



Republic of the Philippines

PRESIDENT RAMON MAGSAYSAY STATE UNIVERSITY

Iba, Zambales, Philippines

Tel./Fax No. (047) 811-1683 | rmtupresident@yahoo.com

www.prmsu.edu.ph

PROGRESS REPORT

Name of Student: Hannah Lyn B. Melanio

Internship Classification ☒ Local ☐ International

☒ In Campus

☐ Off Campus

Internship Modality: ☒ Actual Internship ☐ Virtual Internship

☐ WFH Arrangement

☐ Under Alternative Activities

Name of HTE: President Ramon Magsaysay State University

Address of HTE: Palanginan, Iba, Zambales

Department/ Division Assigned: College of Teacher Education Junior High School

Department-Office of the Principal

| Day | Date | Accomplishment | No. of Working Hours |
|-----------|--------------|--|--|
| Monday | July 3, 2023 | <ul style="list-style-type: none">Exploring and familiarizing the PC assigned by the supervisorChecking the templates of editable forms.Familiarizing on how to print the excel sheets.Encoding the graduation song of Junior high school completers | 20 mins. 20 mins. 20 mins. 38 mins. |
| Tuesday | July 4, 2023 | <ul style="list-style-type: none">Encoding on MS Word the content of the program from the hardcopy given by the supervisor/Principal, this will be the basis of the 2022-2023 graduation and recognition ceremony program.Started encoding the part-by-part content of the program on MS publisher. | 4 hrs. 4 hrs. |
| Wednesday | July 5, 2023 | <ul style="list-style-type: none">encoding the names of heads/professor/instructors for the program.Printing and double checking the information's in the form 137 of the student who requested. | 1 hr. 2 hrs. |

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| | | <ul style="list-style-type: none"> Started encoding the grades of students from grade 7. Encoding, printing, double checking the form 137 request from MACSAT students. | 1 hr. 4 hrs. |
| Thursday | July 6, 2023 | <ul style="list-style-type: none"> finish encoding, double checking and printing the form 137 request of MACSAT students. Logged the names of student who requested form 137. Continue encoding the grades of the students from grade 7 Checking test papers of final examination in purposive communication. | 6 hrs. 10 mins. 1 hr. 50 mins. |
| Friday | July 7, 2023 | <ul style="list-style-type: none"> continue checking the test papers of final examination in purposive communication. Encoding a letter written by principal. Revising the letter encoded before printing. Printing the letter. | 1 hr. 30 mins. 2 hrs. 30 mins. |
| Saturday | | | |
| | | Total No. of Hours | 29 hrs. 38 mins. |

Prepared by:

Hannah Lyn B. Melanio
Student Intern

Noted by:

Helen A. Magno, MAEd
On Site Supervisor



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| Monday | July 10, 2023 | <ul style="list-style-type: none">cutting the requirements checklist printed on bond papers.Monitoring and placing a check to the names of the grade 7 students who enrolled for this school year.Posting an online enrollment process beside the transaction window.Photocopying report card of student.Encoding, printing, double checking the form 137 request.Checking and counting the envelopes of the student who are enrolled.Stapler the forms, writing on the requirements checklist and putting the forms of student enrolled inside the envelope.assisting in the enrollment of students.editing and printing the template of certification for diploma (inputting the name of student who requested for certification, changing the date, month and year) | 8 hrs. |

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| | | <ul style="list-style-type: none"> started encoding minutes of the meeting. | |
| Tuesday | July 11, 2023 | <ul style="list-style-type: none"> finished encoding the minutes of the meeting. Assisting in the grade 7 enrollment printing their assessment form. editing and printing the template of certification for diploma (inputting the name of student who requested for certification, changing the date, month and year) photocopying the report card of students | 1 hr. 6 hrs. 50 hr. 10 mins. |
| Wednesday | July 12, 2023 | <ul style="list-style-type: none"> printing the minutes of the meeting after that sorting according to their page number. managing the enrollment of the students (SIAS Admission and enrollment as well as checking if their requirements is complete) creating new customers feedback form then printing, cutting and seal it in the misspelled customers feedback form. printing assessment form of the student pre-enrolled so they can proceed to the cashier. | 30 mins. 6 hrs. 30 mins. 1 hr. |
| Thursday | July 13, 2023 | <ul style="list-style-type: none"> sorting form 137 of School year 2021-2022. editing and printing the template of certification for diploma (inputting the name of student who requested for certification, changing the date, month and year) finish editing the template of certificate of recognition (changing the names and average of every certificate) Photocopying official receipt. Printing requirement checklist managing the enrollment of the students (SIAS Admission and enrollment as well as checking if their requirements is complete) writing on | 30 mins. 30 mins. 2 hr. 20 mins. 10 mins. 4 hrs. & 30mins. |

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| | | the requirements checklist and putting the forms of student enrolled inside the envelope | |
| Friday | July 14, 2023 | <ul style="list-style-type: none"> cutting the printed requirement checklist Finish encoding, printing and double checking the table of specification. | 30 mins. 7 hrs. & 30 mins. |
| Saturday | | | |
| | | Total No. of Hours | 40 hrs. |

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| Thursday | | | |
| Friday | | | |
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