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

**DAILY/WEEKLY/MONTHLY PERFORMANCE REPORT**

| **Name of Student Trainee:** | | Nel Gonzales | | |
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| **Course, Year & Major:** | | Bachelor of Industrial Technology Major in Computer Technology 4A | | |
| **Cooperating Agency:** | | LGU Ginatilan | **Inclusive Date:** | **From**: 08272024 |
| **Department Assigned:** | | IT Support Intern | | **To**: 08302024 |
| **Summary of Activities:** | |  | **Learning/Insights:** |  |
| This week, we made new PC accounts for new students, changed the password on the administrator account for computers, cleaned the stockroom, and fixed the defective PC at the comlabs. | | | This week, I learned how to create new PC accounts for students, update administrator passwords, clean and organize the stockroom, and troubleshoot a defective PC at the comlabs, improving my technical, security, and organizational skills. | |
| Prepared by:  Nel Gonzales  **Student Signature over Printed Name** | | | | |
| **CA (Cooperating Agency) Remarks:** | | | | |
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|  |  | |  | **Signature Over Printed Name** |
| **OJT Chairman/Supervisor Remarks:** | | | | |
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|  | | | | **Signature Over Printed Name** |

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