On-Job-Training

Weekly Report

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| --- | --- | --- |
| Name: JERON LUTHER E.S. CASTRO | | Date: SEPT 2022 |
| Agency: UNIVERSIDAD DE MANILA REGISTRAR | On-the-job Supervisor: MA’AM LOIDA PRIMAVERA | |
| Inclusive Date: SEPT 1, 2, 5, 6, 7, 8, 9 | Number of hours worked: 77 HOURS | |
| **Briefly summarize** work assignments completed this week (use additional sheets if necessary).  After the layout of Registrar Ground, Upper Floor and Storage room. i used to make a website that will be connected to the Gmail with auto-emailing. This whole week I plan and make a flow of the website, the design, security, functions, responsiveness and take note the potential error of the website to avoid the huge error of the program.  . | | |

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: SEPT 2022** | |
| **Date/Day** | **Time** | **Time Out** | **Total Hours** |
| **MONDAY**  **(SEPT 5)** | **6:30** | **6:10** | **11** |
| **TUESDAY**  **(SEPT 6)** | **7:30** | **5:20** | **9** |
| **WEDNESDAY**  **(SEPT 7)** | **6:12** | **5:40** | **11** |
| **THURSDAY**  **(SEPT 1-8)** | **5:55**  **6:34** | **5:20**  **5:40** | **11**  **11** |
| **FRIDAY**  **(SEPT 2-9)** | **7:10**  **6:22** | **6:25**  **5:10** | **11**  **10** |
| **SATURDAY** |  |  |  |
| **Total Hours** | | | **77 HOURS** |
| **Signature of Supervisor** |  | | |