Department of Information and Communications Technology (DICT)

REGION V - BICOL

*Sorsogon Provincial Operations Office*

**Log of Activities - Officer of the Day**

August 22, 2024

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| **Name** | Angelou A. Delos Reyes | | **Date** | August 22, 2024 |
| **Log of Activities** | | | **Time** | 8:00 AM – 5:00 PM |
| **Coordination and Management of Tasks** | | This morning, Angelou A. Delos Reyes was assigned as the Officer of the Day. All the interns cleaned the office, and some of them fetched water for the comfort room. Christine Joy D. De Villena and Januarren D. Gerolia were assigned to create a caption for a social media post about the recent activity in Irosin on August 20, 2024. Rafael John O. Frando and Renzo Roberto E. Flestado were tasked with requesting an SOA from DCTV and an OR from Skylineview Hotel. Additionally, Christine Joy D. De Villena and Francis Acuna were assigned to help update the CapDev Monitoring Sheet in the R5SOR Database for 2024. Januarren Gerolia was also responsible for handling documentation and attendance. Chryst Ian E. Ereve was assigned to create a caption for the social media post about the Cybersecurity discussion on August 22, 2024.  Ma’am Mitch discussed Cybersecurity Awareness, while Adrian Paul Carinoso and Francis Acuna set up the projector for her. After the discussion, Ma’am Mitch asked questions and assigned tasks to Januarren Gerolia and Kc Sarmiento to create AAR.  This afternoon, all the interns are working on their assigned tasks. Some interns are continuing tasks that they didn't finish yesterday. | | |
| **Issues and Concerns** | Due to a lack of ink, we couldn't finish our task. | |
| **Recommendations** | We have already requested a set of new ink so that we can continue and complete our tasks without further delays. | |
| **Visitor Assistance** | | **No. of Visitors Assisted** | **Male**: 1 **Female**: 0 **TOTAL**: 1 | |
| **Assisting Staff** | | NONE | NONE | |
| **Office Maintenance** | | The interns' daily tasks include maintaining the cleanliness of the office and fetching water for the restrooms. Interns must clean the office when they arrive at the office and before leaving | | |
| **Issues and Concerns** | * The aircon is not working properly. * Insufficient water supply. | |
| **Recommendations** | * We do maintenance like cleaning the aircon’s filter. * Every morning, we fetch water to ensure the restrooms are properly supplied. | |
| **Information Dissemination** | | * As the Officer of the Day, Angelou A. Delos Reyes instructed his co-interns to maintain the office's cleanliness at the start and end of the day and fetch water in the morning. * Angelou A. Delos Reyes reminded Adrian to help her in printing flyers. | | |
| **Professional Development** | | * Some interns are hesitant to ask questions to their supervisors. * Interns may not pay attention during discussions. * Interns ensure that their workplace is clean. * Our supervisors are always guiding us if we don't understand some of our tasks. * The longer the interns work, the more their skills improve, and as time goes on, they seem to enjoy their tasks even more. | | |

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| Prepared by: | **ANGELOU A. DELOS REYES**  *Intern, DICT – ILCDB* | |
| Reviewed by: | **MICAHZORA R. EBUENGA**  *Project Development Officer I* | **LYDELINE MAE G. ITAC**  *Center Manager – DTC* |
| Approved by: | **MERLIN N. FABRICANTE**  *Provincial Officer* | |