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 | |
| **Briefly summarize** work assignments completed this week (use additional sheets if necessary).  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. | | |

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** |  | | |