

# ADONAI SOFTWARE AND DIGITAL TECHNOLOGIES CORP.



Intern No: \_\_\_\_\_ Name of Student: She Kynah Mae R. Bernabe

Pay Period: \_\_\_\_\_

Date	Day	TIME IN	TIME OUT	Actual Hours Rendered	Regular Hours	Overtime	Remarks
March 17,2025	Monday	8:50:00	18:17:00	9.45	9	0.45	
March 18,2025	Tuesday	8:50:00	18:04:00	9.23	9	0.23	
March 19,2025	Wednesday	8:50:00	18:00:00	9.17	9	0.17	
March 20,2025	Thursday	8:50:00	18:02:00	9.20	9	0.20	
March 21,2025	Friday	8:50:00	18:03:00	9.22	9	0.22	
March 22,2025	Saturday						Rest Day
March 23,2025	Sunday						Rest Day
March 24,2025	Monday	8:58:00	18:02:00	9.07	9	0.07	
March 25,2025	Tuesday	8:50:00	18:00:00	9.17	9	0.17	
March 26,2025	Wednesday	8:53:00	18:02:00	9.15	9	0.15	
March 27,2025	Thursday	8:50:00	18:05:00	9.25	9	0.25	
March 28,2025	Friday	8:50:00	18:05:00	9.25	9	0.25	
March 29,2025	Saturday						Rest Day
END							

Total Hours (This Period) : \_\_\_\_\_

ACTIVITY EFFORT WORKSHEET		
DATE	ACTIVITIES	TASK/ACCOMPLISHMENT
March 17-29,2025	<ul style="list-style-type: none"> <li>* Attended weekly report meeting</li> <li>* Continuous researching on potential and target companies using LinkedIn, company websites, and other online sources</li> <li>* Gathered and analyze company information including industry type, services offered, and potential partnership opportunities</li> <li>* Maintained and updated a list of target companies for easy tracking and reporting</li> <li>* Verified company details such as email address, contact person, and phone numbers</li> </ul>	<ul style="list-style-type: none"> <li>* I continue to use LinkedIn and other websites to look for potential or target companies informations</li> <li>* Improved efficiency in data collection by applying strategic search techniques and utilizing various online sources</li> </ul>

## TO BE FILLED UP BY HR DEPARTMENT

Hours to be rendered:	Consumed hours as of: _____	Remaining hours as of: _____
	Total: _____	Total: _____

Students Signature: \_\_\_\_\_

Head's Approved Signature: \_\_\_\_\_

HR's Signature: \_\_\_\_\_

Date Signed: March 31,2025

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_