Republic of the Philippines

**Any alterations/erasures will consider null and void unless with countersign of immediate supervisor.**

**Official Time**

Mon: 8:30 AM - 5:30 PM

Tue: 8:30 AM - 5:30 PM

Wed: 8:30 AM - 5:30 PM

Thu: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fri: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUEZON CITY UNIVERSITY**

673 Quirino Highway San Bartolome, Novaliches, Quezon City

**7**

**WEEKLY ACCOMPLISHMENT REPORT**

**(ON-THE-JOB TRAINING 1)**

Week No.

**1st** **Semester S.Y. 2024 - 2025**

Name : Esabel Tesorero Course : **BSIT** Year :  **4th**

Company : World Citi Inc. Training Period: From Oct. 1, 2024, To Oct. 2, 2024

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Regular Time** | | **Task Assigned and Completed** | **Total Hour/s** | **Overtime** | | **Total Hour/s** | **Grand Total** | **Remarks** |
| **Time-In** | **Time-Out** | **Time-In** | **Time-Out** |
|  | MON |  |  |  |  |  |  |  |  |  |
| Oct 1,2024 | TUE | 8:30AM | 5:41PM | Orientation   * Introduced myself to the IT team. * Assigned to do a project (My Portfolio Website) * Familiarized computer system components.   Learned how to answer calls and address inquiries from different departments. | 8 |  |  |  | 8 |  |
| Oct 2, 2024 | WED | 8:25AM | 5:39PM | Research and Development of Portfolio Website   * Explored portfolio websites for ideas and best practices.   Gathered and organized personal details like education and skills. | 8 |  |  |  | 8 |  |
|  | THU |  |  |  |  |  |  |  |  |  |
|  | FRI |  |  |  |  |  |  |  |  |  |
|  | SAT |  |  |  |  |  |  |  |  |  |
|  | SUN |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** | | | | | | | | | 16 |  |

**Total Hours**

**Prepared by: Approved by: Recorded by:**

**Esabel Tesorero** **Prince William So** **Isagani M. Tano, PhD-ELM, DIT**

**OJT Trainee** **System Administrator**  **OJT Adviser**

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_