

## MONTHLY PROGRESS REPORT

Duties Performed this Month: Tasks Completed (**January 30–31, 2025**):

- Joined company onboardings and meetings.
- Helped manage Unleash's social media posts (HSI's current partner).
- Worked on UI/UX design for Unleash's official website.
- Completed graphic design tasks.

What new training/s took place this month?

- Joined the General Onboarding Orientation.
- Participated in the company huddle every Thursday.
- Attended a brief orientation on Graphic Design.
- Attended a short orientation on Unleash website creation as a UI/UX designer.
- Completed two sessions of Fundamentals of Graphic Design Training:
  - Session 1: Basics of Graphic Design
  - Session 2: Fundamentals of Visual Hierarchy

What were your major accomplishments based from the Proposed Activities in your Training

PROPOSED ACTIVITIES	ACCOMPLISHMENTS
<ul style="list-style-type: none"><li>• Join onboarding sessions, meetings, and orientations.</li><li>• Participate in training sessions.</li><li>• Complete tasks assigned by the department head.</li></ul>	<p><b>Simplified Version:</b></p> <p><b>Getting to Know the Company:</b></p> <ul style="list-style-type: none"><li>• Learned about the company's work process, including time in/out, EOD submissions, and accomplishment reports.</li><li>• Understood company rules, requirements, and meeting schedules.</li><li>• Learned about each department's tasks and attendance rules during orientation.</li></ul> <p><b>Training and Learning:</b></p> <ul style="list-style-type: none"><li>• Completed two sessions of <b>Fundamentals of Graphic Design</b> training.</li><li>• Took and passed the quiz for the first</li></ul>

	<p>session.</p> <ul style="list-style-type: none"> <li>Reviewed and analyzed the old <b>Unleash</b> website.</li> <li>Studied the current design of the <b>Unleash</b> website.</li> </ul> <p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>Attended the <b>General Onboarding</b> session.</li> <li>Participated in <b>huddle meetings</b>.</li> <li>Joined the <b>Graphics Department Short Orientation</b>.</li> <li>Attended the <b>Unleash website creation meeting</b>, where I was introduced as a <b>UI/UX designer</b>, shared progress, and met the team.</li> </ul>
<p>What problems have you encountered this month?</p> <ul style="list-style-type: none"> <li>Keeping track of daily tasks like sending attendance messages and accomplishment reports through Viber and email.</li> </ul>	
<p>How did you overcome or solve those problems?</p> <ul style="list-style-type: none"> <li>I took notes, reviewed them, and checked my screenshots while the procedures were explained to me and the other OJTs to help us remember how to perform our duties.</li> </ul>	
<p>List one or two goals you have set for yourself next month.</p> <ul style="list-style-type: none"> <li>To done my task with quality</li> <li>To work more with fellow interns to gain valuable OJT experience.</li> </ul>	

Noted by:

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