


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 2, 3, 4, 5, 8, 9, 10,		Number of hours worked: 61 HOURS
<p>Briefly summarize work assignments completed this week (use additional sheets if necessary).</p> <p>This week is the continuation for the layout of Ground Floor in the registrar office, since registrar office have a limited area and not enough space to add Documents Cabinet, it is hard to me to measure and apply the measurements of the cabinets since all cabinets are have huge heigh and width. We used a tape measure to get the exact value of every edge of the registrar office.</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 8)	6:48	5:19	10
TUESDAY (AUG 2-9)	6:50 6:54	5:00 5:31	10 10
WEDNESDAY (AUG 3-10)	6:17 6:55	7:32 5:10	12 10
THURSDAY (AUG 4)	6:28	5:31	11
FRIDAY (AUG 5)	6:30	5:12	9
SATURDAY			
Total Hours			74 HOURS
Signature of Supervisor	 MS. LOIDA J. PRIMAVERA University Registrar		

