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 | * Fixing internet connection and crimping wire at:   + Preschool Office o IBPA Faculty   + Criminology Bldg. * Assist fixing printer @ IBPA Office led by Sir Marjohn |
| 2nd Week | * Assist set-up computer unit and printer @ VP- Academic Affairs Office and DSS Office led by Sir Marjohn. * Fixing internet connection:   + Budget Office o IBPA Faculty   + SSU o FASST * Set-up newly reformat computer @ FASST * Sending Endorsement letter for April 2022 statement of accounts for Internet Subscription for payment to Budget Office. * Assisting Sir Marjohn in checking all the computers in the Internet Laboratory. |
| 3rd Week | * Preventive Maintenance of the ff. offices:   + Accounting Office o Budget Office   + R & D 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 o Executive Assistance Office   + ICU Office o DAS Office   + COA 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 | * 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 | * 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 | * 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 | * Set-up and turn-on all units with AnyDesks and ESMS @ Internet Laboratory again due to power interruption. * Canvassing price and specifications of All-in-One Desktop Units and Air Conditioner for DOrSU new Computer Laboratory. |
| 5th Week | * Replace power cord of desktop power supply @ Accounting Office. * 5S @ ITSU 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 April 2022

|  |  |
| --- | --- |
| Date | Tasks |
| 1st Week | * Preventive Maintenance @ Pre-School. * Continuation in designing DOrSU Cloud Space website led by Sir Argie Ragas. |
| 2nd Week | * 5S @ ITSU, Internet Laboratory preparation for ISO inspection. * Attend Monthly Meeting @ ITSU * 5S @ ITSU office (Tuesday-Friday) * Continuation in designing DOrSU Cloud Space website led by Sir Argie Ragas. * Assist installing internet and wiring to QMS. |
| 3rd Week | * 5S @ ITSU office (Tuesday-Friday) * Continuation in designing DOrSU Cloud Space website led by Sir Argie Ragas. |
| 4th Week | * 5S @ ITSU office. * Fixing internet connection @ Graduate School Office and checking their printer (printing error). * Continuation in designing DOrSU Cloud Space website   + Send Message UX design * Admin building transactions:   + Follow-up billing approval letter @ OP   + Verify expiration date of internet connection for Graduate School @ Accounting Office.   + Follow-up update of the request for additional 2 Job Orders for ITSU personnel @ HRMO |
| 5th Week | * 5S @ ITSU office (Tuesday-Friday) * Fixing internet connection @ Preschool Office * Preventive Maintenance 2022:   + Procurement Office   + OSA   + GCTC   + Old Research and Development Extension Building     - Gender and Development Office     - Research and Development Extension Office     - Research and Ethics Office |

Prepared by: Noted by:

Rolando B. Melgar Jr.                           Dony C. Dongiapon

**Employee**     **ITSU Head**