

Official Time

Mon: 9:00am to 6:00pm
Tue: 9:00am to 6:00pm
Wed: _____
Thu: _____
Fri: 9:00am to 6:00pm
Sat: 9:00am to 6:00pm



Republic of the Philippines
QUEZON CITY UNIVERSITY
673 Quirino Highway San Bartolome, Novaliches, Quezon City

WEEKLY ACCOMPLISHMENT REPORT
(ON-THE-JOB TRAINING 2)

Second Sem. S.Y. 2022-2023

Any alterations/erasures will consider null
and void unless with countersign of
immediate supervisor.

10
Week No.

Name : John Nicole Abihay
Company : Lifestyle Travel
Course : Bachelor of Science in Information Technology Year: 4th Year
Training Period : From January To March

Date	Day	Regular Time		Task Assigned and Completed	Total Hour/s	Overtime		Total Hour/s	Grand Total	Remarks
		Time-In	Time-Out			Time-In	Time-Out			
March 20, 2023	MON	9:00am	6:00pm	Encoding some documents	8				8	
March 21, 2023	TUE	9:00am	6:00pm	Listing account credentials used in our OJT	8				8	
-	WED	-	-	-						
-	THU	-	-	-						
March 24, 2023	FRI	9:00am	6:00pm	Backup files of files used in outputs on external drives	8				8	
	SAT									
	SUN									
GRAND TOTAL									24	

Prepared by:

John Nicole Abihay
OJT Trainee
Date: _____

Approved by:

Michael C. Reyes
General Manager
Date: _____

Recorded by:

Isagani M. Tano, PhD-ELM, DIT
OJT Adviser
Date: _____

Total Hours