

EMPLOYEE NAME:	HAVANA, RUSSEL G.			Total Hours:	
Department:	QUALITY ASSURANCE				
Date Submitted:	11-Aug-25				
Period:	JULY 14, 2025 - JULY 25, 2025				
Date:	Time:	Transaction	Remarks	Hours	
July 14, 2025	7:12 AM - 6:00 PM	We conducted quality checks on All-in-One desktop units intended for Golden Arches, ensuring each unit met performance and specification standards. We also inspected UPS devices prepared for stocking, verifying their operational readiness and proper labeling for future deployment.			
July 15, 2025	7:32 AM - 6:00 PM	We performed laptop specification checks and hashed their serial numbers for Jollibee Foods Corporation. Additionally, we conducted functionality tests on several monitors to ensure they met display and performance standards			
July 16, 2025	7:14 AM - 6:00 PM	We conducted both physical and specification checks on laptops and desktop units, as well as performed functionality tests on monitors and UPS devices to ensure all equipment met operational and quality standards.			
July 17, 2025	7:14 AM - 1:00 PM	Since the day was scheduled as a half-day, we focused on testing several digital signages designated for deployment at Jollibee Foods Corporation, ensuring they were fully functional and ready for installation.			
July 18, 2025	(Time-in) AM - (Time-out) PM	Class Suspension			
July 21, 2025	7:02 AM - 6:00 PM	We conducted inspections and testing on laptops, UPS units, and several monitors to verify their specifications and ensure they were in proper working condition for deployment.			
July 22-25, 2025	(Time-in) AM - (Time-out) PM	Class Suspension			

Approved By:

Mr. Jan Dale Callangan

AUG 15 2025

HR Department:

Ms. Mary Anne Cruz

Gp. 6/20/25