

Official Time

Mon: 8:00am - 5:00pm  
Tue: 8:00am - 5:00pm  
Wed: 8:00am - 5:00pm  
Thu: 8:00am - 5:00pm  
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**

3  
Week No.

Name : Agustin, Daphine A.  
Company : VXI

Course : BSIT Year : 4th Year  
Training Period : From January 29, 2024 To February 01, 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			
January 29, 2024	MON	7:40am	5:10pm	Solving Ticket Issue/Replacement (Work station 192, 195 & 198).	8				8	
January 30, 2024	TUE	8:00am	5:00pm	Ping PC Hostname and Running/Installing EDP Script File	8				8	
January 31, 2024	WED	7:45am	5:08pm	Continuation of Ping PC hostname and .Running/Installing EDP Script File	8				8	
February 1, 2023	THU	7:50am	5:00pm	Checking/Solving Ticket Issues, Re-imaging Mini PC's and Installing EDP script file (7th floor production).	8				8	
	FRI									
GRAND TOTAL									32	

Prepared by:

Daphine A. Agustin  
OJT Trainee  
Date: February 01, 2024

Approved by:

Wilhelm Andrew Bulatao  
IT Desktop Engineer  
Date: February 01, 2024

Recorded by:

Ma. Aura Impang  
OJT Adviser  
Date:



Total Hours