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| **CTU – GINATILAN EXTENSION CAMPUS** | |
|  | OJT Form 6  October 2012  Revision: 0 |

**DAILY/WEEKLY/MONTHLY PERFORMANCE REPORT**

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| **Name of Student Trainee:** | | Nel Gonzales | | |
| **Course, Year & Major:** | | Bachelor of Industrial Technology Major in Computer Technology 4A | | |
| **Cooperating Agency:** | | LGU Ginatilan | **Inclusive Date:** | **From**: 05192025 |
| **Department Assigned:** | |  | | **To**: 05242025 |
| **Summary of Activities:** | |  | **Learning/Insights:** |  |
| This week, we set up the room in preparation for the interview, we fixed the printer to ensure it was functioning properly, and we cleaned the rooftop to avoid clogged drains and maintain cleanliness. | | | This week, I learned the importance of preparation, maintenance, and teamwork in keeping a workspace functional and organized. Setting up the room for the interview taught me how a clean and well-arranged environment can create a positive first impression. Fixing the printer helped me appreciate the value of ensuring that equipment is always ready for use, especially in a busy office setting. Cleaning the rooftop to avoid clogged drains made me realize how regular upkeep can prevent bigger issues and contribute to a safer, more efficient environment. | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Student Signature over Printed Name** | | | | |
| **CA (Cooperating Agency) Remarks:**  **Nel Gonzales** | | | | |
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| **OJT Chairman/Supervisor Remarks:** | | | | |
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