement of the check vouchers are by number so it would really take a lot of time on the filing side. In addition, the job is not continuous because some may request to urgently photocopy a certain document so it means you have to set aside first what youre doing and do the urgent requests just like what happen a while ago although i am still photocopying the check vouchers, our boss request to photocopy the deed of sale and Annual Income Tax Return. June 3, 2014 Dear diary, Happiness is on the air because photocopying of Cabulig files for check vouchers 2012 is near to end. I continue photocopying the check vouchers of May and August 2012 and file it. I encode a plenty of official receipts and acknowledgment receipts urgently and set aside the photocopying of check vouchers. I photocopy also the Financial statement and Income statement. It is a blessed day today because our superiors had overtime and I really had to undergo overtime so that I can end up my ojt earlier without extending up to class days. I file the check vouchers during the overtime. June 4, 2014 Dear diary, I am now on the process of photocopying the check voucher but because there is lacking of bond papers Maam Ethyl commanded o stop photocopying the Cabulig files. Maam Karla ask to photocopy the financial statement urgently with six set each because it will be pass today. I did corresponding arrangement to the January 2012 check vouchers and purchase order of Cabulig files. June 6, 2014 Dear diary, I am so happy today because I already finished with the photocopying of Cabulig files so it means I can move on to other works. I proceed on arranging the May 2012 since my co-ojt had finished the February to April. Maam Cielo ask to photocopy the 2307 forms with 3 set each that is intended for pharmacy and banks payee but only one for other companies. When I look the 2307 forms, it is all about the value added tax of the product Minergy bought from a particular company.

**Daily journal for ojt in restaurant. Example of journal about your day. Daily meal journal example. How to make journal for ojt. Example of daily journal in ojt. Example of ojt journal. Daily journal for ojt in food and beverage. How to make daily journal for ojt.**