



ON THE JOB TRAINING

Weekly Accomplishment Report

Student Name: John Paul D. Godoy

Inclusive Dates: July 28,29,30,31, and August 1, 2025

Place of Work: **CSI Events Centre, Barangay Sico, Lipa City, Batangas, Philippines**

Name of Institution: Roman Canadian Immigration Services

Name of School Head: Dr. Armando A. Torres

Week Number: 1

Task done for the week: Analysis of previous website of the company, Layout work, Redesigning, Applying biometrics in DTR
New skill/s acquired: Enhanced Figma Editing skills and gathering ideas for the company's website online

Your major accomplishment for the week: (Provide a detailed description of the tasks involved in each accomplishment.)

TASK/S	ACCOMPLISHMENTS
<ul style="list-style-type: none"> • Redesign the company's website using Figma • Gather ideas from different websites online and apply it in the company's website 	<ul style="list-style-type: none"> • Designed the homepage and other webpages using Figma

Comments on the OJT Trainee:

Signature of the Department Head