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# WEEKLY WORK REPORT

## NAME of TRAINEE: DELA CRUZ, JOHN DARYL O.

**COMPANY/AGENCY: DSWD-LISTAHANAN**

**Week No: 1 Covered Period: January 24– January 26,202**

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| **Date** | **Time Covered** | **Work/s Accomplished** | **Number of Work-Hours rendered** |
| January 24, 2024 | 8:00– 9:00  9:00-10:00  10:00 – 12:00 | - Orientation and data gathering for feature tasks.  - Setting up portable OCR equipment, laptop and collecting documents from the office.  - Using portable OCR of DSWD documents. | 4 hours |
| January 25, 2017 | 8:00 – 11:30  11:30 – 12:00  1:00 – 5:00 | -Sorted and tallied Pangasinan documents.  - Explored the current DSWD dashboard.  -Validified DSWD individual document of Ilocos Norte Region via System. | 3 hr & 30 minutes  30 minutes  4 hours |
| January 26,2024 | 8:00 – 12:00 | - Validified DSWD individual document of Ilocos Sur Region via System. | 4 hours |
|  |  | Total Hours: | **16 hours** |

**ARISTEDEO V. TINOL**

IT UNIT HEAD, NHTS/ITO II