

Table of Contents

- I. Brief History/Background of OJT Profile**
- II. Summary of the OJT Experience**
- III. Assessment of the OJT/Practicum Program**
 - New Knowledge, attitudes, and skills acquired
 - Theories actually seen in practice
 - Feedback That can be given to the company or institution
 - Benefits Gained
 - Problems Encountered
- IV. Appendencies**
 - Company brochure and/or Pamphlet
 - Copy of the Endorsement Letter
 - Copy of the Training Plan
 - Copy of the signed Waiver Form
 - Daily Time Record
 - Quantity Performance Appraisal Forms
 - Certificate Of Completion

I. Brief History/Background of the Company/Company Profile

International SOS is the world's largest medical and travel security services firm, which count nearly two-thirds of the Fortune Global 500 companies as clients, and take around 5 million assistance calls every year. We pioneer a range of preventive programmes strengthened by our in-country expertise. We deliver unrivalled emergency assistance during critical illness, accident or civil unrest.

We are passionate about helping clients put Duty of Care into practice. With us, multinational corporate clients, governments and NGOs can mitigate risks for their people working remotely or overseas.

While working at the French Embassy in Jakarta in the early 1980s, Pascal Rey-Herme, a French doctor, became aware of the need to deliver international standards of healthcare to the wider expatriate community and to international organisations in the region. Together with his childhood friend Arnaud Vaissie, who had been in the United States managing a subsidiary of a large German financial group, they set up a business to provide international standards of medical care and emergency medical assistance in Southeast Asia. This company, AEA International, was founded in 1985. Starting with just 15 staff, AEA International grew rapidly from its base in Singapore and Indonesia into a pan-Asian corporation, creating operating companies in Hong Kong, Australia, Japan and mainland China. In the early nineties, AEA International opened a series of new assistance centres and began to provide medical and security information online and manage travel data.

In 1998, AEA International acquired International SOS Assistance, and the business was renamed International SOS. In the beginning, International SOS met an urgent need for emergency assistance during critical illness, accident or civil unrest.

Whilst our ability to respond remains unparalleled today, our primary focus for clients is to do everything in our power to ensure an emergency is prevented.

With us, our clients have pioneered a vast range of preventative programmes, designed to put their Duty of Care into practice.

FOUNDERS: Arnaud Vaissie (Chairman, CEO, International SOS.)

Dr. Pascual Rey-Herme (Co Founder, Group Medical Doctor, International SOS.)

II. Summary of the OJT Experience

As a student and taking Bachelor of Science in Information Technology. As I make my way to last semester of my year in college, I am required to take On-the-job training which is 446 hours in a host training establishment for preparation in working in real world after school. I'm rendering my OJT in INTERNATIONAL SOS. It is a medical and security services firm Headquatered in Ortigas Pasig City. The company is the one of the world's largest medical and travel security provider we pioneer a range of preventive programmes strengthened by our in-country expertise. International SOS is the world's leading medical and travel security risk services company. We care for clients across the globe, from more than 1,000 locations in 90 countries. Our expertise is unique: More than 11,000 employees are led by 1,400 doctors and 200 security specialists. Teams work night and day to protect our members. We pioneer a range of preventive programs strengthened by our in-country expertise. We deliver unrivaled emergency assistance during critical illness, accident or civil unrest. We are passionate about helping clients put Duty of Care into practice. With us, multinational corporate clients, governments and NGOs can mitigate risks for their people working remotely or overseas.

I started my on-the-job training at INTERNATION SOS, on August 5, 2019 to November 22, 2019 and I was assigned to medical services and operations department which is the company's main department. On that day they assign me to do some jobs that the past intern left she taught me the things the I will do also my internship supervisor tells me the tasks that must be completed by the day. At first im so nervous and shy because this is my first and also that company has a foreigners that work there thats why my communication skills will also be tested. In my first day on the company they accommodate me warmly and very nice during their meeting I was there they treat me as a regular employee they taught of me that this was the things that our company do how it works how do their department works on that company and how does the company help our country. I was under the Mr. Abenson Yap the admin officer of operations on the department.

In my first week there im still trying to adapt the kind of working environment that they have also the culture, the process and the people there. On the otherhand my ojt supervisor tackles a lot of things to me the rules of the company the department that I will render my internship also the persons In the department that will I will be joining they introduce themselves and they are really kind and friendly the facilities the equipments their the maintenance was very good even the buliding to where that company is all of them was so very good.

As the days past by I'm having trouble traveling from my home to my work back and forth I encountered a lot of traffic coz my home is far from the company Caloocan going to Ortigas to be honest I'm late all of the time but they adjust my schedule or rather the time that I will come into work but I'm always late also leaving our office instead of 8am-5pm time of work I'm always came in to the office at 9 or 10 am and leaving the office 6 or 7pm. The other trainee also there I've met was so friendly and kind they also said that the environment there and the people was so very kind and friendly you will never get hungry there because the company has an employee lounge/pantry where the employees gather if there's an event or occasion. Also the pantry serves as the eating place in the company where if you have a lunch or breakfast or maybe dinner you can eat there in the office it is prohibited to bring food and eat but in our department you can eat because they have stacks of food and anything.

During my internship days I'm having a hard time speaking to them because of my attitude of being shy and observant person not a social type of person that's why my internship supervisor said that I'm having a hard time sharing my problems my life story to them. As the weeks past by I'm adapting the regular days of being an employed person the traffic's always being late because of late to go home due to the traffic that gets you also tired standing in the middle of the bus stuck in the side of the train like sardines because of a lot of people going home also. The department that I render my internship days is well oriented and organized they teach me how to handle properly the data's of the clients whenever it comes on the day I will file the data. Also you can have your break anytime you want but before you leave you will tell the people there that you go outside buy your food or eat outside the office or in the pantry. Every Monday the team is having a weekly meeting or orientation they tackle the weekly sales the nurses that they deploy on their partner companies because I said that the department that I assigned is medical services and operations that's why about medicine also I learn a lot to them in the field of medicine and medical supplies.

Also the medical services and operations team teaches me on how to prepare their bags when the calamity comes. Their bags contained a lot of medical supplies and medicine where you can use. The supervisor is the one who knows all that preparing the varieties of bags that the company provided in order for the people to survive in case of emergency. I adapt so much things while preparing the kinds of bags that I've prepared before I put in I'm reading it one by one so I learn a lot about medicine also the dosage of them how to use it how to drink it well. The training was so meant to educate and prepare the trainee I actually work in the institution. Actual tasks were given also to me to be prepared in the field of being employed to be a professional and to be matured when it comes to be a professional person also.

The company was so very understandable to me when I have some seminars that I will attend or maybe I have sicked and going to school they give me the day when it comes but you will also consult them when you are absent on that day or half day that company has a flexible time and because it is an international company accept the fact that their salary was above minimum so sometimes the people in our department treats each other having a coffee or milktea or even if a snacks or souvenir foods outside the country when they are travelling.

To summarize all of that the company that I rendered my internship days was so beautiful and good a lot of people you will get to know the working environment also the company provides a monthly allowance 25 per hour rate during the 15th and 30th of the month and has a 200 pesos gift certificate of starbucks. Also when the Chief Operations Officer of the company I met when they visit us here in our office at ortigas pasig city I joined the employees and had a chance to see and meet her im really shy when they introduce me im a shytype of a person kasi. Also ive a lot of foreign person that had a compan visit and meeting to our department im having a hard them talking to them thats why they leaving a message to me that im so very shy and quiet person but thats really me. On -The-Job training is indeed vital and necessary to students because the programs expands the students knowledge as it helps the students explore their skills in the actual work area. OJT is the launching step to a students knowledge actual working experience. The trainee can practice applying the lessons learned from the years of formal education and discovers that there are still a lot more to learn from actual working field.

Moreover, OJT serves as a source of man power for enterprise by having the privilege of hiring students to potential employers and the possibility of being hired depending on the needs of the company and in terms with the trainees performance as well. With these observations, I stand for OJT to be a compulsory requirement for graduating students of every field of endeavour from different colleges and universities locally and internationally.

As information technology I practice to be organized, handling my time, broadening my skills not only in terms of computer, but also in the field of works that not related in my course OJT is the best way to adapt person in a new environment to be train and prepared in a real worksite.as a former trainee of International SOS, I can merely say that ive experience how my field of work flows,basic office works, to be productive, developed more skill how to be confident and self estimeed.

III. Assessment of the OJT/Practicum Program

- New knowledge, attitudes, and skills acquired

I experience and learned through my OJT is how to be prepared in working life and develop what you've been learn while your studying OJT helps us to practiced being a pormal person agile human being and has a perspective to be a professional soon. I've learned skills such as communication because im not a social person thats why this On-The-Job Training helps me a lot to train and be ready when we are employed.

- Theories actually seen in practice

During my internship days I've seen a lot of theories that help me alot to feel like a regular employee too. They work together as a team they have a lots of meeting calls whether when they are in their home or outside the country they managed to reached out each other. And also they are organized when it comes to their work detailed by detailed and point to point basis.

- Feedback that can be given to the company or institution

INTERNATIONAL SOS PHILIPPINES, is a good company for me because the company trains me a lot practiced me to become a professional treats me like a regular employee too. But even though the company is far from my home they give me flexible time and working environment thats why this company has a very good place to have a work too and I recommend this too.

- Problems Encountered

The problems that ive been encountered was the distance between the office and our home yes always traffic but if I have a time management maybe I get a higher appraisal rate to my supervisor because ive been always late but Im adjusting my time going back home by an hour or waiting for my ojt superior to tell me that im going home. Also my biggest problem is im a very quiet person when they are talking sharing some thoughts of themselves sometimes I confess to them but sometimes im so very quiet and shy type of person thats m biggest problem that ive been encountered.

- Benefits Gained

The benefits that ive been gained during my internship days is they provided allowance to their interns in the company. Every intern has a rate also of 25/hr also they give some GC's of starbucks coffee worth 200 pesos and sometimes in your designated departments they have a outdoor lunch when they achieve some good things in the company.

IV. Appendencies

- A.** Company Brochure or Pamphlet
- B.** Copy of Endorsement Letter
- C.** Copy of Training Plan
- D.** Copy Of Signed Waiver Form
- E.** Daily Time Record
- F.** Quarterly Appraisal Forms
- G.** Certificate Of Completion

