| **Name of Intern:** | Jermaine Medina | | | **Course/Student No.:** | 20-1069 | |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Company:** | | FILIPINAS MULTILINE CORPORATION (Everfirst Loans Corporation) | | | |
| **Company Address:** | | Maginhawa St. Diliman, Quezon City | | | |
| **Site Internship Supervisor:** | | | IT Manager- Mr. Sammy Pablo | | |

Accomplish in computerized format. Submit this document to your OJT Coordinator at the end of each week. May add additional sheets if necessary. Indicate **“N/A”** if not applicable.



| **DATE** | **DAY** | **TIME IN** | **TIME OUT** | **LOCATION** | **ACTIVITIES** |
| --- | --- | --- | --- | --- | --- |
| N/A | Monday | N/A | N/A | N/A | N/A |
| July 25, 2023 | Tuesday | 8:20 AM | 5:15PM | Maginhawa St. Diliman, Quezon City | * IT Support (Remote Service units in different branches for monitoring of speed network and unit specifications) * Service unit replacement of motherboard, ram, processor. * Ethernet LAN Cable CAT6 Crimping * Installation of OS using bootable CD Windows 10 and Applications (Open Office, Adobe Acrobat Windows Live Mail etc. * Printer and File Network Setup * Cable Management using cable spiral wrap |
| July 26, 2023 | Wednesday | 9:20 AM | 5:15PM | Maginhawa St. Diliman, Quezon City | * Service unit replacement of motherboard, ram, processor. * Reformat Service Unit * Ethernet LAN Cable Wiring * Installation of OS using bootable CD Windows 10 and applications (OpenOffice, Adobe Acrobat Reader, Skype, Chrome, TeamViewer, SOPHOS, Winrar, Anydesk) * Windows Live Mail Setup for Everfirst Loan Corporation * IP Address IPv4 Configuration * Service unit user setup * Wiring/Cable Management using cable spiral wrap |
| N/A | Thursday | N/A | N/A | N/A | N/A |
| July 28, 2023 | Friday | 8:00 AM | 5:15 PM | Maginhawa St. Diliman, Quezon City | * IT Support for different branches * Installation of printer driver and configuration * Repair and Maintenance of Printer * IP Address IPv4 Configuration * Build computer |
| N/A | Saturday | N/A | N/A | N/A | N/A |

