**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

**ON-THE-JOB WEEKLY ACCOMPLISHMENT REPORT**

**2nd Semester, S.Y. 2023-2024**

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| **Name of the Student:** | **CRISTON JADE B. ENOLPE** |
| **Year and Section:** | **BSIT 4-B** |
| **Agency Name / Place of Work:** | **SOCIAL SECURITY SYSTEM (SSS)** |
| **Name of the Department:** | **ACCOUNT MANAGEMENT SECTION (AMS)** |
| **Department Head/Supervisor:** | **MRS. CECILE** |

| **DATES** | **JOB DONE** | **NO. OF HOURS** |
| --- | --- | --- |
| February 26, 2024 | Data entry, compiling paperworks, ordered to deliver documents throughout the establishment | 8 |
| February 27, 2024 | Data entry, compiling paperworks, ordered to deliver documents throughout the establishment | 8 |
| February 28, 2024 | (Absent, severe sore muscles) | 8 |
| February 29, 2024 | Data entry, sort paper works, check and compile documents | 8 |
| March 1, 2024 | Data entry, sort paper works, check and compile documents | 8 |
| **WEEKLY TOTAL HOURS:** | | **32** |

Total number of hours as of \_ March 1 (Friday) \_\_: 32 hours \_\_\_

Prepared by: Noted by:

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Printed Name of Student and Signature BSIT OJT Focal Person