

Official Time

Mon: 8:30 am – 5:30 pm
Tue: 8:30 am – 5:30 pm
Wed: 8:30 am – 5:30 pm
Thu: 8:30 am – 5:30 pm
Fri: _____
Sat: _____



Republic of the Philippines
QUEZON CITY UNIVERSITY
673 Quirino Highway San Bartolome, Novaliches, Quezon City



Any alterations/erasures will consider null and void unless with countersign of immediate supervisor.

**WEEKLY ACCOMPLISHMENT REPORT
(ON-THE-JOB TRAINING 2)**

2nd Sem. S.Y. 2023 - 2024

11

Week No.

Name : **Marvin O. Gozo**
Company : **J-K Network Services**

Course : **BSIT** Year: **4th Year**
Training Period : **March 25, 2024 to March 26, 2024**

Date	Day	Regular Time		Task Assigned and Completed	Total Hour/s	Overtime		Total Hour/s	Grand Total	Remarks
		Time-In	Time-Out			Time-In	Time-Out			
March 25, 2024	MON	8:12 am	5:30 pm	Setup meeting room for trainees, Video editing, troubleshooting, changing system unit for some employees, facebook reels and titkok content, check and fixed meeting room before out	8	5:30 pm	7:44 pm	2	10	
March 26, 2024	TUE	8:19 am	5:30 pm	Video editing, laptop checking, trend microscanning, troubleshooting, setup meeting for trainees orientation, putting back the materials use in white day event, creating a reminder how the aircon should be turn and off, check and fixed meeting room before out.	8	5:30 pm	7:36 pm	2	10	
	WED									
	THU									
	FRI									
	SAT									
	SUN									
GRAND TOTAL									20	

Prepared by:
Marvin O. Gozo

Approved by:
Mr. Juster F. Base

Recorded by:
Ms. Lalaine Josefa L. Carrao, LPT, MSIT

Total Hours

OJT Trainee
Date: March 30, 2024

HR Manager
Date: April 04, 2024

OJT Adviser
Date: