

EMPLOYEE NAME:	HAVANA, RUSSEL G.			Total Hours:	51
Department:	(WAREHOUSE / QUALITY ASSURANCE)				
Date Submitted:	10-Jul-25				
Period:	JUNE 26, 2025 - JULY 10, 2025				
Date:	Time:	Transaction	Remarks	Hours	
July 1, 2025	7:45 AM - 5:00 PM	Conducted a series of Quality Assurance (QA) inspections on various hardware components, which included monitors, UPS units, digital signage displays, and laptops, ensuring that each device met the required operational and quality standards.		8	
July 2, 2025	7:45 AM - 12:00 PM	Performed Quality Assurance (QA) checks on monitors and digital signage, and assisted the senior intern with installing Solid State Drives (SSD), Random Access Memory (RAM), and the Windows operating system on laptops.		4	
July 3, 2025	(Time-in) AM - (Time-out) PM	Class Suspension			
July 4, 2025	(Time-in) AM - (Time-out) PM	Class Suspension			
July 7, 2025	7:30 AM - 6:00 PM	Executed standard QA checks on multiple hardware items including monitors, digital signage systems, and UPS units. Also carried out basic physical inspections of laptops to verify their external condition and readiness for further testing.		9	
July 8, 2025	7:02 AM - 6:00 PM	We performed a comprehensive quality assessment of digital signages, UPS devices, and monitors. In addition, we reviewed laptop hardware specifications. Under the guidance of Sir Carl, we were taught the standard procedure for safely installing SSDs into laptops, including how to properly open the units using the correct tools and techniques.		10	
July 9, 2025	7:02 AM - 6:13 PM	Inspected and verified the quality of 43-inch and 49-inch digital signages and monitors. Sir Carl provided an informative lesson on the components of a system unit, such as various ports and cables, and explained the internal structure and parts of a server. He also demonstrated the step-by-step method for installing a hard drive into the server. Later, Sir Jin instructed us on preparing the required software and configurations for units designated for Jollibee, covering both the setup and quality assurance processes.		10	
July 10, 2025	7:10 AM - 6:00 PM	Performed QA inspections on digital signage systems and monitors, and also verified laptop functionality and hardware specifications. Each intern was given the opportunity to individually install a hard drive into a server, completing the process step-by-step under close supervision and technical guidance.		10	

Approved By:

Mr. Carl Jayvie F. Manatad

HR Department:

Ms. Mary Anne Cruz

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