

# Accomplishment Report

**Company Name:** Intelligent Project Solutions (IPS)

**Name:** Francis Jay D. Montajes

**Reporting Period:** September 13, 2023 - December 31, 2024

I commenced my On-the-Job Training (OJT) at IPS (Intelligent Project Solutions) on September 13, 2023, and I am part of the data team. Our primary task involves cleaning files, including engineering drawings, datasheets, P&ID, and IUI files in computer production. During my time at the company, I learned to identify various tags in drawings, such as equipment tags and Control Valve tags in P&ID. We ensure these drawings are cleaned before drafters proceed. Additionally, I gained knowledge in extracting and interpreting data from datasheets. The training also included using AUTOCAD and occasional Excel sessions. My OJT is scheduled to conclude on December 31, 2024.