

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



COLLEGE OF INFORMATION AND COMPUTING SCIENCES

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

Student-trainee	ROCELDI P. DONIEGO	Office Supervisor	FREDERICK C. MAGLAY
BSTT 4	A OJT Class Adviser	Position	CHIEF
Assigned Department/Office	REGULATION AND PERMITTING	Cooperating Agency	PRONCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE - CAGAYAN
Week #	9 From APRIL 14 To APRIL 18	Office Address	SAN GABRIEL TUGUEGARAO CAGAYAN

Day	Morning	Afternoon	Overtime	Accomplishments	Total Hours	Verified By
Monday (April 14,2025)				• ABSENT	0	
Tuesday (April 15,2025)	8:07	12:02	12:56	5:10	• Continue to develop and improve the database system	8
Wednesday (April 16,2025)				• ABSENT	0	
Thursday (April 17,2025)				• HOLIDAY	0	
Friday (April 18,2025)				• HOLIDAY	0	

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.

Prepared by:

ROCELDI P. DONIEGO

Signature over Printed Name of Trainee

Date prepared: 04-21-2025

Approved by:

FREDERICK C. MAGLAY

Signature over Printed Name of Cooperating Agency's Supervisor

Position: Chief

Date signed: 04-21-2025

FOR THE OJT SUPERVISING ADVISER

Received by:

JULIETA B. BABAS, DIT
 OJT Supervising Adviser

Notes:

Remarks: On time
 Late

Date: _____

FOR THE OJT CLASS ADVISER

REPUBLIC OF THE PHILIPPINES
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COLLEGE OF INFORMATION AND COMPUTING SCIENCES



WEEKLY PROGRESS REPORT

Student Name	ROCELDI P. DONIEGO
Internship Site	PENRO SAN GABRIEL TUGUEGARAO
Month	MARCH
Week	9
Duties Performed this week:	As a trainee at the Regulation and Permitting Section, the duties I performed this week are the following: <ul style="list-style-type: none"> • I continue to develop the database for my section
New learning experience took place this week:	<ul style="list-style-type: none"> • I manage to create a import excel function on database
Major accomplishments during this week:	<ul style="list-style-type: none"> • Completed the import excel function and add additional function which is download reports
Problems encountered this week:	<ul style="list-style-type: none"> • Encounter some bugs and many errors
Interventions to solve or overcome the problems encountered:	<ul style="list-style-type: none"> • I research and found an alternate way to make it work again
Lists of goals for next week: <i>(please site at least 2)</i>	<ul style="list-style-type: none"> • Add the same function on other blades • Finish the TI(tenurial Instrument) import and export function

ROCELDI P. DONIEGO

Student Signature

04-021-2025

Date

JULIETA B. BABAS, DIT

OJT Adviser Signature

04-21-2025

Date

