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 18, 2017 **TO** December 22, 2017

**Official Time :** 7:00 AM – 6:00 PM

**Total Number of Hours :** 46 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 18, 2017 | * Technical Support * Programming | * Provided assistance on the LS1 department * Fixed some errors in Manage School Page and added functions for Batch Code List Page |
| * December 19, 2017 | * Technical Support * Programming | * Provided assistance on the LS1 department * Added functions for Add Center Page |
| * December 20, 2017 | * Technical Support * Programming | * Provided assistance on the LS1 and LS2 department * Added a centralized header for all Web pages of the system |
| * December 21, 2017 | * Technical Support * Programming | * Provided assistance on the LS1 department * Fixed some errors for delete functions on Manage School Page |
| * December 22, 2017 | * Technical Support * Other | * Provided assistance on the LS1 department * C:\Users\cpoli\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Philip Signature.pngAssisted on preparing our Christmas Party event |

Noted:

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

Supervisor’s Signature Practicum Student’s Signature