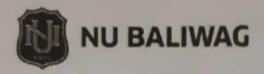


DAILY ATTENDANCE REPORT

Name:	Je	rome Christian V. Ibon			
Company:	Ph	ilippine Transmarine Co	arriers Holo	dings Inc.	
Week No.	2				
		e intern and signed by the Ing g with the weekly activity rep		ervisor/immediate supervisor. This r	nust be submitted to the
Dat	te	Time-In		Time-Out	Total Hours
March 24, 2025		8:00 AN	1	5:00 PM	8 hours
March 25, 2025		8:00 AN	1	5:00 PM	8 hours
March 2	6, 2025	8:00 AN	1	5:00 PM	8 hours
March 2	7, 2025	8:00 AN	1	5:00 PM	8 hours
March 28, 2025		8:00 AN	1	5:00 PM	8 hours
Previous Total:	40 hour	s Total this Period:	40 hours	Total Hours Sen (Previous Total + Total this Pe	PERSONAL PROPERTY OF THE PERSON NAMED IN COLUMN TO PERSON NAMED IN COL
Intern Signature					Date 03/28/25
I verify that th		information is correct an	d that the	intern was in attendance on t	
Supervisor		F			Date
Signature		3 goning mt			03/28/25



WEEKLY ACTIVITY REPORT

Name:	Jerome Christian V. Ibon		
Company:	Philippine Transmarine Carriers Holdings Inc.		
Week No:	2		
Dates Covered:	March 24 to 28		

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 (March 24, 2025)

Monday was pretty busy. I followed my Helpdesk mentor around as they responded to various employee tickets. It was interesting to see the different types of issues that come up across departments. When we weren't handling support tickets, I helped configure several laptops and desktops with all the standard software employees need. My mentor showed me how to prepare devices both for new hires and for employees getting upgraded equipment. I tried to take good notes on all the issues we solved to help me remember the solutions for next time.

Tuesday (March 25, 2025)

Tuesday felt a lot like Monday. I spent most of the day following my mentor as they tackled the helpdesk ticket queue. I'm starting to recognize some common problems and can sometimes suggest solutions before my mentor does, I also got to set up more computers and even helped track our inventory of newly configured devices.

Wednesday (March 26, 2025)

Wednesday was different and super interesting. The Network Administrator gave us interns a lecture about networking. I learned so much about how our company's network is structured and some key security practices we follow. The admin explained common networking problems in a way that finally clicked for me.

Thursday (March 27, 2025)

Thursday returned to the usual routine. I tagged along with my mentor all day as they solved various tech issues. I'm getting more comfortable interacting with employees when we visit their desks. My mentor even let me take the lead on explaining some simple fixes (while they supervised, of course). The rest of the day was spent preparing more computers and helping with some department equipment upgrades. It feels good to be trusted with more responsibility.

Friday (March 28, 2025)

Friday included a second networking lecture that built on what we learned Wednesday. The Network Administrator showed us some diagnostic tools and walked through real examples of network issues. I could actually understand most of it thanks to the first session!.

Intern Signature	illow	Date 03/28/25
Supervisor Signature	3 pmant	Date 03/28/25