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| Student-trainee | | | | **HANS CHRISTIAN L. DELOS SANTOS** | | | | | OJT Supervisor | **SALVADOR N. CASTILLO** |
| BSIT 4 | **A** | | OJT Coordinator | | | **VINCE MARK E. ARNEDO** | | | Position | **Theology Instructor** |
| Assigned Department/Office | | | | | | **Catholic Identity and Mission/Parish Office** | | | Cooperating Agency: | Saint Joseph College of Baggao |
| Week # | | **4** | | From | September 1, 2025 | | To | September 5, 2025 | Office Address | **San Jose, Baggao, Cagayan** |

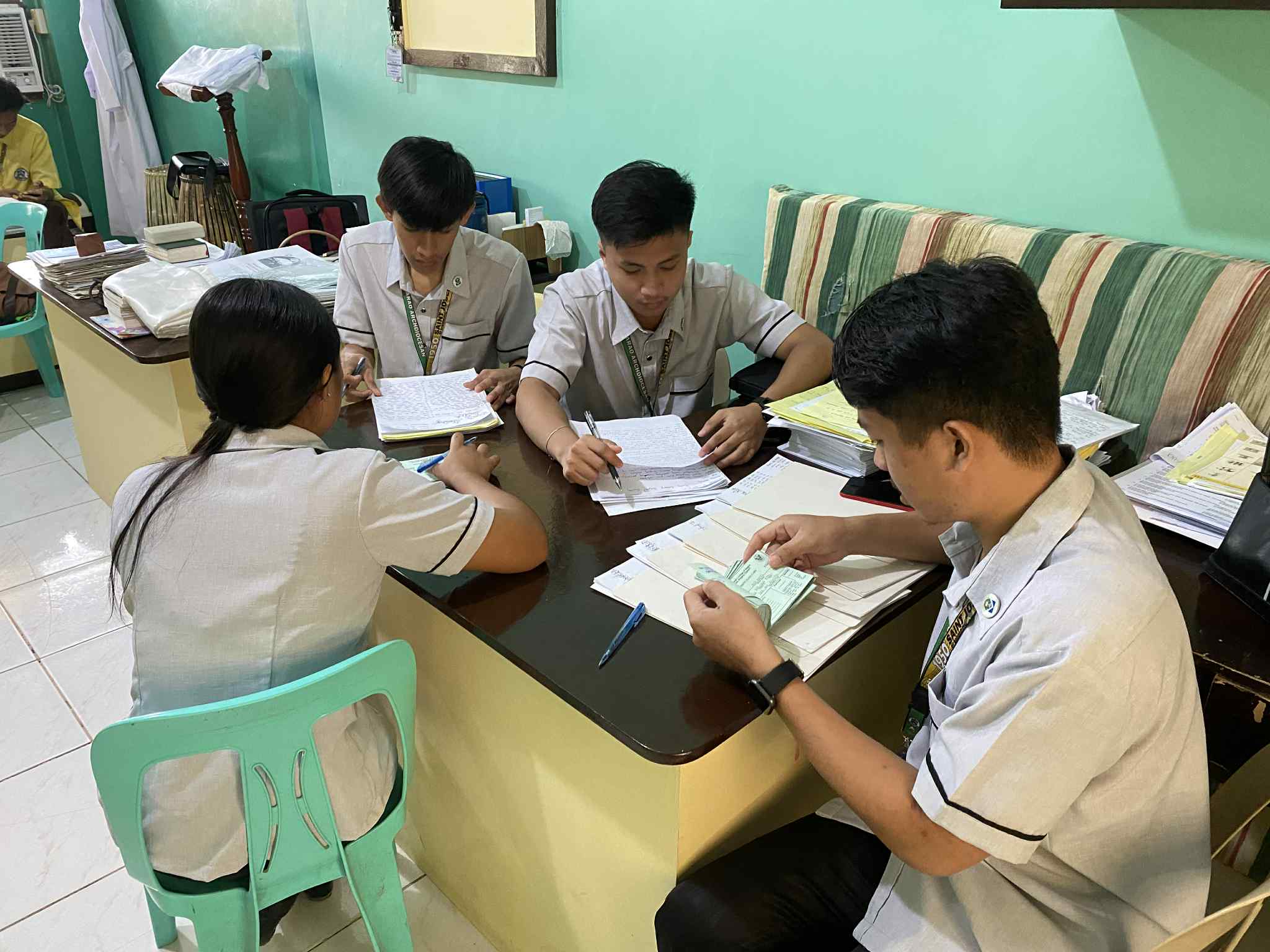
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| **Day** | **Morning** | | **Afternoon** | | **Overtime** | | **Accomplishments** | **Total Hours** | **Verified By** |
| **Monday** | 7:00 | 11:40 | 1:00 | 4:00 |  |  | * Checked the activities of each class under the instruction of Brother Castillo to ensure proper monitoring of student performance. * Distributed mass cards to students to support their involvement in parish spiritual activities. | 7 hours and 40 minutes |  |
| **Tuesday** | 7:00 | 11:30 | 1:00 | 2:00 |  |  | * Checked the activity of STEM D to ensure completeness of their submitted outputs. | 5 hours and 30minutes |  |
| **Wednesday** |  |  | 3:00 | 4:40 |  |  | * Inputted 1 pages of baptism records into Microsoft Excel to assist in the organization and digitalization of parish documents | 1 hour and 40 minutes |  |
| **Thursday** | 7:00 | 12:00 |  |  |  |  | * Checked the activities of each department in the morning to ensure completeness of their submitted outputs.. * Cleaned the office to help maintain cleanliness and orderliness. | 5 hours |  |
| **Friday** |  |  |  |  |  |  |  |  |  |

I CERTIFY that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

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| **Prepared by:** | **Approved by:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Signature over Printed Name of Trainee | Signature over Printed Name of On-site Supervisor |
| Date prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_ | Date signed: **\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **FOR THE SUPERVISING ADVISER** | | **FOR THE OJT ADVISER** |
| *Received by:*    **VINCE MARK E. ARNEDO**  *Supervising Adviser* | ***Remarks:***  **O** *On time*  **O** *Late*  *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | ***Notes:*** |

**DOCUMENTATION**

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