

EMPLOYEE NAME:	HAVANA, RUSSEL G.			Total Hours:	
Department:	QUALITY ASSURANCE				
Date Submitted:	10-Oct-25				
Period:	SEPTEMBER 26, 2025 - OCTOBER 10, 2025				
Date:	Time:	Transaction		Remarks	Hours
September 26, 2025		Class Suspension			
September 29, 2025	6:20AM - 7:00PM	Early in the morning, we physical check and tested some 650VA and 1000VA UPS for advance ordering to Jollibee Foods Corporation and also quality check some LG Digital Signage (43" and 49") and also put some images menu also for Jollibee Foods. In the afternoon, we celebrated the 38th Anniversary of NTI and enjoy ourselves until the evening			10
September 30, 2025	7:02AM - 6:00PM	We tested 650 VA and 1000 VA UPS units, checked 43- and 49-inch digital signages, and configured laptops to ensure proper setup and functionality. In the afternoon, we also watched some parts of the company event called NTI Pinoylimpics 2025.			9
October 1, 2025		Absent (Have classes on PLV)			
October 2, 2025	6:38AM - 5:00PM	We tested UPS units (650 VA and 1000 VA) for Jollibee Foods' advance orders, then performed quality checks and loaded Jollibee menu images on digital signages. Lastly, we inspected laptop and ensured all devices had warranties.			8
October 3, 2025		Absent (Have classes on PLV)			—
October 6, 2025	6:48AM - 6:00PM	We thoroughly inspected and tested the 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
October 7, 2025	6:50AM - 6:00PM	We conducted a thorough quality inspection and performance testing on the UPS 1k, Asus 24" Monitor, HP Laptop, Projector, and Asus ExpertCenter Desktop to ensure all units meet operational standards, reliability requirements, and overall quality assurance benchmarks prior to deployment.			9
October 8, 2025	7:05AM - 6:00PM	We performed comprehensive quality assurance testing on the UPS 650 and 1k units, Digital Signages (43" and 49"), and HP Laptop, including both BIOS and physical inspections, to ensure optimal performance, system integrity, and compliance with quality standards before deployment.			9

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October 9, 2025	7:05AM - 6:00PM	We prepared for the arrival of students from STI College, Sta. Rosa, Laguna branch, for their Educational Tour held at Northgate Technologies Inc. Our team leader, Sir Carl, welcomed the students and discussed the key roles and responsibilities of a Quality Assurance Engineer and Quality Control personnel. He also provided an overview of the various IT peripherals received in the warehouse for inspection and testing. Additionally, Sir Carl conducted a demonstration of a 650VA UPS, explaining the standard quality checking procedures followed for Jollibee Foods Corporation. To conclude the session, we performed monitor testing and applied warranty verification on HP desktops to ensure proper inspection and readiness prior to deployment.	9
October 10, 2025	7:10AM - 6:00PM	We conducted comprehensive testing and inspection on multiple devices, including UPS units (650VA and 1000VA), to ensure their stability and performance under load conditions. Additionally, we performed physical checks and system image applications on 43-inch digital signages designated for deployment. Our tasks also included testing and verifying the performance of network switches, as well as configuring and inspecting Dell and HP laptops and various monitor models to confirm that all hardware components, connectivity features, and display outputs met the company's quality assurance standards and client specifications.	9

Approved By:

Mr. Carl Jayvie Manattad

HR Department:

Ms. Mary Anne Cruz

OCT 15 2025

OCT 16, 2025

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