

**F-COL-015**

08-08-2019

**JOSÉ RIZAL UNIVERSITY****PRACTICUM/ INTERNSHIP WEEKLY ACCOMPLISHMENT  
REPORT**

<b>COMPANY:</b> Cornersteel Systems Corporation		<b>ADDRESS:</b> 536 Calbayog St. Mandaluyong City	<b>TELEPHONE NO.</b> 09235877287
<b>DATE</b>	<b>OFFICE JOB/WORK ASSIGNED PER DAY</b>	<b>NO. OF HOURS WORKED</b>	
February 19, 2024	First, we check if our system works well and fix any problems we find. After that, I help make the part of our e-ticketing system that users interact with better. This means making it easier to use, improving how it looks, and ensuring that people can easily navigate through it. My goal is to make sure our e-ticketing system is user-friendly and meets the needs of the people using it.	8 HOURS	
February 20, 2024	I count the items on the stock count sheet to make sure we have the right amount. At the same time, I try to add new items to our records by entering their details into the system. This helps us keep track of our inventory accurately and ensures that our records are up to date.	8 HOURS	
February 21, 2024	I follow Sir Christopher's instructions to check the receipts we receive. I carefully go through each one to make sure everything is accurate. In addition, I keep counting and checking the stock listed on the item stock count sheet. It's important to keep track of what we have in our inventory. By doing these tasks regularly, I help make sure everything is in order and we have the right records for our items.	8 HOURS	
February 22, 2024	I carefully check the items listed on the stock count sheet to make sure everything is correct. I double-check the inventory levels to be sure they're right. I also add information about new items into the computer system to keep our records accurate. This job needs me to be careful and dedicated to keeping our inventory information current and dependable. By doing this, I help make sure we manage our stock well and keep everything organized.	8 HOURS	
February 23, 2024	I started by recording the stock of THHN items in Google Spreadsheets, ensuring an organized and easily accessible inventory record. Following that, I cross-verified the THHN items in the ERP (Enterprise Resource Planning) system to confirm accuracy and synchronization between our manual record and the automated system. To maintain a transparent and efficient process, I also documented the step-by-step procedure for handling stock quantities. This documentation serves as a useful reference for the team, providing clarity on how to manage and track THHN item stock effectively within our inventory management system.	8 HOURS	
<b>LEARNING OUTCOME FOR THE WEEK:</b> Over the past week, I've immersed myself in valuable learning experiences related to software development and project management. My efforts have been dedicated to improving workplace efficiency through various initiatives. This includes the reorganization of workstations, addressing and resolving technical issues, and successfully implementing an e-ticketing system. The learning objectives for the week were diverse, covering essential skills such as project planning, user interface design, system flowchart creation, validation procedures implementation, and database deployment. Additionally, I delved into the intricacies of managing an Enterprise Resource Planning (ERP) system, where real-time stock information is crucial. I acquired the skills to accurately recount stocks and input detailed stock information into the system, contributing significantly to a more streamlined and organized workflow within the company.			

**TOTAL NUMBER OF HOURS COMPLETED FOR THE WEEK****40 HOURS**

Submitted by:



**Kim M. Babas**

STUDENT TRAINEE

**February 27, 2024**

DATE

Noted by:



**Edmund Valen Jr.**

COMPANY SUPERVISOR

**February 27, 2024**

DATE