|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Intern:** | Espiritu, Maricar P. | | | **Course/Student No.:** | BSIT 21-1269 | |
| **Name of Company:** | | (BEST) Bagbaguin Elite Super Trading Corp. | | | |
| **Company Address:** | | #161 A. Mariano Street Bagbaguin Valenzuela City | | | |
| **Site Internship Supervisor:** | | | Charina Cervantes | | |

Accomplish in computerized format. Submit this document to your OJT Coordinator at the end of each week. May add additional sheets if necessary. Indicate **“N/A”** if not applicable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **DAY** | **TIME IN** | **TIME OUT** | **LOCATION** | **ACTIVITIES** |
| **OCTOBER**  **14**  **2024** | Monday | **N/A** | **N/A** | **N/A** | **N/A** |
| **OCTOBER**  **15**  **2024** | Tuesday | **N/A** | **N/A** | **N/A** | **N/A** |
| **OCTOBER**  **16**  **2024** | Wednesday | **N/A** | **N/A** | **N/A** | **N/A** |
| **OCTOBER**  **17**  **2024** | Thursday | **12:00**  **PM** | **4:00 PM** | **Bagbaguin Elite Super Trading Corp.** | * **Manage MYOB System** * **Encode Data** * **Backup Files** |
| **OCTOBER**  **18**  **2024** | Friday | **7:00**  **AM** | **4:00**  **PM** | **Bagbaguin Elite Super Trading Corp.** | * **Manage MYOB System** * **Encode Data** * **Backup Files** |
| **OCTOBER**  **19**  **2024** | Saturday | **7:00**  **PM** | **12:00**  **PM** | **Bagbaguin Elite Super Trading Corp.** | * **Manage MYOB System** * **Encode Data** * **Backup Files** |

**Images**

Image showing the intern doing her task as per assigned by the OJT supervisor’s. These are the following scenes that have been captured for the sake of documentations.

* Encode data
* Manage MYOB
* Backup Files



