

Name of Student

Contact Number

Name of Immediate Supervisor

Position or Designation

E-mail Address

Company Name

Complete Company Address

Contact Number

Dizon, Joseph Christian B.

9951100327

Mr. Kevin S. Colina

Tech Data Management Analyst

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	Name or Type of Document Submitted	Manual Submission (enclosed on the envelope)		Online Submission (via eleap)		Remarks
		Date Submitted	Verified/ Checked by	Date Submitted	Verified/ Checked by	
1	Registration form (photocopy)			06/17/2019		
2	Vicinity Map			08/09/2019		
3	"How to get there?"			08/09/2019		
4	Waiver - Personal Information			06/17/2019		
5	Internship Waiver Form			06/17/2019		
6	Parent's Consent (Waiver and Permission form)			06/17/2019		
7	Medical Certificate			06/17/2019		
8	Recommendation Letter with "Signed Company Response Box					
9	Memorandum of Agreement/Understanding (MOA/MOU)					
10	Progress Report No.1 (August 5-9)			08/14/2019		
11	Progress Report No.2 (August 12-16)			08/20/2019		
12	Progress Report No.3 (August 19-23)			08/27/2019		
13	Progress Report No.4 (August 26-30)			09/03/2019		
14	Progress Report No.5 (September 2-6)			09/10/2019		
15	Progress Report No.6(September 9-13)			09/17/2019		
16	Progress Report No.7(September 16-20)			09/25/2019		
17	Progress Report No.8(September 23-27)			10/01/2019		
18	Progress Report No.9(September 30-October 4)					
19	Progress Report No.10(October 7-8)					
20	Thank You Letter			10/15/2019		
21	Internship Experience			10/15/2019		
22	Filled-up/Signed Evaluation Form			10/15/2019		
23	Certificate of Completion			10/15/2019		