Daily Accomplishment Report

Title: OJT - DAY 11

Date: 09-21-2022

Time In: 8:00 an   Time Out: 5:00 pm   Total No of Hours: Eight hours

Please classify activity/ies as Programming, Basic Computer Hardware Servicing, Hardware/Software Installation and Maintenance, Systems Administration and Maintenance, Professional Ethics, Data Communication and Networking, Database Management System, Web Development, Technical Documentation & Presentation, IT Social and Professional Issues and other IT-related Activities.

On my 11th day of on the job training, I was assigned to encode some data to barangay record using excel. And when I checked visually the ink level of the printer that we used at the desk when printing certificates, it was low. So that refilled the ink tank of the printer.

Daily Accomplishment Report

Title: OJT - DAY 12

Date: 09-22-2022

Time In: 8:00 an   Time Out: 5:00 pm   Total No of Hours: Eight hours

Please classify activity/ies as Programming, Basic Computer Hardware Servicing, Hardware/Software Installation and Maintenance, Systems Administration and Maintenance, Professional Ethics, Data Communication and Networking, Database Management System, Web Development, Technical Documentation & Presentation, IT Social and Professional Issues and other IT-related Activities.

On my 12th day of on the job training at the Poblacion barangay hall. I printed different certificates, because I was assigned at front desk who issue barangay certificates. And ma'am lenie was asked me to do format a template in word for all the name of officials of san francisco, quezon. including muncipal official and different barangay officials.