

School of Computing and Information Sciences  
IT/CS Department  
Saint Louis University, Baguio City

Weekly Work Report  
Week No. 1 (June 04-June 09, 2018)

Name: PASCUA, Fatima Mae C. Company: Mines and Geosciences Bureau

Detailed Time Record:

Date (Day)	Actual Work Times	Hours Rendered
Jun 07 (Thursday)	8:00 – 10:30 am	2 hrs 30 mins
Total work-hours rendered		2 hrs 30 mins
TOTAL work-hours ( beginning )		0 hrs
TOTAL rendered so far ( ending )		2hrs 30 mins

Absence Report:

Date (Day)	Duration	Hours	Reason
Jun 8 (Friday)	Whole day		I was still completing some incomplete subjects from the previous semester

Work Accomplishment:

We had an orientation about the Mines and Geosciences Bureau. Also they introduce us to the employees of the company and assigned us into the designated office to observe the process of their work.

<name of supervisor>