

ON-THE-JOB TRAINING PROGRAM

ATTENDANCE REPORT

Name of Trainee: Cartalia, Paulo Miguel Jimenez

Company Name: University of Baguio Admission and Records Center

Schedule: Monday to Friday, 8:00 AM to 4:PM

	Evaluation Period	Total Hours
1	January 16 to February 23	189
2		
3		
TOTAL		196

Date	In	Out	Number of Hours	Remarks
Example: January 1, 2020	8:00 am	4:00pm	7.5 <i>The only allowable fraction is 30 minutes equivalent to .5. E.g. 7 hours and 15 minutes will be rounded to 7 hours. 7 hours and 50 minutes will be rounded to 7.5 hours.</i>	
January 17, 2023	8:00 am	4:00pm	7 hours	
January 18, 2023 to January 19, 2023	8:00 am	4:00pm	14 hours	
January 20, 2023	8:00 am	4:00pm	7 hours	
January 21, 2023				No Duty(Saturday)
January 22, 2023				No Duty(Sunday)
January 23, 2023	8:00 am	4:00pm	7 hours	
January 24, 2023	8:00 am	4:00pm	7 hours	
January 25, 2023 to January 26, 2023	8:00 am	4:00pm	14 hours	
January 27, 2023	8:00 am	4:00pm	7 hours	
January 28, 2023				No Duty(Saturday)



UNIVERSITY OF
Baguio

SCHOOL OF INFORMATION TECHNOLOGY
General Luna Road, Baguio City Philippines 2600

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January 29, 2023				No Duty(Sunday)
January 30, 2023	8:00 am	4:00pm	7 hours	
January 31, 2023	8:00 am	4:00pm	7 hours	
February 2, 2023	8:00 am	4:00pm	7 hours	
February 3, 2023	8:00 am	4:00pm	7 hours	
February 4, 2023				No Duty(Saturday)
February 5, 2023				No Duty(Sunday)
February 6, 2023	8:00 am	4:00pm	7 hours	
February 7, 2023	8:00 am	4:00pm	7 hours	
February 8, 2023 to February 9, 2023	8:00 am	4:00pm	14 hours	
February 10, 2023	8:00 am	4:00pm	7 hours	
February 11, 2023				No Duty(Saturday)
February 12, 2023				No Duty(Sunday)
February 13, 2023	8:00 am	4:00pm	7 hours	
February 14, 2023	8:00 am	4:00pm	7 hours	
February 15, 2023	8:00 am	4:00pm	7 hours	
February 16, 2023	8:00 am	4:00pm	7 hours	
February 17, 2023	8:00 am	4:00pm	7 hours	
February 18, 2023				No Duty(Saturday)
February 19, 2023				No Duty(Sunday)
February 20, 2023	8:00 am	4:00pm	7 hours	
February 21, 2023	8:00 am	4:00pm	7 hours	



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February 22, 2023	8:00 am	4:00pm	7 hours	
February 23, 2023	8:00 am	4:00pm	7 hours	
TOTAL				189

Prepared by:

Cartalia Paulo Miguel Jimenez
<Name and signature of OJT>

Certified correct by:

MR. MEDARDO F. ABARIENTOS
<Name and signature of immediate supervisor>



Instructions:

Second page not included in report

Submit this together with the signed Daily Time Record

Highlight the current evaluation period. For example,

	Evaluation Period	Total Hours
1	June 1 to 30, 2015	160
2	July 1 to 30, 2015	160
3		
TOTAL		320

Notations for Remarks:

- Absent
- Late
- Undertime
- No Duty (Class)
- No Duty (Saturday)
- No Duty (Sunday)
- No duty (Holiday)
- W/ OT