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

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 22)** | **6:36** | **6:18** | **12** |
| **TUESDAY**  **(AUG 23-30)** | **8:00**  **6:32** | **1:00**  **5:30** | **11**  **10** |
| **WEDNESDAY**  **(AUG 24-31)** | **5:20**  **6:21** | **7:08**  **5:30** | **13**  **11** |
| **THURSDAY**  **(AUG 25)** | **6:26** | **5:32** | **11** |
| **FRIDAY**  **(AUG 26)** | **6:47** | **5:00** | **10** |
| **SATURDAY** |  |  |  |
| **Total Hours** | | | **74 HOURS** |
| **Signature of Supervisor** |  | | |