

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: Kriza Maeville Ejurango

Department: Bachelor of Science in Information Systems

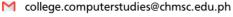
HTE Name: Quilaton Law Firm

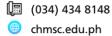
Inclusive Dates: February 27 to May 24, 2024

STUDENT'S	SUPERVISOR'S	Supporting Documents
ACTIVITIES/TASKS/SEMINARS ATTENDED	SIGNATURE	(certificates, photos, etc.)
Week 1 (Feb 27 – March 1) ✓ Meet up with the Team ✓ Team Huddle ✓ Research Web Design ✓ Meeting for Web Development		WELCOME TO THE TEAM! Western Visayas Wing
Week 2 (March 4 – March 8) ✓ Chronologization of documents ✓ Organize Files ✓ Encoding Data ✓ Finalizing Data Encoded ✓ Submission of Documents to Attorney		
Week 3 (March 11 – March 15) ✓ Web Design ✓ Presented Initial Design ✓ Stand-up Meeting ✓ Learning necessary programming tools		











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

Week 4 (March 18 - March 22)

- ✓ Created the Project Plan
- ✓ Start coding the system
- ✓ Dashboard and Admin Interface is being developed







Week 5 (March 25 - March 27)

- Continuing coding the system
- Documentation and paper works
- Assisting clients
- ✓ Case documents were submitted to the Department of Justice and Cebu City Hall of Justice
- Gathering necessary case documents







Week 6 (April 1 – April 5)

- Assisting clients
- ✓ Submission of Lawyer's Manifestation
- Gather information for a client's case
- System design and fixing the account settings



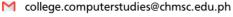














(034) 434 8148 chmsc.edu.ph



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

Week 7 (April 8 – April 12) ✓ Sending copies of case document to the client via postal mail Went to the Lapu-Lapu Prosecutor's Office to gather case documents Photocopying the documents for the client's case Went to the Cebu City Hall of Justice for court clearances





