**DAILY TIME RECORD & ACCOMPLISHMENT REPORT**

**2ND SEMESTER, SY 2024- 2025**

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Morning** | | **Afternoon** | | **Overtime** | | **Accomplishments** | **Total Hours** | **Verified By** |
| Monday  (Mar 17,2025) | 8:11 | 12:02 | 12:52 | 5:00 |  |  | * Assisted in scanning and coding a automated VBA excel database | 8 |  |
| Tuesday  (Mar 18,2025) | 8:18 | 12:02 | 12:33 | 5:01 |  |  | * 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 | 5:06 |  |  | * Maintained an accurate record of all incoming and outgoing documents. * Assisted in analyzing data and preparing reports for management. | 8 |  |
| Thursday  (Mar 20,2025) | 8:07 | 12:12 | 12:52 | 5:02 |  |  | * Worked with cross-functional teams to ensure smooth workflow and communication. * Assisted in keeping the office environment organized and clean. | 8 |  |
| Friday  (Mar 21,2025) | 8:17 | 12:03 | 12:04 | 4:00 |  |  | * Scanned, digitized, and archived old records to ensure easy retrieval. * Performed general clerical duties such as photocopying and mailing. | 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:** **Approved by:**

**ROCELDI P. DONIEGO** **FREDERICK C. MAGLAY**

Signature over Printed Name of Trainee Signature over Printed Name of Cooperating Agency’s Supervisor

Date prepared: 03-22-2025 Position: Chief Date signed: 03-22-2025

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| **FOR THE OJT SUPERVISING ADVISER** | | **FOR THE OJT CLASS ADVISER** |
| *Received by:*  **JULIETA B. BABAS, DIT**  *OJT Supervising Adviser* | *Remarks:*   * *On time* * *Late*   *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_* | *Notes:* |