**Internship Monthly Attendance Record**

**(sy 16-17, 2nd term, bsitwma, intern2, w41)**

|  |  |  |
| --- | --- | --- |
| **Student/Intern** | : | MAGNO, LORENZO SEBASTIANNE C. |
| **Company** | : | ABIVA PUBLISHING HOUSE INC. |
| **Department** | : | EDP |
| **Supervisor** | : | MR. RAPHAEL C. CRISTOBAL |
| **Official Work Schedule** | : | M-F 8:00 AM – 5:00 PM |

Inclusive Month(s): \_\_January - Februrary \_\_\_\_ Inclusive Dates: \_January 31\_\_\_ - \_February 27\_\_

From To

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **AM** | | | **PM** | | | **OVERTIME** | | | **TOTAL** |
| **In** | **Out** | **Total** | **In** | **Out** | **Total** | **In** | **Out** | **Total** |
| 1/30/16 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 1/31/16 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/01/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/02/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/03/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/06/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/07/17 | 7:30 | 12:00 | 4 H 30M | 1:00 | 5:30 | 4 H 30M |  |  |  | 9 hours |
| 02/08/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/09/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/10/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/13/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/14/17 | 8:00 | 12:00 | 4 Hours |  |  |  |  |  |  | 4 hours |
| 02/15/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/16/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/20/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/21/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/22/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/23/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/24/17 | 8:00 | 12:00 | 4 Hours | 1:00 | 5:00 | 4 Hours |  |  |  | 8 hours |
| 02/27/17 | 7:30 | 12:00 | 4 H 30M | 1:00 | 5:00 | 4 Hours |  |  |  | 9 hours |
|  |  |  |  |  |  |  |  |  |  |  |
| \* Overtime to be credited must be by count of an hour.  \* Hours allotted for lunch break will not be credited as hours worked for student interns. |  |  |  |  |  |  | **TOTAL NUMBER OF HOURS IN THIS REPORT:** | | | 158 hours |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **TOTAL ACCUMULATED HOURS:** | | | hours |
|  |  |  |  |  |  |  |

**Internship Monthly Attendance Record**

**(sy 16-17, 2nd term, bsitwma, intern2, w41)**

|  |  |  |
| --- | --- | --- |
| **Student/Intern** | : | MAGNO, LORENZO SEBASTIANNE C. |
| **Company** | : | ABIVA PUBLISHING HOUSE INC. |
| **Department** | : | EDP |
| **Supervisor** | : | MR. RAPHAEL C. CRISTOBAL |
| **Official Work Schedule** | : | M-F 8:00 AM – 5:00 PM |

Inclusive Month(s): \_\_January - February \_\_\_\_ Inclusive Dates: \_January 31\_\_\_ - \_February 27\_\_

From To

|  |  |  |
| --- | --- | --- |
| **ABSENCE/S** | **ACCUMULATED NUMBER:** | **REASON:** |
| WITH NOTICE: |  |  |
| WITHOUT NOTICE |  |  |
| TOTAL: |  |  |

MR. RAPHAEL C. CRISTOBAL Magno, Lorenzo Sebastianne C.

|  |  |  |
| --- | --- | --- |
| Supervisor’s or Representative’s  Name and Signature / Date |  | Intern’s Name and Signature / Date |

|  |  |  |
| --- | --- | --- |
| IALAP Representative’s  Name and Signature / Date |  | Parent’s/Guardian’s Name and Signature/ Date |

MS. JOCELYN C. MANANSALA

|  |  |  |
| --- | --- | --- |
| Secondary Signature / Date |  |  |