**OJT WEEKLY REPORT #4**

**NAME OF STUDENT: Kristine Joy M. Lanticse**

**YEAR / COURSE: Fourth Year - BSCpE**

**NAME OF SUPERVISOR: Ms. Romela May L. Sallatic**

**DESIGNATION: MCC Core Team Head**

**REQUIRED NUMBER OF HOURS: 250**

**REMAINING NUMBER OF HOURS: 16**

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| --- | --- | --- | --- |
| **DAY** | **DATE** | **DAILY ACCOMPLISHMENT** | **NO. OF WORKING HOURS** |
| **Monday** | **July 18, 2022** | * **Attended Webinar 3 - Communication Strategies in a Diverse and Global Environment** * **Continued working on back-end** * **Submitted Daily Journal** | **23 hours** |
| **Tuesday** | **July 19, 2022** | * **Continued improving function of the system’s back-end** * **Submitted Daily Journal** | **8 hours** |
| **Wednesday** | **July 20, 2022** | * **Attended Webinar 4 – Leader Excellence: Skills for Peak Performance.** * **Team meeting at Discord office** * **Continued working on back-end** * **Submitted Daily Journal** | **23 hours** |
| **Thursday** | **July 21, 2022** | * **Continued working on the managing of documents at back-end** * **Submitted Daily Journal** | **8 hours** |
| **Friday** | **July 22, 2022** | * **Progress meeting with the IT Department Officers** * **Submitted Daily, Weekly and Group Report** | **23 hours** |

**TOTAL NO. OF HOURS: \_\_\_\_\_\_\_85 Hours\_\_\_\_\_\_\_**

**CERTIFIED BY:**

**MS. ROMELA MAY L. SALLATIC**

**SUPERVISOR**

*(Signature over Printed Name)*

Date: July 22, 2022