



Name:	Jerome Christian V. Ibon
Company:	Philippine Transmarine Carriers Holdings Inc.
Week No.	4

Internship Coordinator along with the weekly activity report.							
Date		Time-In		Time-Out		Total Hours	
April 7, 2025		8:00 AM		5:00 PM		8 Hours	
April 8, 2025		8:00 AM		5:00 PM		8 Hours	
April 10, 2025		8:00 AM		5:00 PM		8 Hours	
April 11, 2025		8:00 AM		5:00 PM		8 Hours	
Previous Total:	96 Hour	Total this Period:	32 Hours	Total Hours Served: (Previous Total + Total this Period)			128 Hours


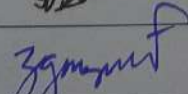
Date 04/11/25

Date 04/11/25



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WEEKLY ACTIVITY REPORT

Name:	Jerome Christian V. Ibon	
Company:	Philippine Transmarine Carriers Holdings Inc.	
Week No:	4	
Dates Covered:	April 7 to April 11, 2025	
Describe your internship experience this week: <small>(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.)</small>		
<p>Monday (April 7, 2025) Monday was a regular workday. I worked with my mentor to help employees with IT problems. I also helped set up laptops and desktops for deployment and supported equipment upgrades. I'm getting faster and more confident with these tasks.</p> <p>Tuesday (April 8, 2025) Tuesday started with me receiving my official intern ID, which was a nice milestone! After that, I continued helping my mentor solve IT issues and prepare computers for deployment. It felt like a regular day, but I appreciated officially being recognized as part of the team.</p> <p>Thursday (April 10, 2025) Thursday was another typical day. I worked with my mentor on IT issues, helped upgrade equipment, and prepared more laptops and desktops for deployment. My mentor now trusts me to handle deployment slips on my own, which has become part of my routine.</p> <p>Friday (April 11, 2025) Friday was all about reorganizing the IT Helpdesk inventory room. My mentor assigned us the task of sorting through old and non-working devices to prepare them for disposal. We carefully recounted the items in storage, identified which ones were damaged beyond repair, and set those aside for recycling or disposal. At the same time, we flagged devices that could still be repaired or repurposed for donation. It was a productive day, and the inventory room looked much more organized by the end of it.</p>		
Intern Signature		Date 04/11/25
Supervisor Signature		Date 04/11/25