

WEEKLY INTERNSHIP REPORT

Company Name : Shin-Etsu Magnetic Philippine
Week : 3
Trainee Name : Custodio, Bryan G.
Job Title : Management Information System
Assigned Task : IT Support & Programming

This week, I was assigned tasks related to technical support and web system development. My responsibilities included troubleshooting both software and hardware issues, assisting users with technical problems, and working on a web-based system.

Some of the tasks I completed include:

- Providing technical support for employees experiencing software and hardware issues
- Setting up and configuring new workstations, including installing necessary software
- Troubleshooting network issues and ensuring stable internet connectivity
- Assisting in the development of a web system, working on frontend and backend functionalities

Progress of OJT student trainee (Please encircle the performance of internship trainee below)

Excellent

Very Good

Good

Needs Improvement

Observations and/or comments:

Evaluated by:

Balois, Lyndon
February 14, 2025
Company MIS Supervisor

Management Information System

Position

Date of evaluation

WEEKLY INTERNSHIP REPORT

Company Name : Shin-Etsu Magnetic Philippine
Week : 4
Trainee Name : Custodio, Bryan G.
Job Title : Management Information System
Assigned Task : IT Support & Programming

This week, I focused on providing continued technical support while further developing the web system. I worked on both software and hardware aspects, ensuring a smooth workflow for users and improving system efficiency.

Some of the tasks I completed include:

- Assisting users with software installation and troubleshooting
- Enhancing the web system by implementing new features and improving UI/UX
- Working on database queries to optimize data retrieval speed
- Repairing and upgrading computer hardware components

Progress of OJT student trainee (Please encircle the performance of internship trainee below)

Excellent

Very Good

Good

Needs Improvement

Observations and/or comments:

Evaluated by:

Balois, Lyndon
February 21, 2025
Company MIS Supervisor

Management Information System

Position

Date of evaluation

WEEKLY INTERNSHIP REPORT

Company Name : Shin-Etsu Magnetic Philippine
Week : 2
Trainee Name : Custodio, Bryan G.
Job Title : Management Information System
Assigned Task : IT Support & Programming

On the first day of Week 2, we started by fixing LAN cables that were either not working or loose in different locations. I also gained knowledge on how to remotely access a PC and troubleshoot printer issues using remote access. I learned that printers typically have two connections: a main connection and a shared connection for users without direct access to a printer.

Additionally, I learned how to troubleshoot slow-performing PCs and how to connect LAN cables to a network switch for better PC networking. I also acquired knowledge about file backups using the server. I observed how to access shared files by using the Control + R command and typing the server IP address to retrieve files from different PCs.

Some of the tasks I completed include:

- Repaired and replaced malfunctioning LAN cables
- Learned how to remotely access and troubleshoot PCs
- Fixed printer connection issues between main and shared users
- Improved knowledge on handling slow PC performance
- Connected LAN cables to network switches
- Learned how to back up files using the server and retrieve files through the server IP

Progress of OJT student trainee (Please encircle the performance of internship trainee below)

Excellent

Very Good

Good

Needs Improvement

Observations and/or comments:

Evaluated by:

Balois, Lyndon
February 28, 2025
Company MIS Supervisor

Management Information System

Position

Date of evaluation

WEEKLY INTERNSHIP REPORT

Company Name : Shin-Etsu Magnetic Philippine
Week : 1
Trainee Name : Custodio, Bryan G.
Job Title : Management Information System
Assigned Task : IT Support & Programming

First week at Shin-Etsu, we had a two-day orientation about the rules and regulations within the company. On the third day, we worked on setting up computers and crimping LAN cables. We also learned some basic information about the server and how to change the IP address of each PC.

Some of the tasks I completed include:

- Providing technical support for employees experiencing software and hardware issues
- Setting up and configuring new workstations, including installing necessary software
- Troubleshooting network issues and ensuring stable internet connectivity
- Assisting in the development of a web system, working on frontend and backend functionalities
- Fixing bugs and optimizing the code for better performance
- Ensuring system security and user access control settings

Progress of OJT student trainee (Please encircle the performance of internship trainee below)

Excellent

Very Good

Good

Needs Improvement

Observations and/or comments:

Evaluated by:

Balois, Lyndon
March 07, 2025

Company MIS Supervisor

Management Information System

Position

Date of evaluation