| **CTU – GINATILAN EXTENSION CAMPUS** | |
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|  | OJT Form 6  October 2012  Revision: 0 |

**DAILY/WEEKLY/MONTHLY PERFORMANCE REPORT**

| **Name of Student Trainee:** | | Princes Buagas | | |
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| **Course, Year & Major:** | | BIT-CT 4 | | |
| **Cooperating Agency:** | | Coredev Solutions Inc. | **Inclusive Date:** | **From**: February 10, 2025 |
| **Department Assigned:** | | Hardware Department | | **To**: February 15, 2025 |
| **Summary of Activities:** | |  | **Learning/Insights:** |  |
| **1.** Edited and designed brochures for products and services based on the Marketing Department’s instructions, then printed the documents.  **2.** Worked on editing brochures for the Solar PV System Installation and finished the products and services brochure. Organized and printed the documents into nine folders as instructed by Sir June.  **3.** Continued editing the Solar PV system brochures, printed forms, and properly arranged them. Printed flyers as requested by Ma’am Loschen.  **4.** Edited flyers for the AMD Ryzen Gaming Series computer set and continued printing the remaining copies of forms for folders, as instructed by Sir Ralph. Helped the Accounting OJTs and Marketing Department with their form printing.  **5.** Edited brochures for printers (Brother, Epson, and Deli) as per Miss Loschen’s instructions and continued printing the remaining copies of the Solar PV system brochures for Sir Ralph. | | | During my OJT, I spent a lot of time editing and designing brochures for different products using Canva. We worked on brochures for things like the Solar PV System Installation, gaming computers, and printers from brands like Brother, Epson, and Deli. I learned how to organize the information and make the brochures look neat and attractive.  I also worked on editing flyers for the AMD Ryzen Gaming Series, which helped me improve my design skills. I helped the Accounting OJTs and the Marketing Department with printing their forms, which showed me how important teamwork is in the office. | |
| Prepared by:  \_\_\_\_\_\_\_PRINCES BUAGAS\_\_\_\_\_\_\_\_\_  **Student Signature over Printed Name** | | | | |
| **CA (Cooperating Agency) Remarks:** | | | | |
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| **OJT Chairman/Supervisor Remarks:** | | | | |
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