# Department of Information Systems

# WEEKLY PROGRESS REPORT No. 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Intern’s Name :** |  |  | **This week “From Date”:** | / /20 |
| **Company :** |  |  | **This week “To Date”:** | / /20 |
| **Dept. Deployed :** |  |  | **Hours worked this week** |  |
| **Supervisor’s Name :** |  |  | **Total hours completed** | \_\_\_ out of 250 |

**Work Schedule : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE / TIME** | **Task** | | |
| **Description** | **Hours**  **Spent** | **Status /**  **% completed** |
| Date: / / 20  Time In:  Time Out:  Hours Worked: | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
|  |  |  |
| Date: / / 20  Time In:  Time Out:  Hours Worked: | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
|  |  |  |
| Date: / / 20  Time In:  Time Out:  Hours Worked: | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
|  |  |  |
| Date: / / 20  Time In:  Time Out:  Hours Worked: | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| Date: / / 20  Time In:  Time Out:  Hours Worked: | 1. |  |  |
| 2. |  |  |
| 3. |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Prepared by: |  | Conforme: |
|  |  |  |
| Intern’s Signature |  | Supervisor’s Printed Name & Signature |
| Date: / / 20 |  | Date: / / 20 |