

PAMANTASAN NG LUNGSOD NG MAYNILA

(University of the City of Manila)

Intramuros, Manila

COLLEGE OF INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT

COMPUTER SCIENCE DEPARTMENT

ON-THE-JOB TRAINING

WEEKLY ACTIVITY REPORT

(WEEK 1)

Name: Julianne Cyrille Tantoco Rico

Start Date: June 13, 2025

Position: Tech-Support

Department: PLM OUR

DAY	LOG DATE	DAILY ACCOMPLISHMENTS	LEARNINGS
Day 1	June 13, 2025	<ul style="list-style-type: none">Assigned at front desk to assist in manual processing of requests and claiming of documents in the Office of the University Registrar (OUR).	<ul style="list-style-type: none">Gained familiarity with manual request workflows and document release procedures.
Day 2	June 17, 2025	<ul style="list-style-type: none">Validated student recordsAssisted in processing requirements for Honor Deliberation (HD) and graduating students.	<ul style="list-style-type: none">Understood key student requirements and record validation processes.
Day 3	June 18, 2025	<ul style="list-style-type: none">Continued validation of student records and requirements for HD and graduating students.	<ul style="list-style-type: none">Enhanced familiarity with record management and attention to detail in student data handling.
Day 4	June 19, 2025	<ul style="list-style-type: none">Performed front desk tasks.Introduced to the existing OUR system not yet in use.	<ul style="list-style-type: none">Learned system limitations and gained insight into potential improvements for current processes.
Day 5	June 20, 2025	<ul style="list-style-type: none">Conducted front desk tasks.Presented proposed flowchart/process for the new OUR system to streamline the process.	<ul style="list-style-type: none">Strengthened understanding of process mapping and problem-solving for workflow improvements.

Certified by:


Prof. Leisyl Mahusay

Immediate Supervisor