

Lee Christian P. Amor

Week #: 6

June 28, 2025 – July 29, 2025

Date	Accomplishments	Evidence
July 28, 2025	<ul style="list-style-type: none">Executed assigned clerical tasks within designated office spaces.Processed essential On-the-Job Training (OJT) requirements for off-semester compliance.Engaged in a progress checking and discussion session with the HTE supervisor.Provided updates on the status and ongoing development of the system.	 
July 29, 2025	<ul style="list-style-type: none">Two team members were stationed at the main OSAS office.Assisted in routing of documents across the university.Workflow and ERD revisions were addressed based on the HTE Supervisor's feedback.	 

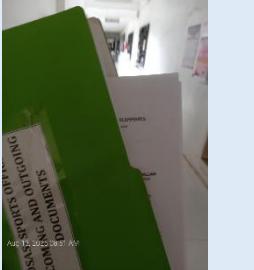
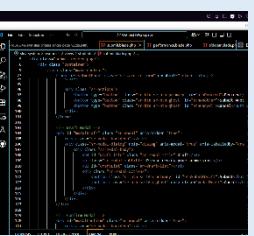
Noted by:

Ivan Rhay Jeferson C. Sapar
HTE Supervisor

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Week #: 7

August 11, 2025 – August 14, 2025

Date	Accomplishments	Evidence
August 11, 2025	<ul style="list-style-type: none"> • completing clerical tasks in the main office and the sports office. • The team continued to revise the process workflow chart and the ERD. • Simultaneously, they developed the database, ensuring ERD changes were accurately reflected in the database structure 	 
August 12, 2025	<ul style="list-style-type: none"> • Executed standard clerical tasks in both the Sports Office and the Main Office. • Began working on submission page for student views • Continued making necessary revisions to the Entity Relationship Diagram (ERD). 	 
August 13, 2025	<ul style="list-style-type: none"> • Executed standard clerical tasks in both the Sports Office and the Main Office. • Continued working on submission page • The team discussed further revisions of the system based on the feedback provided by the HTE supervisor, ensuring the adjustments aligned with the expected requirements. 	 

August 14, 2025	<ul style="list-style-type: none">• Performed clerical tasks• Continued development of submission UI for students• In the afternoon, the team assisted in facilitating the campus tour and supported activities during Club Day	
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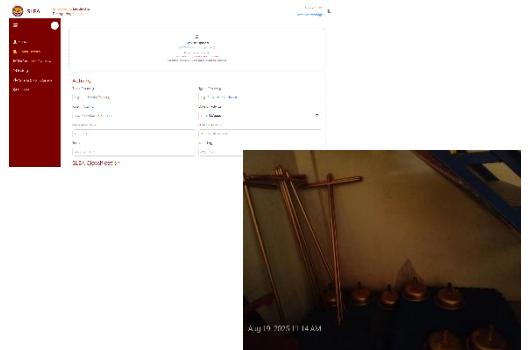
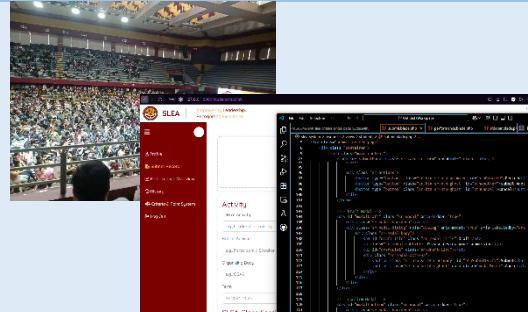
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Week #: 8

August 18, 2025 – August 21, 2025

Date	Accomplishments	Evidence
August 18, 2025	<ul style="list-style-type: none"> • completing clerical tasks in the main office • The team revised the prototype, continued the development of the database, and worked on the front-end design for the two system users. Is there anything else I can help you with? 	
August 19, 2025	<ul style="list-style-type: none"> • Executed standard clerical tasks in the Sports Office. • Assisted with preparations for the University Convocation. • Refining of the Submission page or students and starting to develop performance overview UI of students 	
August 20, 2025	<ul style="list-style-type: none"> • In the morning, we assisted during the University Convocation and Orientation. • Performing clerical tasks in the afternoon • Continued working on performance Overview UI. 	

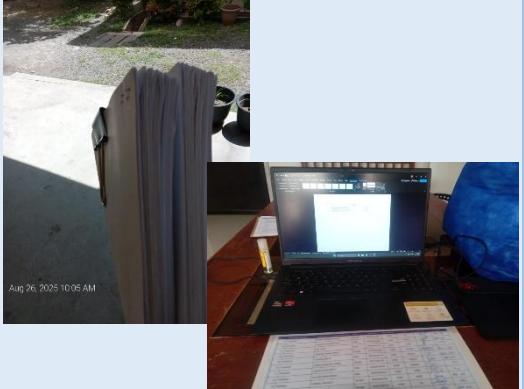
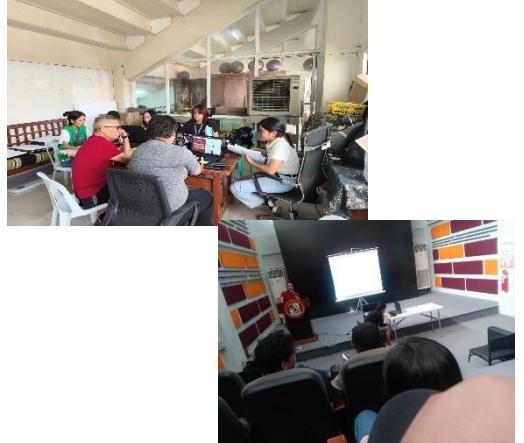
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Week #: 9

August 26, 2025 – August 28, 2025

Date	Accomplishments	Evidence
August 26, 2025	<ul style="list-style-type: none">• completing clerical tasks• started working on Criteria and Points section of the student views	
August 27, 2025	<ul style="list-style-type: none">• Executed standard clerical tasks in the Sports Office.• We experienced a surprise site visit from our OJT supervisor and presented our progress in the project• We underwent a session for psychological test interpretation	
August 28, 2025	<ul style="list-style-type: none">• Executed standard clerical tasks in the Main Office.• Routing documents to offices across the university• Posting Lost and Found notice in heavily trafficked areas	

Noted by:

Ivan Rhay Jeferson C. Sapar
HTE Supervisor