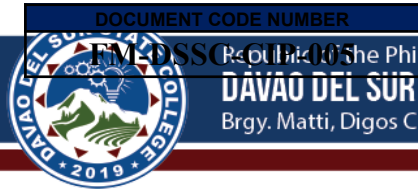


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Republic of the Philippines

DAVAO DEL SUR STATE COLLEGE

Brgy. Matti, Digos City, Davao del Sur, Philippines 8002

NARRATIVE REPORT FORMAT

PURPOSE: This narrative report format is provided for student interns to help them easily complete their writing of internship skills and experiences acquired from the HTE/FHE in details.

PROCEDURE:

1. A narrative report should be accomplished by the student interns following this narrative report format as one of the submission requirements of the students after internship.
2. This narrative report must be completed before a grade will be issued.
3. This final report of the student intern should be professional in nature, with attention to detail following details below.

A. Introduction

Describe the history of the employer, the customers served, the product(s)/service(s) provided and the market in which it competes.

Describe your internship experience and its relationship to the organizational structure.

B. Duties and Responsibilities (5-10 responsibilities)

List each of the major duties and/or responsibilities to which you were assigned during the internship. For **EACH** major duty/responsibility (side heading), discuss the following points:

- Tasks in the area of responsibility:
 - Problems or difficulties, personal and otherwise, encountered while performing the tasks and the solutions you reached.
 - Program course work (e.g., classes, theories and concepts) that was applicable to the tasks/ responsibilities. Compare the concepts you had formed in class to the actual work or activities you were involved with on the job. Use specific course titles, theories, and concepts.

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Specific concepts or facts that would have been helpful in order to complete the tasks in a more timely manner or more effectively and efficiently.

- Using a scale of 1 (low) to 5 (high), rank the degree to which the tasks/responsibilities challenged you as an individual. Explain your ranking.

C. Self-Analysis

Now that you have completed the internship, perform a self-analysis in terms of your professional and personal growth, development of competencies, surfacing strengths and weaknesses, emerging attitudes and values, crystallization of career objectives, feelings of increased/decreased confidence and assertiveness, and satisfaction or dissatisfaction with career choice.

D. Evaluation of the Program

Please comment on the overall quality of the Student Internship Program (SIP) at Davao del Sur State College (DSSC). Offer any recommendations for improving the internship experience for future students.

Also, please offer any recommendations you may have to improving the college or department's course offerings.

Prepare and enclose a copy of a thank-you letter (a letter, not a card) to your Site Supervisor, thanking him or her and the HTE/FHE for allowing you the opportunity learn from them. Use some of the information from the above self-analysis to write the letter. Be sure to use proper grammar, punctuation