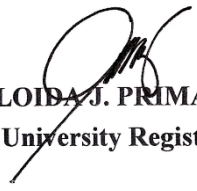


**On-Job-Training
Weekly Report**

Name: JERON LUTHER E.S. CASTRO		Date: JULY 2022
Agency: UNIVERSIDAD DE MANILA REGISTRAR		On-the-job Supervisor: MA'AM LOIDA PRIMAVERA
Inclusive Date: JULY 13,14,15,18,19,20,21		Number of hours worked: 78 HOURS
<p>Briefly summarize work assignments completed this week (use additional sheets if necessary).</p> <p>This week is the continuation of the encoding for the senior high school walk-in and after that, we assigned to find the files of graduates in the year 2016 – 2017. Sometimes I also delivering printed documents from the lobby for the student's admission paper with their information.</p>		

**On-Job-Training
Weekly Attendance**

Name: JERON LUTHE E.S. CASTRO		Company: UNIVERSIDAD DE MANILA (REGISTRAR)	
Name of Supervisor: MA'AM LOIDA PRIMAVERA		Inclusive Date: JULY 2022	
Date/Day	Time	Time Out	Total Hours
MONDAY (JULY 18)	7:30	5:20	9
TUESDAY (JULY 19)	7:44	6:22	10
WEDNESDAY (JULY 13-20)	6:32 5:20	6:10 7:11	11 13
THURSDAY (JULY 14-21)	6:20 7:11	5:32 5:21	11 10
FRIDAY JULY (15)	6:30	5:45	11
SATURDAY			
Total Hours			78 HOURS
Signature of Supervisor	 MS. LOIDA J. PRIMAVERA University Registrar		