UNIVERSITY OF ILOILO

PHINMA EDUCATION NETWORK
COLLEGE OF INFORMATION TECHNOLOGY AND EDUCATION
ON-THE-JOB-TRAINING PROGRAM

WEEKLY ACCOMPLISHMENT REPORT

NAME OF STUDENT-TRAINEE:

Dan Alfrei Fuerte

COMPANY/DEPARTMENT:

Department of Trade and Industry (DTI) / MIS

INCLUSIVE DATES:

Jan 02-06, 2023

ACCUMULATED HOURS:

40

DATE	TASK/ACTIVITIES PERFORMED	KNOWLEDGE/SKILLS ACQUIRED
JANUARY 02, 2023	Analyze Performance Governance System in Excel	Learned different ways of formulas to execute for better analysis.
JANUARY 03, 2023	Provision of IT assistance	Determined the problem of employee's excel file and fixes its formula.
JANUARY 04, 2023	Finalize Performance Governance System	Concludes the formula to use and finalize the report.
JANUARY 05, 2023	Relocate and set up employee's PC	Recalled how to set up a complete set of PC, configure internet and organize cables.
JANUARY 06, 2023	Fixed Printer Scanner	Have learned how to configure a scanner that can't be accessed in computer.

PREPARED BY:

Dan Alfrei Fuerte

Signature Over Printed Name of the Student-Trainee

CERTIFIED CORRECT:

Angelo Patrimonio

Signature Over Printed Name of the Immediate Supervisor

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WEEKLY ACCOMPLISHMENT REPORT

NAME OF STUDENT-TRAINEE: **Dan Alfrei Fuerte**

COMPANY/DEPARTMENT:
Department of Trade and Industry (DTI) / MIS

INCLUSIVE DATES: **Jan 09-13, 2023**

ACCUMULATED HOURS: **40**

DATE	TASK/ACTIVITIES PERFORMED	KNOWLEDGE/SKILLS ACQUIRED
JANUARY 09, 2023	Support in (NAS) Network Attached Storage Installation	Have gained knowledge in installing and configuration of NAS.
JANUARY 10, 2023	Convert Performance Governance System to Google Sheet	Transferred the PGS form in google sheet and learned how to protect or encrypt sheets.
JANUARY 11, 2023	Troubleshoot Internet Connection Problem	Get the point of how to configure Internet Problem that affects the whole division.
JANUARY 12, 2023	Format and Upgrade PC	Mastered how to format, clean and clone PC's OS from HDD to SSD.
JANUARY 13, 2023	Communicate with Suppliers for Equipment Repair	Developed my social and communication skills.

PREPARED BY:

Dan Alfrei Fuerte
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CERTIFIED CORRECT:

Angelo Patrimonio
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Signature Over Printed Name of the Immediate Supervisor