



Carlos Hilado Memorial State University

Alijis Campus • Binalbagan Campus • Fortune Towne Campus • Talisay (Main) Campus

A leading **GREEN** institution of higher learning in the global community by 2030

(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development, and Nation-building)

College of Computer Studies

ON-THE-JOB TRAINING

WEEKLY JOURNAL

NAME: Joshua N. Maquimot

Department: Bachelor of Science in Information Systems

HTE Name: Quilaton Law Firm

Inclusive Dates: February 27 to May 24, 2024

STUDENT'S ACTIVITIES/TASKS/SEMINARS ATTENDED	SUPERVISOR'S SIGNATURE	Supporting Documents (certificates, photos, etc.)
<p>Week 1 (Feb 27 – March 1)</p> <ul style="list-style-type: none">✓ Meet up with the Team✓ Team Huddle✓ Research Web Design✓ Meeting for Web Development		<div></div> <div></div> <div></div>
<p>Week 2 (March 4 – March 8)</p> <ul style="list-style-type: none">✓ Chronologization of documents✓ Organize Files✓ Encoding Data✓ Finalizing Data Encoded✓ Submission of Documents to Attorney		<div></div> <div></div> <div></div>
<p>Week 3 (March 11 – March 15)</p> <ul style="list-style-type: none">✓ Web Design✓ Presented Initial Design✓ Stand-up Meeting✓ Learning necessary programming tools		<div></div> <div></div>






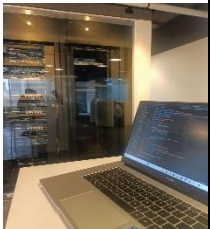







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<div>Week 4 (March 18 – March 22)</div> <div><div>✓ Created the Project Plan</div><div>✓ Start coding the system</div><div>✓ Dashboard and Admin Interface is being developed</div></div>		<div><div><div></div><div></div><div></div><div></div></div></div>
<div>Week 5 (March 25 – March 27)</div> <div><div>✓ Continuing coding the system</div><div>✓ Documentation and paper works</div><div>✓ Assisting clients</div><div>✓ Case documents were submitted to the Department of Justice and Cebu City Hall of Justice</div><div>✓ Gathering necessary case documents</div></div>		<div><div><div></div><div></div><div></div><div></div><div></div></div></div>













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<div>Week 6 (April 1 – April 5)</div> <div><div><div>✓</div><div>Assisting clients</div></div><div><div>✓</div><div>Submission of Lawyer's Manifestation</div></div><div><div>✓</div><div>Gather information for a client's case</div></div><div><div>✓</div><div>System design and fixing the account settings</div></div></div>		<div><div><div></div><div></div></div><div><div></div><div></div></div></div>
<div>Week 7 (April 8 – April 12)</div> <div><div><div>✓</div><div>Sending copies of case document to the client via postal mail</div></div><div><div>✓</div><div>Went to the Lapu-Lapu Prosecutor's Office to gather case documents</div></div><div><div>✓</div><div>Photocopying the documents for the client's case</div></div><div><div>✓</div><div>Went to the Cebu City Hall of Justice for court clearances</div></div></div>		<div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div>