


**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 22, 23, 24, 25, 26, 30, 31		Number of hours worked: 74 HOURS
<p><b>Briefly summarize</b> work assignments completed this week (use additional sheets if necessary).</p> <p>After the measuring of the storage room in the front of registrar office and the discussion the measurements of cabinets that will be fit in. I started to layout the positioning of the cabinets inside of the storage room to visualize the space inside the storage. If its space are compatible with a person because there are limited space in the storage room.</p>		

**On-Job-Training  
Weekly Attendance**

<b>Name: JERON LUTHE E.S. CASTRO</b>		<b>Company: UNIVERSIDAD DE MANILA (REGISTRAR)</b>	
<b>Name of Supervisor: MA'AM LOIDA PRIMAVERA</b>		<b>Inclusive Date: AUG 2022</b>	
<b>Date/Day</b>	<b>Time</b>	<b>Time Out</b>	<b>Total Hours</b>
<b>MONDAY (AUG 22)</b>	<b>6:36</b>	<b>6:18</b>	<b>12</b>
<b>TUESDAY (AUG 23-30)</b>	<b>8:00</b>	<b>1:00</b>	<b>11</b>
	<b>6:32</b>	<b>5:30</b>	<b>10</b>
<b>WEDNESDAY (AUG 24-31)</b>	<b>5:20</b>	<b>7:08</b>	<b>13</b>
	<b>6:21</b>	<b>5:30</b>	<b>11</b>
<b>THURSDAY (AUG 25)</b>	<b>6:26</b>	<b>5:32</b>	<b>11</b>
<b>FRIDAY (AUG 26)</b>	<b>6:47</b>	<b>5:00</b>	<b>10</b>
<b>SATURDAY</b>			
<b>Total Hours</b>			<b>74 HOURS</b>
<b>Signature of Supervisor</b>	 <b>MS. LOIDA J. PRIMAVERA</b> <b>University Registrar</b>		

