### DAILY ATTENDANCE AND ACCOMPLISHMENT FORM

(Please keep one copy of this form and give one to the Company to serve as a sign-in sheet to document your Practicum/Internship hours. Give a copy of the completed time sheet to your SIPP Adviser every month.)

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| --- | --- | --- |
| Student’s Name: | **ELLAINE HAZELLE H. ESPINA** | |
| Practicum/Internship Site: | | **UPWARD SOULTIONS INC.** |

For the Period

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **February 3, 2025** |  |  |  | **February 28, 2025** |
| Beginning date |  | To |  | Ending date |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Arrival Time** | **Departure Time** | **Accomplishment/s** | **Total**  **Hours** | **Verified By** |
| 02/03 |  |  |  |  |  |
| 02/04 |  |  |  |  |  |
| 02/05 |  |  |  |  |  |
| 02/06 |  |  |  |  |  |
| 02/07 |  |  |  |  |  |
| 02/10 |  |  |  |  |  |
| 02/11 |  |  |  |  |  |
| 02/12 |  |  |  |  |  |
| 02/13 |  |  |  |  |  |
| 02/14 |  |  |  |  |  |
| 02/17 |  |  |  |  |  |
| 02/18 |  |  |  |  |  |
| 02/19 |  |  |  |  |  |
| 02/20 |  |  |  |  |  |
| 02/21 |  |  |  |  |  |
| 02/24 |  |  |  |  |  |
| 02/25 |  |  |  |  |  |
| 02/26 |  |  |  |  |  |
| 02/27 |  |  |  |  |  |
| 02/28 |  |  |  |  |  |
| **Total Hours:** | | | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company Supervisor: |  |  | **February 28, 2025** |
|  | Name & Signature |  | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Intern: | **ELLAINE HAZELLE H. ESPINA** |  | **February 28, 2025** |
|  | Name & Signature |  | Date |