



WEEKLY JOURNAL TEMPLATE

Last Name DE VILLA	First Name SHENA	MI L.
STI Campus STI COLLEGE DASMARINAS	Program INFORMATION TECHNOLOGY	Year Level 4 th YEAR
Host Company P.C.M. COSMETIC PRODUCTS TRADING	Department Assigned to I.T. DEPARTMENT	
Schedule (Date): FEBRUARY 27, 2024 – March 01, 2024	Number of Working Hours: 27 HOURS	

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

During this week, I focused on several tasks to enhance my editing skills and contribute to our projects. I began by refining pad ads, ensuring they were polished and effective. At the same time, I dedicated time to expanding my knowledge and skill in video and picture editing using tools like CapCut and Canva. This involved learning different transitions and effects to have a good quality of our content. As the week progressed, I put my newfound skills to use by editing a video using CapCut. The highlight of the week was achieving approval for my edited video, which was at a later posted on our company's social media platforms. This accomplishment not only validated my efforts but also contributed to the company's promotional, showcasing our product to a wider audience. Overall, through effort and learning, I successfully completed tasks and made an impact within the team.

Reviewed by:

Date

OJT Supervisor Signature



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STI Campus STI COLLEGE DASMARINAS	Program INFORMATION TECHNOLOGY	Year Level 4 th YEAR
Host Company P.C.M. COSMETIC PRODUCTS TRADING	Department Assigned to I.T. DEPARTMENT	
Schedule (Date): MARCH 04, 2024 – MARCH 07, 2024	Number of Working Hours: 32 HOURS	

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

During this week, I focus on myself learning into the printing, photocopying, and scanning processes, gaining hands-on experience with different printer machines. Through my senior interns I learned how to manage important and shareable files of the company efficiently. Understanding different paper types and sizes for printing purposes was another key focus, along with cutting flyers and basic printer maintenance tasks such as refilling ink and cleaning. Additionally, I observed and learned the ID-making process from fellow interns and practiced printer maintenance after ink refills. In terms of software skills, our supervisor personally teaches us the basic use in Photoshop where I began learning the basics of Photoshop, including font design, item movement, copying, cutting, and patch removal. Furthermore, I worked on editing IDs using Photoshop and contributed to developing a script for our project commercial concept. Overall, it was a week filled with practical learning experiences and skill development.

Reviewed by:

Date

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WEEKLY JOURNAL TEMPLATE

Last Name DE VILLA	First Name SHENA		MI L.
STI Campus STI COLLEGE DASMARINAS	Program INFORMATION TECHNOLOGY	Year Level 4 th YEAR	Section A
Host Company P.C.M. COSMETIC PRODUCTS TRADING	Department Assigned to I.T. DEPARTMENT		
Schedule (Date): MARCH 11, 2024 – MARCH 14, 2024	Number of Working Hours: 32 HOURS		

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

During this week, I focused on improving my skills in different tasks. I continued with printing activities, ensuring precision and quality in the output. Additionally, I focus myself learning into ID management, learning how to edit pictures using Photoshop for better results. Another valuable skill I acquired was how to laminate documents effectively. On the maintenance side, I experience clean keyboards to ensure smooth functioning. Mostly of my time, I practice and focus on using Photoshop to deeply be knowledgeable in editing using Photoshop that I believe I can use in making and editing websites, logo, and so on. Overall, this week was filled of practical tasks and skill enhancement, particularly in printing, ID management, Photoshop, and document lamination.

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Date

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Last Name DE VILLA	First Name SHENA	MI L.
STI Campus STI COLLEGE DASMARINAS	Program INFORMATION TECHNOLOGY	Year Level 4 th YEAR
Host Company P.C.M. COSMETIC PRODUCTS TRADING	Department Assigned to I.T. DEPARTMENT	
Schedule (Date): MARCH 18, 2024 – MARCH 21, 2024	Number of Working Hours: 32 HOURS	

Weekly Accomplishments

The student trainee should give a summary of the tasks performed during the week and how it was accomplished.

During this week, I accomplished different tasks aimed at enhancing our project. Firstly, I successfully printed some stickers, adding a visual element to our materials. Additionally, I learned how to set up a projector, expanding my technical skills. Me and my co-interns had discussion for the concept for our commercial project and the same day we present it to our supervisor, at the same it approved. The other day, approved concept led us to a full-time commitment to shooting video scenes with my co-interns, providing valuable exposure to multimedia work. Following the shoot, we focus into video editing, focusing on learning different transitions and effects that align for our commercial. The highlight of the week was engaging ourselves in different editing styles and refining our commercial to meet our vision. Overall, it was a week filled with hands-on learning and creative collaboration.

Reviewed by:

Date

OJT Supervisor Signature