


	Pamantasan ng Lungsod ng Valenzuela <b>OJT WEEKLY PROGRESS REPORT</b>	Document No.: CEIT-OJTF-004
		Number of Pages: 1
College:	College of Engineering and Information Technology	Revised: 10/24/2025

**Name of Intern:** HAVANA, RUSSEL G. **Course/Student No.:** BSIT / 22-3118  
**Name of Company:** NORTHGATE TECHNOLOGIES INC.  
**Company Address:** 59 Tinagan Street, San Jose Quezon City, Philippines 1115  
**Site Internship Supervisor:** Mr. Carl Jayvie Manatad


Accomplish in computerized format. Submit this document to your OJT Coordinator at the end of each week. May add additional sheets if necessary. Indicate "N/A" if not applicable.

DATE	DAY	TIME IN	TIME OUT	LOCATION	ACTIVITIES
October 20, 2025	Monday	6:55A M	6:00P M	59 Tinagan Street, San Jose Quezon City, Philippines 1115	We continued checking the BIOS of the LDS desktops and finished the remaining units to complete the total of 320 units. After that, Sir Carl gave me a Sales Order for Globe Telecom, where I performed checking and setup of Asus ExpertBook laptops, verifying their specifications. Once that was done, we proceeded to work on 43-inch digital signages.
October 21, 2025	Tuesday	7:10A M	5:00P M	59 Tinagan Street, San Jose Quezon City, Philippines 1115	Today, we received another Sales Order for 100 Lenovo laptops for Toyota. We conducted quality checks, set them up, and verified if the specifications matched those listed in the Sales Order we had. However, we were not able to finish all 100 units today because we also prepared advance stocks of Vertiv 650VA UPS units that would be released the following day.
October 22, 2025	Wednesday	7:05A M	6:00P M	59 Tinagan Street, San Jose Quezon City, Philippines 1115	We finished the remaining pending Lenovo units for Toyota and spent the entire day working on Digital Signages, producing around 26 units for Jollibee. We also inserted images into the displays as part of the setup process.
October 23, 2025	Thursday	6:50A M	6:00P M	59 Tinagan Street, San Jose Quezon City, Philippines 1115	Today, we performed hashing on Asus ExpertBook laptops (LT3), as well as quality checks on Vertiv UPS units (650VA and 1KVA) for Jollibee. We also worked on 43-inch digital signages.

<b>Student Intern:</b> <i>(Signature over printed name)</i>	 HAVANA, RUSSEL G.
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October 24, 2025	Friday				Have Classes (PLV)
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