Republic of the Philippines

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

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUEZON CITY UNIVERSITY**

673 Quirino Highway San Bartolome, Novaliches, Quezon City

**11**

**WEEKLY ACCOMPLISHMENT REPORT**

**(ON-THE-JOB TRAINING 2)**

Week No.

**2nd Sem. S.Y.** **2023 - 2024**

Name : **Marvin O. Gozo**  Course : **BSIT** Year: **4th Year**

Company : **J-K Network Services** 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 microsacnning, 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 |  |

**Total Hours**

**Prepared by: Approved by: Recorded by:**

**Marvin O. Gozo Mr. Juster F. Base Ms. Lalaine Josefa L. Carrao, LPT, MSIT**

**OJT Trainee** **HR Manager** **OJT Adviser**

**Date**: **March 30, 2024** **Date**: **April 04, 2024** **Date:**