**MONTHLY SUMMARY REPORT**

On the Job Training

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| --- | --- | --- | --- |
| **Trainee:** | Ramos, Arden Arthur S. | **Department Assigned:** | QA / PM |
| **Company:** | Highly Succeed Inc. | **Month Covered:** | October |

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| --- | --- |
| **WEEK NUMBER** | **NUMBER OF HOURS** |
| 1 | 48 Hours |
| 2 | 48 Hours |
| 3 | 32 Hours |
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|  |  |
| **TOTAL:** | 128 Hours |

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| **Prepared by:** | Ramos, Arden Arthur S. |  | **Date Submitted:** | October, 31 2024 |
|  | **Trainee** |  |  |  |
|  |  |  |  |  |
| **Noted by:** | Ms. Joymie Fuentes |  | **Received by:** |  |
|  | **Supervisor** |  |  | **OJT Adviser** |