

Eastern Visayas State University
Tanauan Campus
Tanauan, Leyte

STUDENT INTERNSHIP PROGRAM
BS MARKETING
A.Y. 2023-2024

LEARNING JOURNAL FOR THE MONTH OF FEBRUARY

Name of Student Intern: Angelou S. Verona

Host Training Establishment: Zhanlin Marketing Corporation (Unilever)

PERIOD	TASKS ACCOMPLISHED	SKILLS & COMPETENCIES LEARNED	REFLECTION
Second week of February	Attaching deposit slips on Daily Sales Performance Report (DSPR, September - December 2023)	Time management and attention to the details.	Complete and attach deposit slips promptly at the end of each business day to ensure up-to-date records and double-check all figures to ensure accuracy. Mistakes in deposit amounts can lead to financial discrepancies and complicate reconciliation.
Third and Fourth week of February	Payment of invoices in the System	Attention to details Numeracy skills Financial Acumen Technical Proficiency Time management Analytical skills	Ensuring that all invoice details, such as amounts, dates, and Store information, are accurate. Prioritizing and scheduling payments to meet deadlines and avoid late fees. Understanding financial documents and the impact of payments on cash flow and budgeting

Prepared by: ANGELOU S. VERONA
Name of Intern / Trainee (signed)

Approved: JESSEBEL DOMASIN
Name and Signature of supervisor

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LEARNING JOURNAL FOR THE MONTH OF MARCH

Name of Student Intern: Angelou S. Verona

Host Training Establishment: Zhanlin Marketing Corporation (Unilever)

PERIOD	TASKS ACCOMPLISHED	SKILLS & COMPETENCIES LEARNED	REFLECTION
First week of March	Filling of Documents of Daily Sales Performance Report (DSPR)	Time Management Organizational skills Confidentiality	Make sure all sales figures, dates, and relevant information are correctly recorded and compiling and submitting reports within specified deadlines and also handling sensitive sales data with discretion and ensuring data security.
Second & Third week of March	Payment of sales invoices in the System	Attention to details Financial Acumen Technical Proficiency Time management	By evaluating the level of automation in the invoicing process. Automated systems can reduce human error, speed up invoice processing, and ensure timely payments
Last week of March	Field Audit	Adaptability Interpersonal skills Communication skills Knowledge of regulation and standards Attention to details	By building rapport and trust with clients facilitates smoother audits and better information flow. where collaboration and relationship-building are key to gaining accurate insights and cooperation.

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LEARNING JOURNAL FOR THE MONTH OF APRIL

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PERIOD	TASKS ACCOMPLISHED	SKILLS & COMPETENCIES LEARNED	REFLECTION
First & Second week of April	Payment of sales invoices in the System	Time Management Attention to details Reporting Capabilities	Improve system's ability to generate accurate and insightful reports on invoice statuses, payment history, and outstanding balances.
Third week of April	Attaching deposit slips on Daily Sales Performance Report (DSPR, January & February 2024)	Attention to details Time management	Ensure all information on the deposit slip is legible. Ensure that deposit slips are accurately and efficiently attached to the Daily Sales Performance Report, maintaining robust financial records for your business.
Last week of April	Counting of Bad Orders (OB) and Inventorying Products	Organizational skills Physical stamina Adaptability	In inventory products, requires a blend of technical, analytical, physical, and interpersonal competencies for maintaining efficient and accurate inventory systems, ultimately contributing to the success of businesses in various industries.

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LEARNING JOURNAL FOR THE MONTH OF MAY

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PERIOD	TASKS ACCOMPLISHED	SKILLS & COMPETENCIES LEARNED	REFLECTION
First week of May	Picking List of orders (Warehouse)	Time Management Attention to details Physical stamina	By Implementing quality control measures, such as double-checking picked items against orders and employing error-proofing techniques, helps minimize errors and reduce the likelihood of shipping incorrect products.
Second & Third week of May	Attaching deposit slips on Daily Sales Performance Report (DSPR, April & May 2024)	Attention to details Time management	Gathering all related sales documentation, including cash register tapes, credit card receipts, and any other transaction records. Ensure these documents are in chronological order to facilitate easy verification.

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