

School of Computing and Information Sciences
IT/CS Department
 Saint Louis University, Baguio City

Weekly Work Report
 Week No. 2 (Jun 13 – Jun 16, 2017)

Name: **Last, First M.**
 Company: **SLU**

Department/Office: **SCIS Dean's Office**

Date (Day)	Actual Work Times	Number of Hours Rendered	List of work accomplished
Jun 13 (Tuesday)	7:30 – 10:30 am	3 hrs	a. I edited a powerpoint presentation file, presented the file to the Dean for evaluation and finalized the presentation. b. Helped in fixing the Dean's printer.
Jun 14 (Wednesday)	2:30 – 4:30 am	2 hrs	
Jun 15 (Thursday)	8:30 – 10:30 am	2 hrs	
Jun 16 (Friday)	8:30 – 11:00 am 3:00 – 4:00 pm	3 hrs 30 mins	
Number of work-hours rendered for this week		10 hrs 30 mins	
TOTAL number of work-hours rendered at the <u>beginning</u> of this week		12 hrs	
TOTAL number of work-hours rendered at the <u>end</u> of this week		22 hrs 30 mins	

Dr. Cecilia A. Mercado
 Dean, SCIS