

Any alterations/erasures will consider null and void unless with countersign of immediate supervisor.

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Republic of the Philippines
QUEZON CITY UNIVERSITY
673 Quirino Highway San Bartolome, Novaliches, Quezon City



**WEEKLY ACCOMPLISHMENT REPORT
(ON-THE-JOB TRAINING 2)**

2st Sem. S.Y. 2023-2024

18
Week No.

Name : Eloisa Marie M. Baylon Course : BSIT Year : 4th
Company : Department of Education - NCR Training Period : From December 13, 2023 To December 15, 2023

Date	Day	Regular Time		Task Assigned and Completed	Total Hour/s	Overtime		Total Hour/s	Grand Total	Remarks
		Time-In	Time-Out			Time-In	Time-Out			
	MON									
	TUE									
December 13, 2023	WED	6:58 AM	4:13 PM	Transfer all files from Sir Gatus Laptop's to his external drive, and encode and update SPFL data.	8				8	Accomplished
December 14, 2023	THU	6:52 AM	4:06 PM	Compiled pictures and videos for Mam Bernie's Retirement Tribute and start video editing for Mam Bernie	8				8	Tribute Video Pending.
December 15, 2023	FRI	6:55 AM	4:30 PM	Attended Family Day and Sports fest event, finished video tribute for Mam Bernie.	8				8	Accomplished
	SAT									
	SUN									
-GRAND TOTAL									24	

Prepared by:

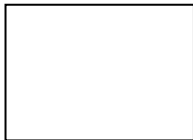
Eloisa Marie M. Baylon
OJT Trainee
Date: February , 2023

Approved by:

Dr. Arnold C. Gatus
Education Program Supervisor
Date: February , 2023

Recorded by:

Maria Aura C. Impang, LPT, MSIT
OJT Adviser



Total Hours

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**WEEKLY ACCOMPLISHMENT REPORT
(ON-THE-JOB TRAINING 2)**

2nd Sem. S.Y. 2023-2024

3
Week No.

Name : Eloisa Marie M. Baylon Course : BSIT Year : 4th
Company : Department of Education - NCR Training Period : From January 29, 2024 To February 4, 2024

Date	Day	Regular Time		Task Assigned and Completed	Total Hour/s	Overtime		Total Hour/s	Grand Total	Remarks
		Time-In	Time-Out			Time-In	Time-Out			
January 29, 2024	MON	6:58 AM	4:30 PM	Find all the USLEM Data and transfer it to external drive, encode and update SPFL Data.	8				8	Accomplished
January 30, 2024	TUE	6:51 AM	4:15 PM	Encoded data, printed file documents and created small envelope for upcoming RSPC.	8				8	Creating Small Envelope Pending
January 31, 2024	WED	6:47 AM	4:23 PM	Encoded data, printed file documents and created small envelope for upcoming RSPC.	8				8	Accomplished.
February 1, 2024	THU	6:55 AM	4:06 PM	Continued creating small envelope, attach and sort files for upcoming RSPC. Encoded data and printed documents.	8				8	Accomplished
	FRI									
	SAT									
	SUN									
GRAND TOTAL									32	

Prepared by:

Eloisa Marie M. Baylon
OJT Trainee
Date: February 1, 2024

Approved by:

Dr. Arnold C. Gatus
Education Program Supervisor
Date: February 1, 2024

Recorded by:

Maria Aura C. Impang, LPT, MSIT
OJT Adviser



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**WEEKLY ACCOMPLISHMENT REPORT
(ON-THE-JOB TRAINING 2)**

2nd Sem. S.Y. 2023-2024

4
Week No.

Name : Eloisa Marie M. Baylon Course : BSIT Year : 4th
Company : Department of Education - NCR Training Period : From February 5, 2024 To February 11, 2024

Date	Day	Regular Time		Task Assigned and Completed	Total Hour/s	Overtime		Total Hour/s	Grand Total	Remarks
		Time-In	Time-Out			Time-In	Time-Out			
February 5, 2024	MON	6:52 AM	4:42 PM	Encoded, printed and labeled envelope for RSPC preparation.	8				8	Accomplished
February 6, 2024	TUE	6:55 AM	4:45 PM	Encoded data, created a mock-up polo shirt design for uniform.	8				8	Pending polo shirt design
February 7, 2024	WED	6:45 AM	4:57 PM	Continued designing mock-up polo shirt concept for uniform, refining color schemes and logo placements.	8				8	Pending polo shirt design
February 8, 2024	THU	6:51 AM	4:00 PM	Completed the design for polo shirt uniform, encoded data and troubleshooted printer software.	8				8	Accomplished
	FRI									
	SAT									
	SUN									
GRAND TOTAL									32	

Prepared by:

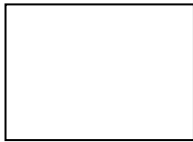
Eloisa Marie M. Baylon
OJT Trainee
Date: February 8, 2024

Approved by:

Dr. Arnold C. Gatus
Education Program Supervisor
Date: February 8, 2024

Recorded by:

Maria Aura C. Impang, LPT, MSIT
OJT Adviser



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WEEKLY ACCOMPLISHMENT REPORT
(ON-THE-JOB TRAINING 2)

2nd Sem. S.Y. 2023-2024

5
Week No.

Name : Eloisa Marie M. Baylon Course : BSIT Year : 4th
Company : Department of Education - NCR Training Period : From February 12, 2024 To February 18, 2024

Date	Day	Regular Time		Task Assigned and Completed	Total Hour/s	Overtime		Total Hour/s	Grand Total	Remarks
		Time-In	Time-Out			Time-In	Time-Out			
February 12, 2024	MON	6:49 AM	4:21 PM	Assisted supervisor with his laptop and printer, and installed important application.	8				8	Accomplished
February 13, 2024	TUE	7:00 AM	4:07 PM	Created a new mock-up polo shirt design for NSPC 2024.	8				8	Pending polo shirt design
February 14, 2024	WED	7:00 AM	4:05 PM	Continued designing mock-up polo shirt concept for NSPC 2024 and also created a mock-up cap design for upcoming event.	8				8	Accomplished
February 15, 2024	THU	6:53 AM	4:10 PM	Completed the design for NSPC polo shirt, encoded data and troubleshooted printer software.	8				8	Accomplished
	FRI									
	SAT									
	SUN									
GRAND TOTAL									32	

Prepared by:

Eloisa Marie M. Baylon
OJT Trainee
Date: February 15, 2024

Approved by:

Dr. Arnold C. Gatus
Education Program Supervisor
Date: February 15, 2024

Recorded by:

Lalaine Josefa L. Carrao, LPT, MSIT
OJT Adviser

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WEEKLY ACCOMPLISHMENT REPORT
(ON-THE-JOB TRAINING 2)

2nd Sem. S.Y. 2023-2024

6
Week No.

Name : Eloisa Marie M. Baylon
Company : Department of Education - NCR

Course : BSIT Year : 4th
Training Period : From February 19, 2024 To February 25, 2024

Date	Day	Regular Time		Task Assigned and Completed	Total Hour/s	Overtime		Total Hour/s	Grand Total	Remarks
		Time-In	Time-Out			Time-In	Time-Out			
February 19, 2024	MON	7:00 AM	4:11 PM	Encoded data and created an invitation layout.	8				8	Accomplished
February 20, 2024	TUE	7:00 AM	4:02 PM	Troubleshooted Printers hardware and software, Laptops internet.	8				8	Accomplished
February 21, 2024	WED	6:48 AM	4:15 PM	Sorted files and documents, created design lay out for document labels.	8				8	Accomplished
February 22, 2024	THU	6:05 AM	4:00 PM	Encoded data of Deped and Memo Order, and other legal bases and references of Science and Technology.	8				8	Accomplished
	FRI									
	SAT									
	SUN									
GRAND TOTAL									32	

Prepared by:

Eloisa Marie M. Baylon
OJT Trainee
Date: February 22, 2024

Approved by:

Dr. Arnold C. Gatus
Education Program Supervisor
Date: February 22, 2024

Recorded by:

Lalaine Josefa L. Carrao, LPT, MSIT
OJT Adviser



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WEEKLY ACCOMPLISHMENT REPORT
(ON-THE-JOB TRAINING 2)

2nd Sem. S.Y. 2023-2024

7
Week No.

Name : Eloisa Marie M. Baylon Course : BSIT Year : 4th
Company : Department of Education - NCR Training Period : From February 26, 2024 To March 3, 2024

Date	Day	Regular Time		Task Assigned and Completed	Total Hour/s	Overtime		Total Hour/s	Grand Total	Remarks
		Time-In	Time-Out			Time-In	Time-Out			
February 26, 2024	MON	7:00 AM	4:17 PM	PC Troubleshooting and Files Compiling.	8				8	Accomplished
February 27, 2024	TUE	6:58 AM	4:06 PM	Design file labels and encoded certificate of participation for attendees.	8				8	Accomplished
February 28, 2024	WED	6:52 AM	4:03 PM	Encoded DBOW Data and other documents.	8				8	Accomplished
February 29, 2024	THU	6:55 AM	4:09 PM	Created PowerPoint Presentation and Encoded Data to Google Drive.	8				8	Accomplished
	FRI									
	SAT									
	SUN									
GRAND TOTAL									32	

Prepared by:

Eloisa Marie M. Baylon
OJT Trainee
Date: February 22, 2024

Approved by:

Dr. Arnold C. Gatus
Education Program Supervisor
Date: February 22, 2024

Recorded by:

Lalaine Josefa L. Carrao, LPT, MSIT
OJT Adviser



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**WEEKLY ACCOMPLISHMENT REPORT
(ON-THE-JOB TRAINING 2)**

2nd Sem. S.Y. 2023-2024

9
Week No.

Name : Eloisa Marie M. Baylon Course : BSIT Year : 4th
Company : Department of Education - NCR Training Period : From February 26, 2024 To March 3, 2024

Date	Day	Regular Time		Task Assigned and Completed	Total Hour/s	Overtime		Total Hour/s	Grand Total	Remarks
		Time-In	Time-Out			Time-In	Time-Out			
March 11, 2024	MON	6:30 AM	4:44 PM	Created and Printed Certificate of Appearance and Appreciation for Visit of Highest Officials in Fujian Normal University	8				8	Accomplished
March 12, 2024	TUE	6:58 AM	4:06 PM	Attended a Seminar of Visit of Highest Official in Fujian Normal University in DepEd Varela Hall.	8				8	Accomplished
March 13, 2024	WED	6:52 AM	4:03 PM	Encoded Data and Sorted Documents.	8				8	Accomplished
March 14, 2024	THU	6:55 AM	4:09 PM	Created and Designed logo using Photoshop.	8				8	Accomplished
	FRI									
	SAT									
	SUN									
GRAND TOTAL									32	

Prepared by:

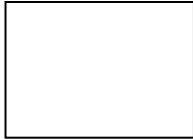
Eloisa Marie M. Baylon
OJT Trainee
Date: March 14, 2024

Approved by:

Dr. Arnold C. Gatus
Education Program Supervisor
Date: March 14, 2024

Recorded by:

Lalaine Josefa L. Carrao, LPT, MSIT
OJT Adviser



Total Hours

