Name: Rolando B. Melgar Jr.             Age: 29

Position/Rank: ITSU Personnel/Technician Medical Condition: None

Institute/Office: ITSU

**WEEKLY ACCOMPLISHMENTS**

For the Month of May 2022

|  |  |
| --- | --- |
| Date | Tasks |
| 1st Week |  |
| 2nd Week |  |
| 3rd Week | * Preventive Maintenance of the ff. offices:   + Accounting Office   + R & D Office   + Budget Office * Assisting Sir Erwin Baluro on fixing internet connection @ BOR Office. * Assisting Sir Marjohn on fixing ESMS connection problem @ IBPA. |
| 4th Week | * Preventive Maintenance of the ff. offices:   + VP-Admin Office   + ICU Office   + COA Office   + Executive Office   + DAS Office * Assisting on installing printer driver and set up new printer @ DAS office. * Set up new reformat desktop @ Budget Office. * Buy office supplies and duplicate Internet Laboratory key. |
| 5th Week | * 5S @ ITSU office * Pull-out Desktop unit from Accounting Office for reformat. * Get 1 gallon of Alcohol/Sanitizer @ DAS * Sending summary expense report for Founding Anniversary Open house to Cashier Office * Sending Endorsement letter for April 2022 statement of accounts for Internet Subscription for payment to Budget Office. |

Prepared by: Noted by:

Rolando B. Melgar Jr.                           Dony C. Dongiapon

**Employee**     **ITSU Head**

Name: Rolando B. Melgar Jr.             Age: 29

Position/Rank: ITSU Personnel/Technician Medical Condition: None

Institute/Office: ITSU

**WEEKLY ACCOMPLISHMENTS**

For the Month of June 2022

|  |  |
| --- | --- |
| Date | Tasks |
| 1st Week  (June 1-3, 2022) | * Assisting Sir Niño Austero of setting-up the new desktop unit @ Cashier Office * Assisting Sir Niño Austero on fixing and troubleshoot the new printer with wi-fi @ Quality and Assurance Office. * Making proposal of our new design website for DOrSU. * Assisting Sir Marjohn Laguidong on fixing the printer @ OSA * Assist Sir Dony Dongiapon on getting the specs of internet switches @ Server Room. |
| 2nd Week  (June 6-10, 2022) | * Preventive Maintenance of the ff. offices:   + Office of the President   + Cashier Office   + Registrar Office   + HRMO * Pull-out 1 desktop unit from Cashier Office for reformat. * Fixed ESMS internet connection @ IALS * Continuation in proposal making of new DOrSU website design. |
| 3rd Week  (June 13-15, 2022) | * Set up new reformat desktop unit @ Cashier Office. * Fixed windows defender error and activate MS office @ Cashier Office. * Set-up and turn-on all units with AnyDesks and ESMS @ Internet Laboratory. * Continuation in proposal making of new DOrSU website design. |
| 4th Week |  |
| 5th Week |  |

Prepared by: Noted by:

Rolando B. Melgar Jr.                           Dony C. Dongiapon

**Employee**     **ITSU Head**