

CAGAYAN STATE UNIVERSITY - APARRI CAMPUS
 REPUBLIC OF THE PHILIPPINES
 MAURA, APARRI, CAGAYAN 3515

COLLEGE OF INFORMATION AND COMPUTING SCIENCES

SL-0177-16-0782

DAILY TIME RECORD & ACCOMPLISHMENT REPORT
2ND SEMESTER, SY 2024-2025

Student-trainee	ROCELDI P. DONIEGO			Office Supervisor	FREDERICK C. MAGLAY
BSIT 4	A	OJT Class Adviser	JULIETA B. BABAS, DIT	Position	CHIEF PRONCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE - CAGAYAN
Assigned Department/Office			REGULATION AND PERMITTING SECTION	Cooperating Agency	SAN GABRIEL TUGUEGARAO CAGAYAN
Week #	5	From	MARCH 17	To	MARCH 21
				Office Address	

Day	Morning	Afternoon	Overtime	Accomplishments	Total Hours	Verified By
Monday (Mar 17, 2025)	8:11	12:02	12:52	• Assisted in scanning and coding a automated VBA excel database	8	
Tuesday (Mar 18, 2025)	8:18	12:02	12:33	• Assisted in scanning and continue and improved the automated excel database Printing and forwarding using DATS	8	
Wednesday (Mar 19, 2025)	8:08	12:01	12:02	• I assisted in scanning and encoding physical documents, then printed and forwarded them to the appropriate section. Additionally, I set up a new Laravel project with a database connection for storing old documents.	8	
Thursday (Mar 20, 2025)	8:07	12:12	12:52	• I scanned and encoded documents, printed them, and forwarded them to the correct section. At the same time, I continued working on the Laravel project by improving the database structure.	8	
Friday (Mar 21, 2025)	8:17	12:03	12:04	• I handled scanning, encoding, printing, and forwarding documents to the relevant section.	7	
I CERTIFY that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.					39	<< Total hours

Prepared by:

ROCELDI P. DONIEGO

Signature over Printed Name of Trainee

Date prepared: 03-22-2025

Approved by:

FREDERICK C. MAGLAY

Signature over Printed Name of Cooperating Agency's Supervisor

Position: Chief Date signed: 03-22-2025

FOR THE OJT SUPERVISING ADVISER

Received by:

JULIETA B. BABAS, DIT
OJT Supervising Adviser

Remarks:

On time
 Late

Notes:

Date:

FOR THE OJT CLASS ADVISER

Received by:	Remarks:	Notes:
JULIETA B. BABAS, DIT OJT Supervising Adviser	<input type="checkbox"/> On time <input type="checkbox"/> Late	
	Date:	



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WEEKLY PROGRESS REPORT

Student Name	ROCELDI P. DONIEGO
Internship Site	PENRO SAN GABRIEL TUGUEGARAO
Month	MARCH
Week	5
Duties Performed this week:	<p>As a trainee at the Regulation and Permitting Section, the duties I performed this week are the following:</p> <ul style="list-style-type: none"> I assisted in scanning and encoding documents, printed them, and forwarded them to the appropriate section using the Document Action Tracking System (DATS). Additionally, I continued working on the Laravel project by enhancing the database connection and structure.
New learning experience took place this week:	<ul style="list-style-type: none"> I learned how to efficiently scan and encode large volumes of documents while maintaining accuracy. Additionally, I gained experience in improving database structures and organizing information systematically for better accessibility.
Major accomplishments during this week:	<ul style="list-style-type: none"> Successfully scanned, encoded, printed, and forwarded documents using DATS. Continued developing the Laravel project by improving the database for future use.
Problems encountered this week:	<ul style="list-style-type: none"> Managing and organizing a large volume of documents was challenging.
Interventions to solve or overcome the problems encountered:	<ul style="list-style-type: none"> I sought assistance from colleagues to better understand how to identify and classify different types of documents.
Lists of goals for next week: <i>(please site at least 2)</i>	<ul style="list-style-type: none"> Create a database for additional files to improve record management. Continue refining and completing the database structure in the Laravel project.

ROCELDI P. DONIEGO

Student Signature

03-22-2025

Date

JULIETA B. BABAS, DIT

OJT Adviser Signature

03-22-2025

Date

