Republic of the Philippines

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**

**OFFICE OF THE VICE PRESIDENT FOR BRANCHES AND CAMPUS**

**SANTA ROSA CAMPUS**

City of Santa Rosa, Laguna

WEEKLY REPORT ON PRACTICUM ACTIVITIES

**Name of Practicum Student :** POLIDAN, CHRISTIAN PHILIP M.

**Name of Company :** CREOTEC Philippines Inc.

**Department/Section :** Operations Department

**Name of Training Supervisor :** PONCE, JAMES ARVIN D.

**Contact Number :** (+63) 906-889-9200

**Position :** I.T. Administrator

**Date Coverage : FROM** December 4, 2017 **TO** December 8, 2017

**Official Time :** 7:00 AM – 6:00 PM

**Total Number of Hours :** 48 hours

Please specify each activity as System Analysis and Design(SAD), Programming, System Maintenance, System Testing, Research, IT Documentation, Web Design, Networking, or Others.

|  |  |  |
| --- | --- | --- |
| **DATE** | **ACTIVITIES** | **DETAILS** |
| December 4, 2017 | * Programming, Others | * Added functions for the Enrollment Page * Photocopied evaluation forms |
| December 5, 2017 | * Programming * Others (Server Maintenance) | * Added functions for the Enrollment Page * Set-up server |
| December 6, 2017 | * Programming | * Fixed some errors in Enrollment Page |
| December 7, 2017 | * Programming * Technical Support | * Added functions for the Add School Page * Provided assistance on the LS1 department |
| December 8, 2017 | * Programming * Technical Support | * Added functions for Manage School Page * C:\Users\cpoli\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Philip Signature.pngProvided assistance on the LS1 department |

Noted:

**\_JAMES ARVIN D. PONCE\_ CHRISTIAN PHILIP M. POLIDAN\_**

Supervisor’s Signature Practicum Student’s Signature