

EMPLOYEE NAME:	HAVANA, RUSSEL G.			Total	
Department:	QUALITY ASSURANCE			Hours:	
Date Submitted:	25-Sep-25				
Period:	SEPTEMBER 11, 2025 - SEPTEMBER 25, 2025				
Date:	Time:	Transaction	Remarks	Hours	
September, 11, 2025		Class Suspended		-	
September, 12, 2025		Absent		-	
September, 15, 2025	7:00AM - 5:00PM	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.		8	
September, 16, 2025	7:02AM - 6:00PM	We tested 43-inch digital signages and configured laptops to ensure proper setup and functionality.		9	
September, 17, 2025	7:01AM - 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	
September, 18, 2025		Absent		-	
September, 19, 2025		Absent		-	
September, 22, 2025		Class Suspended		-	
September 23, 2025		Class Suspended		-	
September 24, 2025		Class Suspended		-	
September, 25, 2025	7:02AM - 6:00PM	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.		9	

Approved By:

Mr. Carl Jayvie Manatad

HR Department:

Ms. Mary Anne Cruz

SEP 30 2025

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4 x 50 = 200