

JOSÉ RIZAL UNIVERSITY

PRACTICUM/ INTERNSHIP WEEKLY ACCOMPLISHMENT REPORT

COMPANY: San Juan CDRMO	ADDRESS: City Government of San Juan. Pinaglabanan St, Corner Dr. P.A. Narciso, San Juan, 1500 Metro Manila	TELEPHONE NO. 137135 Local (160, 161, 162, 163, 164)
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DATE	OFFICE JOB/WORK ASSIGNED PER DAY	NO. OF HOURS WORKED
March 24, 2025	<ul style="list-style-type: none">- Begin working on new features or bug fixes.- Focus on writing and optimizing code.- Collaborate with designers and back-end developers.	8
March 25, 2025	<ul style="list-style-type: none">- Optimize website performance and fix reported bugs.- Refine UI/UX elements based on feedback.	8
March 26, 2025	<ul style="list-style-type: none">- Test functionality locally and commit code updates to Git.- Provide and apply feedback to improve code quality.- Work on refining existing features.	8
March 27, 2025	<ul style="list-style-type: none">- Debug and fix reported issues or errors.- Push final commits and review project status.- Plan for the upcoming week's tasks.	8
March 28, 2025	<ul style="list-style-type: none">- Wrap up coding tasks and push commits.- Write or update documentation for features developed.	8
March 29, 2025	<ul style="list-style-type: none">- update the system base on feed backs- applied the plan from the meeting- finalization of the media files	10

Enhancing UI/UX components and optimizing website performance demonstrated how important user input is to creating a flawless experience. Working together with back-end developers and designers demonstrated the importance of teamwork in creating a unified and useful system. Furthermore, it has been shown that maintaining appropriate documentation and testing functionality are crucial for guaranteeing the long-term quality and maintainability of code. All things considered, this encounter has improved my capacity to organize, carry out, and polish assignments effectively while striking a balance between technical and user-focused advancements.

TOTAL NUMBER OF HOURS COMPLETED FOR THE WEEK 50Hours

Submitted by: Brixter C. Luquing

Noted by: Cristopher P. Francisco, EMT

STUDENT TRAINEE
March 29, 2025

HEAD CEDOC
March 29, 2025

DATE

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DATE	OFFICE JOB/WORK ASSIGNED PER DAY	NO. OF HOURS WORKED
March 31, 2025	Organize and review project management tasks for the week. Sort and categorize media files for better accessibility. Update resume with recent skills and project contributions.	8
April 1, 2025	Refine management strategies to improve workflow efficiency. Optimize and compress media files for better performance. Research and incorporate keywords to enhance resume visibility.	8
April 2, 2025	Conduct a review of media files and ensure proper version control. Analyze project timelines and adjust management plans as needed. Format and structure the resume for a professional and polished look.	8
April 3, 2025	Collaborate with team members to finalize media content. Ensure management tools and documentation are up to date. Proofread resume and seek feedback for improvements.	8
April 4, 2025	Perform a final check on media files and archive outdated content. Evaluate management strategies and suggest refinements for the future. Customize resume for specific job opportunities or applications.	8
Throughout this week, I have learned the value of effective organization and strategic planning in project management. Sorting and categorizing media files improved accessibility, ensuring that important assets are easy to find and use. Optimizing my resume with relevant skills and keywords reinforced the importance of presenting my professional experience clearly and concisely. Collaborating with team members and refining management strategies highlighted the significance of teamwork and adaptability in improving workflow efficiency. Overall, this experience has enhanced my ability to manage tasks effectively, maintain well-structured documentation, and continuously improve my professional profile.		

TOTAL NUMBER OF HOURS COMPLETED FOR THE WEEK 40Hours

Submitted by: Krissandro S. Alfaro

Noted by: Cristopher P. Francisco, EMT

STUDENT TRAINEE
April 4, 2025

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HEAD CEDOC
April 4, 2025

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April 4, 2025	Perform a final check on media files and archive outdated content. Evaluate management strategies and suggest refinements for the future. Customize resume for specific job opportunities or applications.	8
<p>I've learnt this week how important strategic planning and efficient organization are to project management. Accessibility was increased by classifying and sorting media files, making sure that crucial resources were simple to locate and utilize. The significance of succinctly and clearly showcasing my professional experience was emphasized by optimizing my resume with pertinent skills and keywords. Working together with team members and honing management techniques brought to light how important flexibility and teamwork are to increasing workflow efficiency. All things considered, this experience has improved my capacity to efficiently manage activities, keep organized documentation, and consistently raise my professional profile.</p>		

TOTAL NUMBER OF HOURS COMPLETED FOR THE WEEK 40Hours

Submitted by: John Rovic R. Sermonia

Noted by: Cristopher P. Francisco, EMT

STUDENT TRAINEE
April 4, 2025

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April 4, 2025	Perform a final check on media files and archive outdated content. Evaluate management strategies and suggest refinements for the future. Customize resume for specific job opportunities or applications.	8
<p>This week, I gained a deeper understanding of the importance of strategic planning and efficient organization in project management. Sorting and categorizing media files enhanced accessibility, ensuring that essential resources were easy to find and utilize. Optimizing my resume with relevant skills and keywords reinforced the need to present my professional experience in a clear and concise manner. Collaborating with team members and refining management strategies highlighted the value of adaptability and teamwork in improving workflow efficiency. Overall, this experience has strengthened my ability to manage tasks effectively, maintain well-structured documentation, and continuously enhance my professional profile.</p>		

TOTAL NUMBER OF HOURS COMPLETED FOR THE WEEK 40Hours

Submitted by: Kian Andrei Visaya

Noted by: Cristopher P. Francisco, EMT

STUDENT TRAINEE
April 4, 2025

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HEAD CEDOC
April 4, 2025

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