

EMPLOYEE NAME:	HAVANA, RUSSEL G.			Total Hours:	
Department:	QUALITY ASSURANCE				
Date Submitted:	27-Oct-25				
Period:	OCTOBER 13, 2025 - OCTOBER 24, 2025				
Date:	Time:	Transaction	Remarks	Hours	
October 13, 2025	6:55AM - 6:00PM	Early in the day, we started doing QA on the LDS Desktop 320 units. However, since there were a lot of 320s, we were only able to finish 110 units on the first day. We conducted a physical check and inspected the BIOS to verify that the specifications matched accurately with the Sales Order we had. After finishing with the LDS units, we proceeded to work on the 43-inch Digital Signage for Jollibee. We inserted some images to test the display quality, as these units are intended for advance stock.			d
October 14, 2025	7:05AM - 6:00PM	Continuing our work on the LDS units, we spent the whole day checking the BIOS of the LDS desktops and were able to complete 120 units. We also labeled the previously tested LDS desktops.			9
October 15, 2025		Absent (Have classes on PLV)			
October 16, 2025	8:00AM - 6:00PM	We tested UPS units (650VA and 1000VA) and laptops to ensure performance, safety, reliability, and battery efficiency before release.			9
October 17, 2025	6:38AM - 6:00PM	Today, we conducted a quality check on Vertiv UPS units (650VA and 1KVA) intended for Jollibee's advance stocks. We also worked on 43-inch digital signages for Jollibee. Lastly, we set up and installed a hard drive for a Digital Video Recorder (DVR) used for CCTV systems. Sir Carl taught us how to properly install and configure the device, and afterward, we performed hands-on practice to ensure we understood the process correctly.			9
October 20, 2025	6:55AM - 6:00PM	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.			9

October 21, 2025	7:10AM - 6:00PM	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.		9
October 22, 2025	7:05AM - 6:00PM	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.		9
October 23, 2025	6:50AM - 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 24, 2025		Absent (Have classes on PLV)		9

Approved By:

Mr. Carl Jayvie Manatad

HR Department:

Ms. Mary Anne Cruz

OCT 30 2025

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