


**On-Job-Training
Weekly Report**

Name: JERON LUTHER E.S. CASTRO		Date: AUG 2022
Agency: UNIVERSIDAD DE MANILA REGISTRAR		On-the-job Supervisor: MA'AM LOIDA PRIMAVERA
Inclusive Date: AUG 11, 12, 15, 16, 17, 18, 19		Number of hours worked: 78 HOURS
<p>Briefly summarize work assignments completed this week (use additional sheets if necessary).</p> <p>After the layout of the ground floor of registrar office, Ma'am Loida explain the storage room in the from of registrar office where the records also of the students are stored there. Ma'am Loida explain to me that she want to have a additional cabinet and she want me to make a layout that what it would be look like and how will be applied it. Since the storage room are not quite large enough to have more cabinets, I used to measure the both side of the room so that we will provide a modified size of the cabinet that will be fit in.</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: AUG 2022	
Date/Day	Time	Time Out	Total Hours
MONDAY (AUG 15)	7:30	5:12	10
TUESDAY (AUG 16)	7:00	6:00	11
WEDNESDAY (AUG 17)	6:55	5:34	11
THURSDAY (AUG 11-18)	6:56 7:18	5:38 6:53	12 11
FRIDAY (AUG 12-19)	5:50 7:13	6:35 7:00	12 11
SATURDAY			
Total Hours			78 HOURS
Signature of Supervisor	 MS. LOIDA J. PRIMAVERA University Registrar		

