**Weekly Accomplishment Report for March 25, 2024 to March 27, 2024**

Title: \_\_\_IT Training and Meeting\_\_\_\_\_\_\_\_\_\_\_\_ Inclusive Dates: \_March 25-27\_  
Time In: \_\_8:00 A.M.\_\_ Time Out: \_\_5:00 P.M.\_ Total no. of Hours: \_\_8\_\_\_\_\_\_\_

*Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Systems Maintenance, System Testing, IT Documentation and Research, Web Design, Networking, PC Troubleshooting, System Implementation, IT Training and Meeting, and other IT-Related Activities.*

* Assisted in handling online tickets of employees in different branches handled by EFC-IT.
* Started designing the UI/UX for the file web-based system.
* Assisted troubleshooting hardware and printer devices that were reported.
* Handled desktop setup and maintenance.

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**STUDENT INTERN’S NAME**

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**WORK ADVISOR’S SIGNATURE**