**February 20, 2025**

**DARLENE ANGEL FAJARITO – ADMIN ASSISTANT Daily Task**

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|  | **TASK** | **PARTICULARS** | **c/o** |
| Check mark Symbol**☐ 1.** | Timekeeping | Late, On-Leave, Absent |  |
| **☐ 2.** | 311 / 305 / 303 Cleaning |  | OJT - Charisma |
| **☐ 3.** | Disseminate Tasks to OJT-Admin | >File and organize the account history  >Create manuals for each Accounts  >Teach them how to create minutes of the meeting | OJT – Charisma & Mirzelen |
| **☐ 4.** | QA – S5 | >User side  >Admin side  >Coordinator  >Accounting  >Courier |  |
| Check mark Symbol**☐ 5.** | ABIC OJT | >ID printing | OJT – Mirzelen |
| Check mark Symbol**☐ 6.** | 2J and Kurt Enterprises | >Double check their outputs for polo and logo color |  |
| **☐ 7.** | Hiring (Liaison & Admin) | >Call screened applicants and set date for Final interview |  |
| Check mark Symbol**☐ 8.** | Payout | >Giolo & Justin 2k deduction |  |
| **☐ 9.** | Learn Excel Formulas | >Research for 2 hours |  |
| **☐ 10.** | Admin Training Materials | >Contact List  >Organizational Chart |  |

**February 21, 2025**

**DARLENE ANGEL FAJARITO – ADMIN ASSISTANT Daily Task**

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| --- | --- | --- | --- |
|  | **TASK** | **PARTICULARS** | **c/o** |
| Check mark Symbol**☐ 1.** | Timekeeping | Late, On-Leave, Absent |  |
| Check mark Symbol**☐ 2.** | 311 / 305 / 303 Cleaning |  | OJT - Charisma |
| Check mark Symbol**☐ 3.** | Disseminate Tasks to OJT-Admin | >Create manuals for each Accounts  >Minutes of the meeting  >Teach them how to interview applicants (thru phone call) | OJT – Charisma & Mirzelen |
| Check mark Symbol**☐ 4.** | Interview questions | > Create a structured flow or guide with key questions and answers for interviewing applicants. |  |
| Check mark Symbol**☐ 5.** | Admin Training Materials | >Contact List  >Organizational Chart |  |
| Check mark Symbol**☐ 6.** | QA – Alveo | > User side  > Admin Side |  |
| Check mark Symbol**☐ 7.** | Hiring (Liaison & Admin) | >Call screened applicants and set date for Final interview | OJT – Mirzelen |
| Check mark Symbol**☐ 8.** | Learn Excel Formulas | >Research for 2 hours |  |
| **☐ 9.** | Payout | >disseminate remaining salary of employees |  |

**February 24, 2025**

**DARLENE ANGEL FAJARITO – ADMIN ASSISTANT Daily Task**

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| --- | --- | --- | --- |
|  | **TASK** | **PARTICULARS** | **c/o** |
| **☐ 1.** | Timekeeping | Late, On-Leave, Absent |  |
| **☐ 2.** | 311 / 305 / 303 Cleaning |  | OJT - Charisma |
| **☐ 3.** | Disseminate Tasks to OJT-Admin | >Continue ABIC Realty Manuals  >Guide how to create detailed minutes of the meeting  >Teach how to QA a system. | OJT – Charisma & Mirzelen |
| **☐ 4.** | Attend a meeting | >Refer in task 3. |  |
| **☐ 5.** | 2J and Kurt Enterprises | >Request an update about the patches and logo outline. |  |
| **☐ 6.** | Meeting with Yune | >Discuss her termination and dismissal today. |  |
| **☐ 7.** | QA – Infinitech | >User side  >Admin Side |  |
| **☐ 8.** | Admin Training Materials | >Administrative Responsibilities and Tasks  >Company Policies and Procedures. |  |
| **☐ 9.** | Learn Excel Formulas | >Research for 2 hours |  |
| **☐ 10.** | Globe Payment | >Remind Ma’am Krissa about the due (25-Feb-25) |  |
| **☐ 11.** | Payout | >disseminate remaining salary of employees |  |

**February 25, 2025**

**DARLENE ANGEL FAJARITO – ADMIN ASSISTANT Daily Task**

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| --- | --- | --- | --- |
|  | **TASK** | **PARTICULARS** | **c/o** |
| Check mark Symbol**☐ 1.** | Timekeeping | Late, On-Leave, Absent |  |
| **☐ 2.** | 311 / 305 Cleaning |  |  |
| **☐ 3.** | Disseminate Tasks to OJT-Admin | >Organize the scratch papers and files | OJT – Navy & Kristia |
| **☐ 4.** | Attend a meeting | >Discussion about the errors last Friday. |  |
| **☐ 5.** | QA – ASDC | >User side  >Admin Side |  |
| **☐ 6.** | Hiring (Liason & Admin Ass) | > Check Seek and Indeed Site for new applicants |  |
| **☐ 7.** | Admin Training Materials | >Administrative Responsibilities and Tasks  >Company Policies and Procedures. |  |
| **☐ 8.** | Learn Excel Formulas | >Research for 2 hours |  |
| **☐ 9.** | Globe Payment | >Remind Ma’am Krissa about the due (25-Feb-25) |  |
| **☐ 10.** | Payout | >disseminate remaining salary of employees |  |

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**February 28, 2025**

**DARLENE ANGEL FAJARITO – ADMIN ASSISTANT Daily Task**

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| --- | --- | --- | --- |
|  | **TASK** | **PARTICULARS** | **c/o** |
| **☐ 1.** | Timekeeping | Late, On-Leave, Absent |  |
| **☐ 2.** | 311 / 305 / 303 Cleaning |  | OJT - Charisma |
| **☐ 3.** | Disseminate Tasks to OJT | Marketing Team | > Meeting with the marketing trainees team > Discuss the company intro video edited > Tackle the next video shoot plan and the posters to post. > Create material for posting (services offered) and (OJT Deployment and Endorsement) | OJT – Charisma & Mirzelen |
| **☐ 4.** | 2J and Kurt Enterprises | > Confirm to them the final sample need to be made. |  |
| **☐ 5.** | Hiring (Liason & Admin Ass) | > Check Seek and Indeed Site for new applicants > Interview the Liaison and Admin Ass screened yesterday (-27-Feb-25) |  |
| **☐ 6.** | QA – Infinitech & ABIC | > Admin Side > User Side |  |
| **☐ 7.** | Learn Excel Formulas | > Research for 2 hours |  |
| **☐ 8.** | Order and Request Supplies | > List down all the supplies need in the office  > Water Delivery |  |
| **☐ 9.** | Financial Report | > Fix the financial monitoring (excel) of the company > Reinbursement for the remaining expenses paid out of the personal funds. |  |

**March 03, 2025**

**DARLENE ANGEL FAJARITO – ADMIN ASSISTANT Daily Task**

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| --- | --- | --- | --- |
|  | **TASK** | **PARTICULARS** | **c/o** |
| **☐ 1.** | Timekeeping | Late, On-Leave, Absent |  |
| **☐ 2.** | 311 / 305 / 303 Cleaning |  | OJT - Charisma |
| **☐ 3.** | Disseminate Tasks to OJT | Marketing Team | > Meeting with the marketing trainees team > Planning about the Company Introduction > Bazaar  > Reedit the services offered poster. | OJT – Charisma & Mirzelen |
| **☐ 4.** | Export Timekeeping | > February 20 – 28, 2025 |  |
| **☐ 5.** | Hiring (Liason & Admin Ass) | > Check Job Seek for new applicants > Interview the Liaison and Admin Ass  *Note: Inform Ma’am Krissa about the Indeed access.* |  |
| **☐ 6.** | QA – Alveo | > Admin Side > User Side |  |
| **☐ 7.** | Learn Excel Formulas | > Research for 2 hours > Create more convenient inventory monitoring using excel. |  |
| **☐ 8.** | Water Delivery | > Recontacted the water supplier.  > Request to Ma’am Krissa for the budget. |  |
| **☐ 9.** | Financial Report | > Fix the financial monitoring (excel) of the company > Reinbursement for the remaining expenses paid out of the personal funds. |  |

**March 04, 2025**

**DARLENE ANGEL FAJARITO – ADMIN ASSISTANT Daily Task**

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| --- | --- | --- | --- |
|  | **TASK** | **PARTICULARS** | **c/o** |
| **☐ 1.** | Timekeeping | Late, On-Leave, Absent |  |
| **☐ 2.** | Monitor OJTs | > Answer concerns and questions (if they have) | time to time  > Supervise and observe |  |
| **☐ 3.** | 2J and Kurt Enterprises | > Coordinate w/ them to request 1 sample of ABIC logo patch. |  |
| **☐ 4.** | Working Permit | > For Aircon concerns / issue in Unit 311. |  |
| **☐ 4** | Timekeeping Monitoring | > Create excel for monitoring (ABSENT, LATE, PRESENT) |  |
| **☐ 5.** | QA – ASDC | > Admin Side > User Side |  |
| **☐ 6.** | Hiring (Liason & Admin Ass) | > Check Seek and Indeed Site for new applicants *Note: Inform Ma’am Krissa about the Indeed access.* |  |
| **☐ 7.** | Admin Training Materials |  |  |
| **☐ 8.** | Learn Excel Formulas | > Research for 2 hours |  |