



Name:	Jerome Christian V. Ibon
Company:	Philippine Transmarine Carriers Holdings Inc.
Week No.	6

Intern Signature		Date 04/30/25
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Supervisor Signature	<i>Zamir F.</i>	Date	04/30/25
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## WEEKLY ACTIVITY REPORT

Name:	Jerome Christian V. Ibon
Company:	Philippine Transmarine Carriers Holdings Inc.
Week No:	6
Dates Covered:	April 28 to April 30, 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 28, 2025)


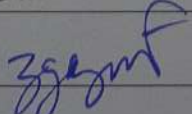
Monday started with routine helpdesk tasks. I assisted with troubleshooting a desktop that was running slow by using Task Manager to identify and disable unnecessary startup programs. I also helped reset an email password for an employee. Later in the day, I worked on configuring a few laptops for deployment to new employees.

### Tuesday (April 29, 2025)

Tuesday was a mix of regular tasks and learning. In the morning, I helped set up a new workstation, connecting peripherals and installing the necessary software. The highlight of the day was a telephony session with my mentor. We visited the server room, where they explained the racks of cables and the difference between local and non-local telephone lines. It was fascinating to learn about how the IT department ensures smooth communication across the company.

### Thursday (April 30, 2025)

On Wednesday, the focus shifted to organizing the IT Helpdesk inventory room. My task was to help count and reorganize old equipment, most of which included non-working devices. The goal was to sort these items for disposal while identifying any that could potentially be donated. It was a time-intensive task, but it felt rewarding to contribute to something that could benefit others.

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