

EMPLOYEE NAME:	HAVANA, RUSSEL G.			Total Hours:	
Department:	QUALITY ASSURANCE				
Date Submitted:	10-Set-25				
Period:	AUGUST 26, 2025 - SEPTEMBER 9, 2025				
Date:	Time:	Transaction	Remarks	Hours	
August 26, 2025		Class Suspended			
August 27, 2025	7:14AM - 6:00PM	We conducted QA testing on a UPS, signage, and a laptop, reviewing each device for functionality,		9	
August 28, 2025	7:05AM - 6:00PM	We checked several devices such as the UPS 650 VA, ensured that they were in good condition without		9	
August 29, 2025		Absent			
September 1, 2025		Class Suspended			
September 2, 2025	6:58AM - 6:00PM	We checked several devices such as the UPS 650 VA, ensured that they were in good condition without any defects, and placed warranties on the digital signages for advance orders. In addition, Sir Charles and Sir Renz taught us how to properly open a desktop and install an RTX 3050 GPU and PSU, as well as guided us in applying proper cable management standards. After installing some GPUs and PSUs, we also performed a quality check on more than 150 Chromebook laptops to verify their specifications and		9	
September 3, 2025	7:15AM - 6:00PM	Today, we spent the whole day installing GPUs, PSUs, and drivers on several desktops ordered by OAMPI.		9	
September 4, 2025	7:06AM - 6:00PM	Continuation of some order from Monday, we spent the whole day installing RTX 3050 GPUs, PSUs, and drivers on several desktops ordered by OAMPI. Since these are desktop units, the process is quite labor-intensive. We also checked the installed components against the specifications to ensure accuracy		9	
September 5, 2025		Class Suspended			
September 8, 2025	7:05AM - 6:00PM	We tested several UPS units (650 VA), performed physical checks on 43-inch and 49-inch digital signages for Jollibee Foods, and applied system images on them. We also tested some network switches and Epson projectors, and applied warranties for those devices. Lastly, we conducted a quality check on the specifications of the All-in-One desktops from Dell Technologies.		9	
September, 9, 2025	7:02AM - 1:00PM	We performed testing and inspections on several devices including UPS units (650 VA and 1000 VA), ensuring their functionality and stability under load. We also conducted physical checks and applied system images on 43-inch digital signages. In addition, we tested and verified the performance of network switches, as well as configured and inspected Dell laptops and monitors to confirm that all hardware components and display outputs were functioning according to specifications.		4	

Approved By:

Mr. Carl Jayvie Manatad

HR Department:

Ms. Mary Anne Cruz

50 x 6 = 300  
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09-10-2025

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