

EMPLOYEE NAME:	RICO, JUSTROILON C.			Total Hours:	
Department:	QA / Warehouse Department				
Date Submitted:	23-Feb-24				
Period:	February 12 - February 25, 2024				
Date:	Time:	Transaction	Remarks	Hours	
12-Feb	8:00-5:00	<ul style="list-style-type: none"> • Checking Monitor quality / defects • Checking UPS quality / defects • Managing hardware stock that is ready to deliver • Checking projector usability • Managing stock 			
13-Feb	8:00-5:00	<ul style="list-style-type: none"> • Checking UPS quality / defects • Configuring digital signage for Jollibee • Installing RAM and set up laptop 			
14-Feb	8:00-5:00	<ul style="list-style-type: none"> • Configuring Digital Signage • Exploring the server hardware and studying different RAID • Set up laptops 			
15-Feb	8:00-5:00	<ul style="list-style-type: none"> • Test UPS for quality / defects • Set up laptops for some company • Checking projector usability • Testing and configuring digital signage for Jollibee • Labeling UPS that are ready for dispatching 			
16-Feb	8:00-5:00	<ul style="list-style-type: none"> • Power on test on computer monitors • Quality checking UPS • Power on test on smart tv • Configuring computer desktop 			
17-Feb	8:00-5:00	REST DAY			

18-Feb	8:00-5:00	REST DAY		
19-Feb	8:00-5:00	<ul style="list-style-type: none"> • Checking UPS quality / defects • Configuring digital signage • Power on test on projector • Scanning serial number for system unit, keyboard and mouse • Exploring different model of system units 		
20-Feb	8:00-5:00	<ul style="list-style-type: none"> • Power on test on monitors • Set up laptops • Getting hash ID on laptops using power shell 		
21-Feb	8:00-5:00	<ul style="list-style-type: none"> • Power on test on UPS • Set up laptops • Set up computers 		
22-Feb	8:00-5:00	<ul style="list-style-type: none"> • Set up PC and upgrading windows 10 pro to windows 11 pro • Power on test on UPS • Checking projector usability 		
23-Feb	8:00-5:00			
24-Feb	8:00-5:00	REST DAY		
25-Feb	8:00-5:00	REST DAY		
	Approved By:	Roselily Vargas		
	Human Resource Department:	<u>Mary Anne Cruz</u>		