

	Pamantasan ng Lungsod ng Valenzuela <b>OJT WEEKLY PROGRESS REPORT</b>	Document No.: CEIT-OJTF-004 Number of Pages: 1
College:	College of Engineering and Information Technology	Revised: 07/11/2025

Name of Intern: RUSSEL G. HAVANA Course/Student No.: BSIT / 22-3118  
Name of Company: NORTHGATE TECHNOLOGIES INC.  
Company Address: 59 Tinagan Street, San Jose Quezon City. Philippines 1115  
Site Internship Supervisor: Mr. Jan Dale Callangan

Accomplish in computerized format. Submit this document to your OJT Coordinator at the end of each week. May add additional sheets if necessary. Indicate "N/A" if not applicable.

DATE	DAY	TIME IN	TIME OUT	LOCATION	ACTIVITIES
June 7, 2025	Monday	7:30AM	6:00P M	59 Tinagan Street, San Jose Quezon City. Philippines 1115	Performed Quality Assurance (QA) checks on monitors, digital signage, uninterruptible power supplies (UPS), and conducted basic physical laptop checking.
July 8, 2025	Tuesday	7:02AM	6:00P M	59 Tinagan Street, San Jose Quezon City. Philippines 1115	We conducted a quality check on the digital signages, UPS, monitors, and also checked the laptop specifications. Sir Carl guided us on the proper and standard way of installing an SSD in a laptop and how to open it correctly using the appropriate tools.
July 9, 2025	Wednesday	7:02AM	6:00P M	59 Tinagan Street, San Jose Quezon City. Philippines 1115	We conducted a quality check on digital signages and monitors. Sir Carl discussed the parts and components of a system unit and demonstrated the standard HDD installation process for servers. Sir Jin guided us through setting up and quality checking units intended for Jollibee.
July 10, 2025	Thursday	7:10AM	6:13P M	59 Tinagan Street, San Jose Quezon City. Philippines 1115	We conducted a quality check on the digital signages, monitors, as well as performed quality and specification checks on laptops. We each had hands-on experience in installing a hard drive in a server, individually completing the process with oproper guidance.
July 11, 2025	Friday	7:15AM	6:00P M	59 Tinagan Street, San Jose Quezon City. Philippines 1115	Our agenda this day is to know how to properly check a All-in-One Desktop for the client Golden Arches. Sir Carl taught us how to physical check the all-in-one, with proper standard procedure and after that we check the specs if it is accurate in the Sales Order. After that we test some UPS and started to specs checking of laptops of Jollibee.

Student Intern: (Signature over printed name)	RUSSEL G. HAVANA
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