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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 # | | **3** | | From | August 25, 2025 | | To | August 30, 2025 | Office Address | **San Jose, Baggao, Cagayan** |

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| **Day** | **Morning** | | **Afternoon** | | **Overtime** | | **Accomplishments** | **Total Hours** | **Verified By** |
| **Tuesday** | 7:00 | 11:40 |  |  |  |  | * Checked the activities of each department to ensure proper monitoring of their progress | 4 hours and 40minutes |  |
| **Saturday** | 7:00 | 1:00 |  |  |  |  | * Registered teachers from different schools and BSED students participating in the Catechetical Orientation Seminar 2025 to ensure an organized attendance process. * Prepared and distributed certificates to participants to formally recognize their involvement in the seminar. | 6 hours |  |

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**

A group of people sitting at a table writing on paper

AI-generated content may be incorrect.A group of people sitting at a table

AI-generated content may be incorrect.