**WEEKLY PROGRESS REPORT**

**Edward Jr A. Cabello**

**Week #: 1**

**January 15, 2024 – January 22, 2024**

DAY 1: January 15, 2024 (Monday)

* Making softcopy of a Document.

DAY 2: January 16, 2024 (Tuesday)

* Sorting some documents.

DAY 3: January 17, 2024 (Wednesday)

* Sorting documents and erasing some confidential information.

DAY 4: January 18, 2024 (Thursday)

* Cleaning and arranging office supplies
* Arranging school IDs.
* Printing documents.
* Cutting and making labels for folders.

DAY 5: January 19, 2024 (Friday)

* Arranging school IDs.
* Putting files on bookbinder.

DAY 6: January 20, 2024 (Saturday)

* Assisting the Student Assistant.

DAY 7: January 22, 2024 (Monday)

* Assisting the Student Assistant.
* Checking names on documents.

Noted by:

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**Dianne Therese Marie C. Bahala**

Dean of Student Affairs Office