


| DAILY TIME RECORD |     |          |         |          |         |          |                          |                           |              |  <b>MGHS SERVICES</b><br><small>A Modernize Solution Partner</small> |      | <b>SUMMARY OF TASKS</b> |          |         |  |
|-------------------|-----|----------|---------|----------|---------|----------|--------------------------|---------------------------|--------------|---|------|-------------------------|----------|---------|--|
| Ronel T. De Jesus |     |          |         |          |         |          |                          |                           |              |   |      |                         |          |         |  |
| WEEK              | DAY | DATE     | AM      |          | PM      |          | NO. OF HOURS SPENT DAILY | NO. OF HOURS SPENT WEEKLY | HOURS NEEDED | 300   | WEEK | DAY                     | DATE     | REMARKS |  |
|                   |     |          | TIME IN | TIME OUT | TIME IN | TIME OUT |                          |                           |              |   |      |                         |          |         | HH-MM  |
| 1                 | 1   | April 04 | 08:00   | 12:00    | 1:00    | 5:00     | 08:00                    |                           | 7:192.00     |   | 1    | 1                       | April 04 |         | Login page prototyping and replaying the notes and video recordings in the meeting with the HR. Finalize the page design in bullet form, transfer into wireframe the ideas and make it into a presentation |
|                   | 2   | April 05 | 08:00   | 12:00    | 1:00    | 5:00     | 08:00                    |                           | 7:184.00     |   |      | 2                       | April 05 |         | Meeting with the team. Compiling questions , Designing Page using Figma/Documents upload page)   |
|                   | 3   | April 06 | 08:00   | 12:00    | 1:00    | 5:00     | 08:00                    |                           | -24.00       |   |      | 3                       | April 06 |         | Reading some resources like codes and design principles that can use in the Portal System. Practicing and watching video tutorials.  |
|                   | 4   | April 07 | 08:00   | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -32.00       |   |      | 4                       | April 07 |         | Discussing the meeting happened between our leader and the HR. Teaming up with my co-intern (Carl William S. Chua) for modifying the wireframe of Documents monitoring and uploading page.                 |
|                   | 5   | April 08 | 08:00   | 12:00    | 1:00    | 5:00     | 8:00                     | 40:00                     | -40.00       |   |      | 5                       | April 08 |         | Researching about concepts that we might use in programming the system   |
| 2                 | 6   | April 11 | 08:00   | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -48.00       |   | 2    | 6                       | April 11 |         | Reporting of the powerpoints. Go signal of our leader to start coding, claiming task based on the pages that we conceptualize. (I choose the task in Documents Page).                                      |
|                   | 7   | April 12 | 08:00   | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -56.00       |   |      | 7                       | April 12 |         | Coding day, taking documentations about our progress in working to our specific task   |
|                   | 8   | April 13 | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -64.00       |   |      | 8                       | April 13 |         | Coding, Progress report about our task(Sending Screenshot to our leader)   |
|                   | 9   | April 18 | 08:00   | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -72.00       |   |      | 9                       | April 18 |         | back to coding and meeting with maam andi  |
|                   | 10  | April 19 | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     | 40:00                     | -80.00       |   |      | 10                      | April 19 |         | coding day and updating progress   |
| 3                 | 11  | April 20 | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -88.00       |   | 3    | 11                      | April 20 |         | same agenda, also meeting for the discussion of gantt chart  |
|                   | 12  | April 21 | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -96.00       |   |      | 12                      | April 21 |         | same agenda, coding day also meeting with the hr   |
|                   | 13  | April 22 | 08:00   | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -104.00      |   |      | 13                      | April 22 |         | sending updates and progress about the task we are working   |
|                   | 14  | April 25 | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -112.00      |   |      | 14                      | April 25 |         | meeting at 3pm. finalizing the specific parts and functions  |
|                   | 15  | April 26 | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     | 40:00                     | -120.00      |   |      | 15                      | April 26 |         | additional 4 fields(Attended Orientation, Endorsement, Acceptance and MOA)   |
| 4                 | 16  | April 27 | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -128.00      |   | 4    | 16                      | April 27 |         | coding day, combining all of our webpages  |
|                   | 17  | April 28 | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -136.00      |   |      | 17                      | April 28 |         | sending any updates to the leader if we have. also same agenda, coding   |
|                   | 18  | April 29 | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -144.00      |   |      | 18                      | April 29 |         | coding, still combining the webpages and sending progress report   |
|                   | 19  | 5/2/22   | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -152.00      |   |      | 19                      | 5/2/22   |         | same old, coding   |
|                   | 20  | 5/4/22   | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     | 40:00                     | -160.00      |   |      | 20                      | 5/4/22   |         | code day   |
| 5                 | 21  | 5/5/22   | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -168.00      |   | 5    | 21                      | 5/5/22   |         | same agenda, coding  |
|                   | 22  | 5/6/22   | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -176.00      |   |      | 22                      | 5/6/22   |         | same agenda, coding  |
|                   | 23  | 5/10/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -184.00      |   |      | 23                      | 5/10/22  |         | rechecking and refurbish assigned parts  |
|                   | 24  | 5/11/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -192.00      |   |      | 24                      | 5/11/22  |         | same agenda  |
|                   | 25  | 5/12/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     | 40:00                     | -200.00      |   |      | 25                      | 5/12/22  |         | same agenda  |
| 6                 | 26  | 5/13/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -208.00      |   | 6    | 26                      | 5/13/22  |         | same agenda and updating our dtr   |
|                   | 27  | 5/16/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -216.00      |   |      | 27                      | 5/16/22  |         | same agenda, also for the week we need to get in touch for the web hosting   |
|                   | 28  | 5/17/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -224.00      |   |      | 28                      | 5/17/22  |         | gathering info about web hosting   |
|                   | 29  | 5/18/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -232.00      |   |      | 29                      | 5/18/22  |         | sending resources to my leader for making announcement boards  |
|                   | 30  | 5/19/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     | 40:00                     | -240.00      |   |      | 30                      | 5/19/22  |         | meeting and adding absent function   |
| 7                 | 31  | 5/20/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -248.00      |   | 7    | 31                      | 5/20/22  |         | continuing to update and improve the website   |
|                   | 32  | 5/23/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -256.00      |   |      | 32                      | 5/23/22  |         | waiting for my leader to send me a task  |
|                   | 33  | 5/24/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -264.00      |   |      | 33                      | 5/24/22  |         | trying to start the task ahead. looking forward on friday for the uploading to hostinger   |
|                   | 34  | 5/25/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -272.00      |   |      | 34                      | 5/25/22  |         | update the leader if there was a concern   |
|                   | 35  | 5/26/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     | 40:00                     | -280.00      |   |      | 35                      | 5/26/22  |         | waiting for my task if there is  |
| 8                 | 36  | 5/27/22  | 8:00    | 12:00    | 1:00    | 5:00     | 8:00                     |                           | -288.00      |   | 8    | 36                      | 5/27/22  |         | trying to make feaatures if there was an opportunity   |
|                   | 37  |          |         |          |         |          | 0:00                     |                           | -288.00      |   |      | 37                      |          |         |  |
|                   | 38  |          |         |          |         |          | 0:00                     |                           | -288.00      |   |      | 38                      |          |         |  |
|                   | 39  |          |         |          |         |          | 0:00                     |                           | -288.00      |   |      | 39                      |          |         |  |
|                   | 40  |          |         |          |         |          | 0:00                     | 8:00                      | -288.00      |   |      | 40                      |          |         |  |
| 9                 | 41  |          |         |          |         |          | 0:00                     |                           | -288.00      |   | 9    | 41                      |          |         |  |
|                   | 42  |          |         |          |         |          | 0:00                     |                           | -288.00      |   |      | 42                      |          |         |  |
|                   | 43  |          |         |          |         |          | 0:00                     |                           | -288.00      |   |      | 43                      |          |         |  |
|                   | 44  |          |         |          |         |          | 0:00                     |                           | -288.00      |   |      | 44                      |          |         |  |
|                   | 45  |          |         |          |         |          | 0:00                     | 0:00                      | -288.00      |   |      | 45                      |          |         |  |
| 10                | 46  |          |         |          |         |          | 0:00                     |                           | -288.00      |   | 10   | 46                      |          |         |  |
|                   | 47  |          |         |          |         |          | 0:00                     |                           | -288.00      |   |      | 47                      |          |         |  |
|                   | 48  |          |         |          |         |          | 0:00                     |                           | -288.00      |   |      | 48                      |          |         |  |
|                   | 49  |          |         |          |         |          | 0:00                     |                           | -288.00      |   |      | 49                      |          |         |  |
|                   | 50  |          |         |          |         |          | 0:00                     | 0:00                      | -288.00      |   |      | 50                      |          |         |  |