**OJT WEEKLY ACCOMPLISHMENT REPORT**

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| **Company Name: Fix I.T. Computer Services** | **Date: February 27, 2023** |

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| Today was an exciting day for me as I began my on the job training, my day was mostly spent on orientation and getting to know my supervisor. As I arrived at the office, I was greeted warmly by my workmates Markcel Largosa and John Paul Semna, I know them by heart because we came from the same school and we applied in this company at the same time. The orientation started promptly at 9 am, and it was informative and engaging. Sir, Amiel Denzmeer Fandiño and he took us through the company's history, values, policies, and procedures. It was interesting to learn about the company's wherabouts, and I was impressed by its commitment to serve the public, through quality service.  After the orientation, I was introduced to my other workmate, but due to some unfortunate circumstances and due to lack of time I Sir Amile Failed to introduce to us our other workmate who is assigned to go on field and work hand on hand. I would like to know him much better but since he's work is immersed outside, I understand that he needs a lot of time, Maybe I can Know him better in the days to come. Sir Amiel introduced us as "rookies" he knoded and go. After giving a quick introduction about ourselves (to my workmates who I know prior than today) Sir Amiel showed us our work area and explained the tools and resources that were available to us. he also gave me a brief overview of my job responsibilities and expectations.  We ended the meeting with a discussion on the company's goals and objectives, and how my role fit into the bigger picture. Sir Amiel gave me a sense of purpose and direction, and I felt inspired to start working on my tasks. |
| **REMARKS:** |

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| **Prepared by:**  **­­­­­­­­­\_\_Mark Laurence O. Bongulto \_\_**  **Trainee** | **Verified by:**  **\_\_Amiel Denzmeer Fandiño\_\_**  **Supervisor** |
| **Checked by:**  **\_\_\_Sherwin D. Quizon\_\_\_**  **OJT Coordinator** | **Number of Hours:**  **\_\_8\_\_Hours** |