**UNIVERSITY OF ILOILO**

PHINMA EDUCATION NETWORK

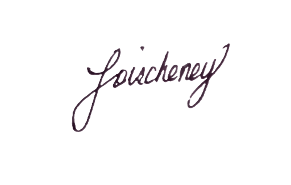
**COLLEGE OF INFORMATION TECHNOLOGY AND EDUCATION**

**ON-THE-JOB-TRAINING PROGRAM**

**WEEKLY ACCOMPLISHMENT REPORT**

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| NAME OF STUDENT-TRAINEE: BROFAR, LOIS CHENEY D. | | | INCLUSIVE DATES: JANUARY 2-5, 2024 |
| COMPANY/DEPARTMENT: REED ELSEVIER/ EDITORIAL OPERATIONS | | | ACCUMULATED HOURS: 32 HOURS |
| **DATE** | **TASKS/ACTIVITIES PERFORMED** | **KNOWLEDGE/SKILLS ACQUIRED** | |
| January 02, 2024 | Processing document with my remaining quota. | Due to fewer documents in New York Court, I only processed half of my quota, you need a lot of patience to wait for another document. | |
| January 03, 2024 | CA(California) Court Training and Processed CA Court. | Training under Sir Joshua and Ms. Angel prepared us for the California Court Process. With fewer documents in the New York Court, we’re now adapting our skills to navigate a different court process. | |
| January 04, 2024 | Processing document with CA Court. | In the California Court Training, we covered the distinct processes of two courts: Los Angeles and Orange County. Each presents unique challenges in terms of processing. | |
| January 05, 2024 | Processing document with CA-Los Angeles. | Within the California Court system, its necessary to replicate all counsel details on the top of the document, including their bar numbers. | |

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LOIS CHENEY BROFAR MARY JANE VELASQUEZ

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Signature Over Printed Name of the Student-Trainee Signature Over Printed Name of the Immediate Supervisor

**UNIVERSITY OF ILOILO**

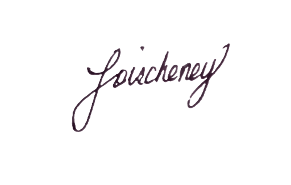
PHINMA EDUCATION NETWORK

**COLLEGE OF INFORMATION TECHNOLOGY AND EDUCATION**

**ON-THE-JOB-TRAINING PROGRAM**

**WEEKLY ACCOMPLISHMENT REPORT**

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| --- | --- | --- | --- |
| NAME OF STUDENT-TRAINEE: BROFAR, LOIS CHENEY D. | | | INCLUSIVE DATES: JANUARY 8-12, 2024 |
| COMPANY/DEPARTMENT: REED ELSEVIER/ EDITORIAL OPERATIONS | | | ACCUMULATED HOURS: 40 HOURS |
| **DATE** | **TASKS/ACTIVITIES PERFORMED** | **KNOWLEDGE/SKILLS ACQUIRED** | |
| January 08, 2024 | Processing document in CA(California) Court. | I encountered a lot of error like missing judge info and need to edit in Data Store Review. | |
| January 09, 2024 | Monthly Calibration Meeting and processing documents CA and New York Court. | We had the chance to evaluate our intern audit score for December, achieving 98.47%. Through teamwork, we've successfully worked towards improving our audit scores for future evaluations. | |
| January 10, 2024 | Processing documents with my remaining quota. | In CA-Orange County you need to type the additional info in case number. | |
| January 11, 2024 | Processing documents with my remaining quota. | Several documents in the California Court system are excluded and require keying. | |
| January 12, 2024 | Processing documents and LNNA Content Expansion B – Community Day (January 2024) | During our team meeting, we discussed our accomplishments, and I consistently held the highest accuracy in both November and December. JR excelled in top productivity in December, while Jones led in November. | |



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LOIS CHENEY BROFAR MARY JANE VELASQUEZ

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Signature Over Printed Name of the Student-Trainee Signature Over Printed Name of the Immediate Supervisor

**UNIVERSITY OF ILOILO**

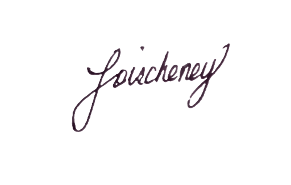
PHINMA EDUCATION NETWORK

**COLLEGE OF INFORMATION TECHNOLOGY AND EDUCATION**

**ON-THE-JOB-TRAINING PROGRAM**

**WEEKLY ACCOMPLISHMENT REPORT**

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| --- | --- | --- | --- |
| NAME OF STUDENT-TRAINEE: BROFAR, LOIS CHENEY D. | | | INCLUSIVE DATES: JANUARY 15-19, 2024 |
| COMPANY/DEPARTMENT: REED ELSEVIER/ EDITORIAL OPERATIONS | | | ACCUMULATED HOURS: 40 HOURS |
| **DATE** | **TASKS/ACTIVITIES PERFORMED** | **KNOWLEDGE/SKILLS ACQUIRED** | |
| January 15, 2024 | Processing documents with my remaining quota in California Court. | While processing documents in the California Court last week, I faced challenges due to new learnings, emphasizing the need for thorough checking of documents for additional details. | |
| January 16, 2024 | Open CRV tool, process documents and open Data Store Review for editing of audited documents. | If the document lacks a full title, forward it to the keying process. | |
| January 17, 2024 | Processing document and check the workday for remaining task. | To confirm the accuracy of the information I copied in the document, I refer to the guidelines for review. | |
| January 18, 2024 | Career Readiness Program | The career readiness program provided me with valuable insights into self-assessment, effective online job search techniques, crafting impactful resumes, and mastering the various stages preparing for interviews (before, during, and after). | |
| January 19, 2024 | Processing documents with my remaining quota. |  | |



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LOIS CHENEY BROFAR MARY JANE VELASQUEZ

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