





## NU BALIWAG

### WEEKLY ACTIVITY REPORT

Name:	Jerome Christian V. Ibon
Company:	Philippine Transmarine Carriers Holdings Inc.
Week No:	5
Dates Covered:	April 21 to April 25, 2025

**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.)

#### Monday (April 21, 2025)

Coming back from the holidays, the office was relatively quiet, and there weren't too many helpdesk tickets. I spent most of the day organizing and labeling some of the IT equipment we recently received. My mentor also gave me time to review our internal guide for common troubleshooting procedures. Later in the day, we resolved a minor issue with a desktop that wasn't connecting to the network due to an outdated driver.

#### Tuesday (April 22, 2025)

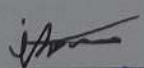
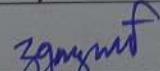
The workload remained light, and I helped my mentor prepare some laptops for deployment. This included installing the necessary software and ensuring the devices were updated with the latest security patches. I also helped with an employee inquiry about setting up their email on their phone, which I was able to assist with successfully.

#### Thursday (April 24, 2025)

By Thursday, things started to pick up. I accompanied my mentor on several calls to troubleshoot printer issues and connectivity problems. One issue involved resetting a wireless printer to connect it to a new Wi-Fi network. I also helped configure a new desktop for one of the departments and delivered it with the deployment slip.

#### Friday (April 25, 2025)

Friday was busier than earlier in the week. I worked on resolving a keyboard and mouse issue for an employee, which turned out to be a loose USB connection. Later, I assisted in setting up a small meeting room, ensuring the projector and audio system were functioning correctly. The day ended with updating and organizing some of our internal documentation for troubleshooting common issues.

Intern Signature		Date 04/25/25
Supervisor Signature		Date 04/25/25