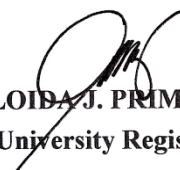


**On-Job-Training**  
**Weekly Report**

Name: JERON LUTHER E.S. CASTRO		Date: JULY & AUG 2022
Agency: UNIVERSIDAD DE MANILA REGISTRAR		On-the-job Supervisor: MA'AM LOIDA PRIMAVERA
Inclusive Date: JULY 22, 25,26 ,27, 28, 29, AUG 1		Number of hours worked: 80 HOURS
<p><b>Briefly summarize</b> work assignments completed this week (use additional sheets if necessary).</p> <p>This week is when Ma'am Loida started to discuss with me about the Floor Plan that she would like to apply from registrar office, she explain the positioning of the clerks table and documents area so that it will look organize as per Ma'am Loida. After that, She discuss next the Upper Floor of the Registrar where the records are stored mostly. Ma'am Loida stated that she want to have an I.T Department that will handle the Softcopy of documents of the students. She explain that she would like to install 5 Desktop Computer to the upper floor of the registrar. After all those discussion, I started to install AUTOCAD Software that I will used to layout the floorplan digitally. After the installation, I started to measure the area of registrar so that the layout from digital will be compatible to implement .</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: JULY, AUG 2022</b>	
<b>Date/Day</b>	<b>Time</b>	<b>Time Out</b>	<b>Total Hours</b>
<b>MONDAY</b> <b>(JULY 25-AUG 1)</b>	<b>6:20</b>	<b>6:35</b>	<b>11</b>
	<b>6:50</b>	<b>5:00</b>	<b>10</b>
<b>TUESDAY</b> <b>(JULY 26)</b>	<b>6:10</b>	<b>6:50</b>	<b>12</b>
<b>WEDNESDAY</b> <b>(JULY 27)</b>	<b>7:10</b>	<b>6:40</b>	<b>11</b>
<b>THURSDAY</b> <b>(JULY 28)</b>	<b>6:25</b>	<b>6:15</b>	<b>11</b>
<b>FRIDAY</b> <b>JULY (22-29)</b>	<b>6:10</b>	<b>6:55</b>	<b>12</b>
	<b>7:30</b>	<b>5:00</b>	<b>9</b>
<b>SATURDAY</b>			
<b>Total Hours</b>			<b>80 HOURS</b>
<b>Signature of Supervisor</b>	 <b>MS. LOIDA J. PRIMAVERA</b> <b>University Registrar</b>		

