

ON-THE-JOB TRAINING/Practicum

at

ARETEX

In Partial Fulfillment of the requirements for
Bachelor of Science in Information Technology

Submitted by:

BLANCO, GEROME M.

Submitted to:

Mr. JOHN HAROLDD DALIDA

March 08, 2024

WEEKLY PROGRESS REPORT

Blanco, Gerome M.

Week #: 1

February 26 – March 01, 2024

During the week, I engaged in various activities that focused on invoicing processes at Blooms the Chemist of ARETEX. The week started off with a meeting with Ma'am Miki Burro, the intern's coordinator, followed by discussions with Team Leaders. Throughout the week, I collaborated closely with Mr. Clarence Corpuz for invoicing tutorials and hands-on sessions at various Blooms the Chemist clients including Burwood, Tweed City Central, Tweed City Transit, and Young.

Day 1: The week commenced with a meeting with Ma'am Miki Burro to discuss internship coordination. Subsequently, I met with Team Explore, led by James Agting, to align on objectives and tasks.

Day 2: I delved into Blooms the Chemist invoicing tutorials with Mr. Clarence Corpuz, followed by monitoring emails and testing invoicing drafts. The day concluded with a team meeting to review progress and discuss upcoming tasks.

Day 3: Engaged in hands-on invoicing at various Blooms the Chemist clients with the assistance of Mr. Clarence Corpuz, focusing on Burwood, Tweed City Central, Tweed City Transit, and Young. Continued monitoring emails to stay updated with the various tasks.

Day 4: Started the day with invoicing at Tweed City Central, followed by Excel training with the team and learn about count and count-if functions, table management, and table formatting. Continued invoicing tasks at various clients, including importing store transfers and invoice tracking. The day concluded with a team meeting to synchronize efforts.

Day 5: Focused on invoice tracking at Burwood, along with monitoring emails and assisting in office setup tasks. Continued invoice tracking and email labeling across multiple clients, culminating in the end-of-the-month “REX Award” to celebrate team accomplishments and recognize employees who excel in their work for the month.

Achievements and Learning:

Throughout the week, I gained hands-on experience in Blooms the Chemist invoicing processes, covering multiple clients and tasks. I honed my skills in invoice tracking, email management, and collaboration with team members. Additionally, I gained knowledge in Excel through the said training session. The week’s accomplishments include successfully completing invoicing tasks at various clients and fostering effective teamwork. Overall, the week provided valuable learning opportunities and tangible contributions to the team's objectives.

Noted by:



JAMES AGTING
TEAM LEADER

OJT/Practicum Training Schedule

Name: Blanco, Gerome M.

Course: BSIT

Morning		Afternoon	
Time IN	Time Out	Time IN	Time Out
6:00 AM	12:00 PM	1:00 PM	3:00 PM



Blanco, Gerome M.

Noted:



James Agting

Approved:

Mr. John Haroldd Dalida

