

EMPLOYEE NAME:	HAVANA, RUSSEL G.			Total Hours:	
Department:	QUALITY ASSURANCE				
Date Submitted:	11-Aug-25				
Period:	JULY 26, 2025 - August 08, 2025				
Date:	Time:	Transaction	Remarks	Hours	
July 28, 2025		Suspended			
July 29, 2025	7:01 am - 6:00 pm	We performed QA testing on monitors, laptops, and a projector. Each device was checked for display quality, and basic functionality to ensure they meet our operational standards.			9
July 30, 2025	7:05 am -6:00 pm	We tested a UPS, Vivobook laptops, and digital signages. The UPS was checked for power backup reliability, the laptop for performance and hardware issues, and the digital signage for display clarity and media playback.			9
July 31, 2025	7:05 am - 6:00 pm	QA checks were done on Chromebooks, another batch of digital signages, all-in-one PCs, and monitors. We checks for hardware issues, display functions, and overall usability of each device.			9
August 1, 2025	6:59 am - 6:00 pm	We completed testing on multiple batch of UPS, desktop computers, a network switch, and a monitor. The focus on checking basic functionality and completed basic setup.			9
August 4, 2025		Absent			
August 5, 2025	7:05 am - 6:00 pm	We conducted QA testing on a UPS, laptops, desktops, and monitors. Each device was checked for functionality, performance, and stability to ensure readiness for use.			9
August 6, 2025	7:15 am - 6:00 pm	QA testing continued on a UPS, along with laptops (RAM upgrade), a desktop, and a monitor. After changing and upgrading the laptop's RAM, we tested it for to verified that all systems were running smoothly.			9
August 7, 2025		Absent			
August 8, 2025		Absent			

Approved By:

Mr. Jan Dale Callangan

AUG 15 2025

HR Department:

Ms. Mary Anne Cruz

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Jin. 8/20/25