



Go Ahead. Achieve with us.

## GENERAL INFORMATION

Month	March		<div> <div>Shift</div> <div>8:00 AM - 5:00 PM</div> </div>	
Week	From	To		<div> <div>Total Regular Hours</div> <div>8</div> </div>
	03/08/2024	03/08/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID			<div> <div>Overall Total Hours</div> <div>8</div> </div>	

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
March 8, 2024	Friday	8:00 AM	17:00 PM	8		set up biometrics with sir frankie, Oriented me from the works i'll be doing.	
		TOTAL		8	0:00		

Acknowledge by: Jeffrey Raja



Weekly  
Timesheet  
WEEK 2

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	March		Shift	8:00 AM - 5:00 PM
Week	From	To	Total Regular Hours	8
	03/11/2024	03/15/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID			Overall Total Hours	40

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
March 11, 2024	Monday	7:52:00 AM	17:00 PM	8		Troubleshoot a PC, Shared file isn't working, assisting employees with sir frankie.	
March 12, 2024	Tuesday	7:50:00 AM	17:00 PM	8		Help Assist the employee's problems with their pc's	
March 13, 2024	Wednesday	7:36:00 AM	17:00 PM	8		Sir Jeff come to visit and teach me a few things like setting up a printer.	
March 14, 2024	Thursday	7:42:00 AM	17:00 PM	8		Assist employee's problems and check a printer and cctv.	
March 15, 2024	Friday	8:00:00 AM	17:00 PM	8		Help Assist the employee's problems	
		TOTAL		40	0:00		

Acknowledge by: Jeffrey Baja



Weekly  
Timesheet  
WEEK 3

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	March		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	03/18/2024	03/22/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID			Overall Total Hours	32

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
March 18, 2024	Monday	8:50:00 AM	18:00:00 PM	8		Set up monitors, Reboot system, checking hardwares	
March 19, 2024	Tuesday	8:25:00 AM	18:00:00 PM	8		IT support errands	
March 21, 2024	Thursday	8:24:00 AM	18:00:00 PM	8		troubleshoot laptops and printers, disassemble laptop.	
March 22, 2024	Friday	8:22:00 AM	18:00:00 PM	8		Assist with software problem.	
		TOTAL		32	0:00		

Acknowledge by: Jeffrey Raja



Weekly  
Timesheet  
WEEK 4

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	March		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	03/25/2024	03/29/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID				
			Overall Total Hours	24

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
March 25, 2024	Monday	8:23 AM	18:00:00 PM	8		Trouble shoot some printers	
March 26, 2024	Tuesday	8:33:00 AM	18:00:00 PM	8		Trouble shoot printers and fix telephone	
March 27, 2024	Wednesday	8:31:00 AM	18:00:00 PM	8		Assist	
		TOTAL		24	0:00		

Acknowledge by: Jeffrey Raja



Weekly  
Timesheet  
WEEK 5

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	April		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	04/01/2024	04/05/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID				
			Overall Total Hours	40

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
April 1, 2024	Monday	8:24 AM	18:00:00 PM	8		Reformat some laptops and installed a new OS, Cleaned the room	
April 2, 2024	Tuesday	8:23:00 AM	18:00:00 PM	8		Cleaned laptops and trouble shoot some printers	
April 3, 2024	Wednesday	8:14:00 AM	18:00:00 PM	8		Fixed printers on global and installed Softwares on some laptops	
April 4, 2024	Thursday	8:22:00 AM	18:00:00 PM	8		Trouble shoot and installed softwares remotely and physically.	
April 5, 2024	Friday	8:32:00 AM	18:00:00 PM	8		Fixed laptops learn networks and cacti and delivered printers.	
		TOTAL		40	0:00		

Acknowledge by: Jeffrey Raja



Weekly  
Timesheet  
WEEK 6

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	April		Shift	8:00 AM - 5:00 PM
Week	From	To	Total Regular Hours	8
	04/08/2024	04/12/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID				
			Overall Total Hours	24

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
Monday	April 8, 2024	8:31 AM	18:00:00 PM	8		Reformatted and set-up some laptops and checked cacti and Unifi, Assist to other	
Thursday	April 11, 2024	8:35:42 AM	18:00:00 PM	8		Set up and trouble shoot laptops	
Friday	April 12, 2024	8:30:00 AM	18:00:00 PM	8		Fixed laptops and monitor networks	
		TOTAL		24	0:00		

Acknowledge by: Jeffrey B. B. ja



Weekly  
Timesheet  
WEEK 7

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	April		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	04/15/2024	04/19/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID			Overall Total Hours	40

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
April 15, 2024	Monday	8:43 AM	18:00:00 pm	8		Fixed laptops, printers aid in employee's tech problems	
April 16, 2024	Tuesday	8:23:00 AM	20:00:00 PM	8		Assisted on employee's problem and fixed laptops, solder battery	
April 17, 2024	Wednesday	8:11:00 AM	18:00:00 PM	8		Fixed printer that is not showing blue ink	
April 18, 2024	Thursday	8:41:00 AM	18:00:00 PM	8		Assigned new assets to an employee and cleaned/opened broken laptops to get	
April 19, 2024	Friday	8:54:00 AM	18:00:00 pm	8		Assisted sir Kim on some support that needed assistance.	
		TOTAL		40	0:00		

Acknowledge by: Jeffrey Raja



Weekly  
Timesheet  
WEEK 8

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	April		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	04/22/2024	04/26/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID			Overall Total Hours	38

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
April 22, 2024	Monday	8:17 AM	18:40:PM	8		Set up laptops and accomodate employees	
April 23, 2024	Tuesday	8:14:00 AM	18:00:00 PM	8		set up laptops and trouble shoot a broken printer	
April 24, 2024	Wednesday	8:13:00 AM	18:00:00 PM	8		Troubleshoot Hardwares.	
April 25, 2024	Thursday	8:07:00 AM	18:00:00 PM	8		Sir, Jeff thought us how to set up and how an access point work	
April 26, 2024	Friday	10:15:00 AM	18:00:00 PM	6		Went to global and provided assistance and mouse	
		TOTAL		38	0:00		

Acknowledge by: Jeffrey Raja





Weekly  
Timesheet  
WEEK 9

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	April - May		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	04/29/2024	05/03/2024		
Trainee's Name	Ralph Medrick C. Luna		Overall Total Hours	32
Employee ID				

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
April 29, 2024	MONDAY	8:23 AM	18:00:00 PM	8		Assisted on assigning laptop and giving assets and giving assistance	
April 30, 2024	Tuesday	8:21:00 AM	18:00:00 PM	8		Assisted employee's here and in global	
May 2, 2024	Thursday	8:40:00 AM	18:00:00 PM	8		Provided assest for new employee's and received returned Assets.	
May 3, 2024	Friday	8:50:00 AM	18:00:00 PM	8		Reformat an asset to be switched by an old one, took back the printer and looked for	
		TOTAL		32	0:00		

Acknowledge by: Jeffrey Raja



# Weekly Timesheet WEEK 10

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## GENERAL INFORMATION

Month	May		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	05/06/2024	05/10/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID			Overall Total Hours	40

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
May 6, 2024	Monday	8:41 AM	18:00:00	8		Assist, facilitate network	
May 7, 2024	Tuesday	9:00:00 AM	18:00:00 PM	8		taken a desktop from global, falicitated the internet	
May 8, 2024	Wednesday	8:50:00 AM	18:00:00 PM	8		Assisted on the network and given a new asset to an employee and checked 20 HDMI	
May 9, 2024	Thursday	8:51:00 AM	18:00:00 PM	8		Facilitated the network for abnormal or high connection lost	
May 10, 2024	Friday	8:40:00 AM	18:00:00 PM	8		Assisted and facilitated the internet	
		TOTAL		40	0:00		

Acknowledge by: Jeffrey Raja



Weekly  
Timesheet  
WEEK 11

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GENERAL INFORMATION

Month	May		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	05/13/2024	05/17/2024		
Trainee's Name	Ralph Medrick C. Luna		Overall Total Hours	32
Employee ID				

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
May 14, 2024	Tuesday	9:00:00 AM	6:00:00 PM	8		Assist	
May 15, 2024	Wednesday	8:50:00 AM	18:00:00 PM	8		Troubleshoot a desktop and monitored the unifi controller	
May 16, 2024	Thursday	8:23:00 AM	18:00:00 PM	8		Assisting employee from global here in UHH and Monitored the Unifi Controller	
May 17, 2024	Friday	9:00:00 AM	18:00:00 PM	8		Modified a broken laptop and made a working one	
		TOTAL		32	0:00		

Acknowledge by: Jeffrey Raja



Weekly  
Timesheet  
WEEK 12

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GENERAL INFORMATION

Month	May		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	05/20/2024	05/24/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID			Overall Total Hours	40

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
May 20, 2024	Monday	9:00 AM	18:00:00 PM	8		Assisted on fixing the printer on global	
May 21, 2024	Tuesday	9:00:00 AM	18:00:00 PM	8		Assisted on fixing the printer on Main office and monitored the internet	
May 22, 2024	Wednesday	9:00:00 AM	18:00:00 PM	8		Monitored Internet	
May 23, 2024	Thursday	9:00:00 AM	18:00:00 PM	8		Monitored Unifi and Ubiquiti Controller	
May 24, 2024	Friday	9:00:00 AM	18:00:00 PM	8		Monitored Unifi and Ubiquiti Controller	
		TOTAL		40	0:00		

Acknowledge by: Jeffrey Vaja



Weekly  
Timesheet  
WEEK 13

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	May		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	05/27/2024	05/31/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID			Overall Total Hours	32

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
May 27, 2024	Monday	8:00 AM	18:00:00 PM	8		Assisted a employee having problems with the internet, Monitored Unifi and Ubiquiti	
May 28, 2024	Tuesday	9:00:00 AM	18:00:00 PM	8		Assisted a employee's having problems with the internet, Monitored Unifi and Ubiquiti	
May 29, 2024	Wednesday	9:00:00 AM	18:00:00 PM	8		Recieve assets, gave new printer, Monitored Unifi	
May 30, 2024	Thursday						
May 31, 2024	Friday	9:00:00 PM	18:00:00 PM	8		Gave assets, Monitored Unifi and Ubiquity controllers	
		TOTAL		32	0:00		

Acknowledge by: Jeffrey Baja



Weekly  
Timesheet  
WEEK 14

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	June		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	06/03/2024	06/07/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID				
			Overall Total Hours	28

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
June 3, 2024	Monday	9:00 AM	18:00:00 PM	8		Assisted a employee having problems with the internet, Monitored Unifi and Ubiquiti	
June 4, 2024	Tuesday	8:10:00 AM	14:00:00 PM	4		Half -day	
June 5, 2024	Wednesday					Absent	
June 6, 2024	Thursday	9:00:00 AM	18:00:00 PM	8		Assisted a employee having problems with the internet, Monitored Unifi and Ubiquiti	
June 7, 2024	Friday	9:00:00 AM	18:00:00 PM	8		Assisted a employee having problems with the internet, Monitored Unifi and Ubiquiti	
		TOTAL		28	0:00		

Acknowledge by: Jeffrey Raja



Weekly  
Timesheet  
WEEK 15

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	June		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	06/10/2024	06/14/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID	iNTERN			
			Overall Total Hours	16.00

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
June 10, 2024	Monday	8:54 AM	18:00:00 PM	8		Assisted a employee having problems with the internet, Monitored Unifi and Ubiquiti	
June 11, 2024	Tuesday	9:00:00 AM	18:00:00 PM	8		Assisted a employee having problems with the internet, Monitored Unifi and Ubiquiti	
June 12, 2024	Wednesday						
June 13, 2024	Thursday						
June 14, 2024	Friday						
		TOTAL		16.00	0:00		

Acknowledge by: Jeffrey L. Lujia



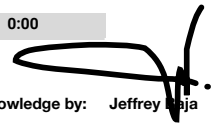
Weekly  
Timesheet  
WEEK 16

Go Ahead. Achieve with us.

GENERAL INFORMATION

Month	June		Shift	9:00 AM - 6:00 PM
Week	From	To	Total Regular Hours	8
	06/17/2024	06/14/2024		
Trainee's Name	Ralph Medrick C. Luna			
Employee ID				
			Overall Total Hours	

Date	Day	Time In	Time Out	Total Hours	Extended Hours	Activities	Late
June 17, 2024	Monday						
June 18, 2024	Tuesday						
June 19, 2024	Wednesday						
June 20, 2024	Thursday						
June 21, 2024	Friday						
		TOTAL		28:00	0:00		

Acknowledge by: Jeffrey 



## TIMESHEET SUMMARY

Week #	Date		Total Hours	Status	Date Approved
	From	To			
Week 1	March 8, 2024	March 8, 2024	8		
Week 2	March 11, 2024	March 15, 2024	40		
Week 3	March 18, 2024	March 22, 2024	32		
Week 4	March 25, 2024	March 29, 2024	24		
Week 5	April 1, 2024	April 5, 2024	40		
Week 6	April 8, 2024	April 12, 2024	24		
Week 7	April 15, 2024	April 19, 2024	40		
Week 8	April 22, 2024	April 26, 2024	38		
Week 9	April 29, 2024	May 3, 2024	32		
Week 10	May 6, 2024	May 10, 2024	40		
Week 11	May 13, 2024	May 17, 2024	32		
Week 12	May 20, 2024	May 24, 2024	40		
Week 13	May 27, 2024	May 31, 2024	32		
Week 14	June 3, 2024	June 7, 2024	28		
Week 15	June 10, 2024	June 11, 2024	16		
Week 16					
Total:			466		

Acknowledge by:  Jeffrey Baja

MEMA TOTAL	
Overall Total Of Hours	486
Consumed Hours	
Remaining Hours	20
Days to Complete OJT (8 Hours)	
March 8, 2024	
Days to Finish OJT	

Information	
Trainee Name:	Ralph Medrick C. Luna
Position:	IT Support Intern
Shift Period:	9:00am - 6:00pm
Phone:	09260576744
Email:	Ralphmedrickluna066@gmail.com
Course:	Bachelor of Science In Computer Science
School:	Technological University of the Philippines

Allowance	
Overall Total Hours	466
Rate Per Hour	20
Expected Allowance	₱9,320.00
Remaining Allowance	
LIST OF ALLOWANCE RECIEVED	