MONTHLY PROGRESS REPORT

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| Duties Performed this Month (February 3 – February 28, 2025)   * Attended weekly meetings * Attended Stress Debriefing Activity (SDA) every week * Website Proposal Presentation * Website Development * Publicity Materials (e.g., challenger photo layout, registration layout, freebies layout, etc.) * Office tour * Wi-Fi configuration * Fieldwork (San Nicolas Mangrove Forest visit) * Assist staffs for the upcoming Triathlon 2025 (e.g., cutting flags, distribute partnership letters, etc.) | |
| What new training/s took place this month?   * Attended weekly meetings * Attended Stress Debriefing Activity (SDA) * Going to work sites like the mangrove forest in San Nicolas, Talisay, Camarines Norte | |
| What were your major accomplishments based from the Proposed Activities in your Training   * Conducted an office tour and carried out fieldwork (visited San Nicolas Mangrove Forest). * Attended weekly meetings to familiarize with the office’s mission, vision, and rules. * Presented the website proposal. * Improved and added information to the website prototype. * Started developing the website after the revisions. * Started participating in the preparation for the upcoming Triathlon 2025 (e.g., providing assistance to the staff, creating publicity materials, etc.). * Shot a promotional video for San Nicolas Mangrove Forest. | |
| PROPOSED ACTIVITIES | ACCOMPLISHMENTS |
| * Orientation and onboarding * Learning goals and project plans * Schedule and prepare minutes of meeting * Website development | * Attended weekly meetings. * Attended SDA. * Presented the website proposal. * Conducted fieldwork (San Nicolas Mangrove Forest visit). * Designed the challenger photo layout for the upcoming Triathlon 2025. * Designed the freebies layout for the upcoming Triathlon 2025. * Designed the special token layout for the upcoming Triathlon 2025. * Designed the registration layout for the upcoming Triathlon 2025. * Shot a promotional video for San Nicolas Mangrove Forest. * Developed the website. * Updated the supervisor on the website development progress. * Provided assistance to the staff for the upcoming Triathlon 2025. |
| What problems have you encountered this month?   * Graphic design is not my forte, so I felt challenged and pressured when it became my major task. I struggled with formulating designs since it is not my strength. | |
| How did you overcome or solve those problems?   * I took it as a gift—an opportunity to explore the field of graphic design. Fortunately, with the support of my co-intern, the staff, and the head of the Tourism Office, I was able to overcome the pressure and fear of not doing well in graphic design. | |
| List one or two goals you have set for yourself next month.   * Enhance my graphic design skills. * Complete the website development. | |

Noted by:

**JELAINE A. ABANTE**

Municipal Tourism Officer II