

EMPLOYEE NAME:	HAVANA, RUSSEL G.			Total Hours:	
Department:	QUALITY ASSURANCE				
Date Submitted:	20-Nov-25				
Period:	OCTOBER 27, 2025 - NOVEMBER 10, 2025				
Date:	Time:	Transaction	Remarks	Hours	
October 27, 2025	6:55AM - 6:00PM	We tested several LG digital signages (43" and 49") for advanced orders of Jollibee. We also inspected and tested 650VA UPS units to ensure proper power backup performance before deployment.		9	
October 28, 2025	6:57AM - 6:00PM	We tested UPS units (650VA and 1000VA), laptops, switches, and projectors to ensure performance, safety, reliability, and battery efficiency before release.		9	
October 29, 2025	6:50AM - 6:00PM	We tested UPS units (650VA and 1000VA), digital signages, laptops, and desktops to ensure proper functionality, safety, reliability, and warranty compliance before deployment and inspection of laptops.		9	
October 30, 2025	6:56AM - 6:00PM	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.		9	
October 31, 2025		Holiday (All Souls Day)		—	
November 3, 2025	6:57AM - 6:00PM	We thoroughly inspected and tested the site UPS 650VA and 1000VA units, as well as the Chromebook devices, to ensure that each unit meets the company's performance, safety, and reliability standards before release covering functionality checks, voltage stability verification, battery efficiency assessment,		9	
November 4, 2025	7:18AM - 6:00PM	We installed additional RAM modules on Asus ExpertBook laptops intended for Jollibee LT3 orders to enhance their performance and ensure smooth operation before deployment.		9	
November 5, 2025	7:05AM - 6:00PM	We installed additional RAM modules on Asus ExpertBook laptops for Jollibee LT3 orders to improve system performance. We also conducted testing on several devices, including 650VA and 1000VA UPS units, 40 Lenovo monitors, 43-inch digital signages, network switches, and projectors to ensure they are all functioning properly before deployment.		9	

November 6, 2025	7:10AM - 6:00PM	We tested several devices including 650VA UPS units, Dell monitors, LDS desktops, projectors, and network switches. Each item was properly labeled one by one for inventory and tracking purposes. We also tested 49-inch digital signages to ensure all units are fully functional before deployment.			9
November 7, 2025		Absent (Have classes on PLV)			—
November 10, 2025		Class Suspended			—

Approved By:

Mr. Carl Jayvie Manatad

HR Department:

Ms. Mary Anne Cruz

Manatad

Mary Anne Cruz

72 hours

50 X 8 ₱ 400

December 1, 2021

NOV 28 2025