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| Last Name  NACO | First Name  JOSHUA BRIAN | | MI  D. |
| STI Campus  STI COLLEGE DASMARINAS | Program  INFORMATION TECHNOLOGY | Year Level  4th YEAR | Section  A |
| 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.*

* Enhance the pub ads to ensure they were polished and effective
* Expanded knowledge and skill in video and picture editing using tools like CapCut and Canva
* Learned different transitions and effects to enhance the quality of our content video
* Edited a video using CapCut, applying new skills and make video interesting
* Achieved approval for the edited video, which was later posted on the company's social media platforms
* Contributed to the company's promotional efforts, showcasing our product to a wider audience
* Successfully completed tasks and made an impact within the team through effort and learning

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| **Reviewed by:** |  | **Date** |
| OJT Supervisor Signature |  |  |

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| Last Name  NACO | First Name  JOSHUA BRIAN | | MI  D. |
| STI Campus  STI COLLEGE DASMARINAS | Program  INFORMATION TECHNOLOGY | Year Level  4th YEAR | Section  A |
| 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.*

* Learned basics of Photoshop including font design, item movement, copying, cutting, healing brush tool, and patch removal
* Edited IDs using Photoshop
* Contributed to developing a script for our project commercial concept
* Engaged in practical learning experiences and skill development
* Learned Vector in Photoshop

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| Last Name  NACO | First Name  JOSHUA BRIAN | | MI  D. |
| STI Campus  STI COLLEGE DASMARINAS | Program  INFORMATION TECHNOLOGY | Year Level  4th 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.*

* Learned ID management techniques for better organization
* Improved picture editing skills using Photoshop for enhanced results
* Experienced cleaning keyboards to ensure smooth functioning
* Practiced extensively with Photoshop to deepen knowledge in editing for various purposes such as websites and logos
* Created vector art in Photoshop
* Engaged in practical tasks and skill enhancement, particularly in ID management, Photoshop, and document lamination

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| Last Name  NACO | First Name  JOSHUA BRIAN | | MI  D. |
| STI Campus  STI COLLEGE DASMARINAS | Program  INFORMATION TECHNOLOGY | Year Level  4th YEAR | Section  A |
| 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.*

* Participated in a discussion with co-interns to develop a concept for our commercial project
* Presented the concept to our supervisor, which was approved on the same day
* Engaged in full-time commitment to shooting video scenes with co-interns, gaining valuable exposure to multimedia work
* Focused on video editing, learning different transitions and effects to align with our commercial's vision
* Engaged in different editing styles to refine our commercial
* Modify the website to change the image of certificate
* Removed outdated images from the website.

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| **Reviewed by:** |  | **Date** |
| OJT Supervisor Signature |  |  |