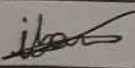
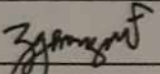






NU BALIWAG

WEEKLY ACTIVITY REPORT

Name:	Jerome Christian V. Ibon	
Company:	Philippine Transmarine Carriers Holdings Inc.	
Week No:	3	
Dates Covered:	March 31 to April 4	
Describe your internship experience this week: (Document in detail the activities/tasks/activities that you were able to achieve within the period covered. Include new knowledge or skill that you have learned, how you applied what you learned in school to the workplace, difficulties encountered, needed skills or knowledge that may have helped you accomplish your assigned tasks, etc.)		
<p>Wednesday (April 2, 2025)</p> <p>On Wednesday, I continued my usual routine of following the Helpdesk mentor as they responded to employee support tickets. We resolved several software issues and helped set up new equipment for a few departments. The exciting part of my day came when my mentor needed deployment slips signed by employees receiving new equipment. Instead of accompanying me as usual, they trusted me to handle this task independently. I made sure to be professional when interacting with the employees and collected all the necessary signatures. It felt good to be trusted with this responsibility, even though it's a small task. Between tickets, I continued configuring laptops and desktops with our standard software packages and security settings.</p> <p>Friday (April 4, 2025)</p> <p>Friday followed a similar pattern to Wednesday. I assisted my Helpdesk mentor with various support tickets throughout the day, learning new troubleshooting techniques with each issue we resolved. Again, I was allowed to handle deployment slip signatures on my own for several equipment deliveries. One employee had questions about their new system that I was able to answer without needing to consult my mentor. The remainder of my day was spent preparing more computers for upcoming deployments and updating our inventory tracking system to reflect the equipment we had configured and deployed during the week.</p>		
Intern Signature		Date 04/04/25
Supervisor Signature		Date 04/04/25