On-Job-Training

Weekly Report

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

On-Job-Training

Weekly Attendance

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| **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** |  | | |