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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**: 06092025 |
| **Department Assigned:** | |  | | **To**: 06102025 |
| **Summary of Activities:** | |  | **Learning/Insights:** |  |
| This week, I helped with relocating materials for the room transition and delegated tasks and responsibilities, as I have concluded my internship. | | | Through assisting with the room transition and delegating tasks as I wrapped up my internship, I learned the importance of organization, teamwork, and clear communication. It taught me how crucial it is to take initiative, manage responsibilities effectively, and ensure a smooth handover for the next person or team. This experience helped me grow both in leadership and collaboration skills. | |
| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Student Signature over Printed Name** | | | | |
| **CA (Cooperating Agency) Remarks:**  **Nel Gonzales** | | | | |
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|  |  | |  | **Signature Over Printed Name** |
| **OJT Chairman/Supervisor Remarks:** | | | | |
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