



## SECOND YEAR ON-THE-JOB TRAINING (OJT) SUMMARY REPORT

Period Covered: June – August 2025

My second experience with on-the-job training at PhilPost, enabled me to enhance the abilities and information I acquired throughout my initial OJT deployment. I was given the responsibility of receiving regular mail, backstamping, counting, sorting, documenting, and encoding it into the system at the Delivery Section on the second floor. I was able to rapidly adapt to the work environment and do jobs more quickly and accurately since I had prior expertise in the delivery section. During my training, I started with inventory and item verification, where I organized parts and checked to make sure all equipment was documented. This responsibility was a simple one, but it taught me a lot about correctness, responsibility, and the efficient use of resources in the workplace.

I gained knowledge about the value of accountability, cooperation, perseverance, and meticulousness in managing correspondence and documentation during the course. Additionally, I became more adept at communicating and working under pressure, particularly when it came to jobs like recording mail bags from various locations and unloading delivery vehicles. I learned how to work meticulously and methodically to achieve deadlines when we were tasked with organizing and inspecting mail bags kept in the basement during the later weeks of the OJT.

I became more self-assured, disciplined, and productive at work overall as a result of the second OJT experience. It improved my knowledge of how PhilPost operates and improved my practical abilities in record administration and mail processing. My coworkers and superiors helped make the training memorable and meaningful, and I am thankful for their guidance and support.

## CERTIFICATE OF COMPLETION

This is to certify that **Mr. EDILTHON KHYLE BULAWAN** a student of Philippine College of Technology, Inc. with program course of Diploma in Information Technology had satisfactorily completed his three hundred (300) hours on-the-job training from June 23, 2025-August 26, 2025 at the Philippine Postal Corporation, Corner Roxas and Magsaysay Avenue, Davao City.


Further, this certifies that during his training, he had the following duties:

- a) Backstamping of mail matters;
- b) Sorting of mails;
- c) Checking mail matters;
- d) Encoding of mail matters

Moreover, we commend him for showing dedication and a strong work ethic throughout the training period.

This certification is being issued for whatever legal purpose it may serve.

Issued this 26<sup>th</sup> day of August 2025 at Davao City, Philippines.

  
**HILDA Q. SUMUGAT**  
Acting Chief, HRM Section

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**Week 1 (June 23 - June 27, 2025) | 40 hours** - Its my 2<sup>nd</sup> time undergoing OJT in Philpost office and I'm assigned on the second floor Delivery Section where almost the same from the first but there are no couriers only a delivery truck where the mail is transported city by city.

**Week 2 (June 30-July 4, 2025) | 40 hours** - started on cleaning my station, I have a experience on the work in delivery section in the 1<sup>st</sup> floor and its also the same here. My first work is to backstamp some ordinary mails, count it and encode it into the records.

**Week 3 (July 7-11, 2025) | 40 hours** - started on cleaning my station, this week has the same work from last week. One day a delivery truck came from Tagum for us to unload and record the mails inside of each mail bags.

**Week 4 (July 14-17, 2025) | 32 hours** started on cleaning my station, this whole week is the same routine, receiving ordinary mails, backstamping ordinary mail, counts the backstamped mails, sorting mails and encode it into the records.

**Week 5 (July 21 - 22, 2025) | 16 hours** started on cleaning my station, receiving ordinary mails, backstamping ordinary mail, counts the backstamped mails, sorting mails and encode it into the records.

**Week 6 (July 28-Aug 1, 2025) | 40 hours** started on cleaning my station, this week is kind of different work since a staff of the Philpost asked us to help her about the disposing papers from the basement. We check every mail bag in the basement and record them meticulously.

**Week 7 (August 4-13, 2025) | 48 hours** Focused we focused on our job another week in the basement and finished it upon the due date.

**Week 8 (August 14-22, 2025) | 48 hours** started on cleaning my station, our final week on our 2<sup>nd</sup> OJT in the Philpost office and this week also we finished the job that assigned to us. We bit our goodbyes to our supervisor and our workmates that didn't complain and guide it in the whole period of our OJT there.

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**Total Second year OJT Hours: 304 hours across 8 weeks.**

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**Combined OJT Total (Both Periods): 624 hours at Philippine Postal Office.**