

Republic

of

the

Philippines

NUEVA

ECIJA

UNIVERSITY

OF

SCIENCE

AND

TECHNOLOGY

On–the–Job

Training

and

Career

Development

Center

Cabanatuan

City

ISO

9001:2015

Certified

**STUDENT ON–THE–JOB–TRAINING**

**WEEKLY REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: **JOSHUA M. ULIC-ULIC** | | Company: **PROVINCIAL CAPITOL** | |
|  |  |  | |
| Course and Section:  **4A** | Training Station:  **OPA-NEPG** |  | Date: **February 5- February 8, 2024** |
| **DAYS** | **SUMMARY OF WORK, DUTIES AND RESPONSIBILITIES** | | **HOURS** |
| Monday | **Get Office Supplies** | | 8 |
| Tuesday | **Encoding** | | 8 |
| Wednesday | **Sorting of data** | | 8 |
| Thursday | **Sorting of Employee PDS** | | 8 |
| Friday | **Holiday** | |  |
| Saturday | **None** | |  |
| Sunday | **None** | |  |
|  | **TOTAL TRAINING HOURS PER WEEK** | |  |

Prepared by: Checked by:

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On-The-Job Trainee Trainer/Supervisor

Noted by:

**EMILSA T. BANTUG**

OJT Coordinator