**Daily Accomplishment Report**

Name: **MARK SANTING** Section/Unit: **CECST**

Position: **Web Developer** Date: October 01-31, 2018

**October 01, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Checked email **(WEBSITE)** * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
|  |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Secure site by adding attributes "integrity" and "crossorigin" to CDN files **(WEBSITE)** |  | Accomplished |

**October 02, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Checked email * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Secure site by adding attributes "integrity" and "crossorigin" to CDN files **(WEBSITE)** |  | Accomplished |

**October 03, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Checked email * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 05:00 pm | * Secure site by adding attributes "integrity" and "crossorigin" to CDN files **(WEBSITE)** |  | Accomplished |

**October 04, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Checked email * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
|  |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Secure site by adding attributes "integrity" and "crossorigin" to CDN files **(WEBSITE)** |  | Accomplished |

**October 05, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Checked email * Assist/Entertain UIS users **(UIS)** * Backup SDSSU-Website (<https://www.sdssu.edu.ph>) database **(WEBSITE)** * Backup OJS (<https://www.smrj.sdssu.edu.ph>) database **(WEBSITE)** |  | Accomplished |
|  |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Backup OJS (<https://www.smrj.sdssu.edu.ph>) Files **(WEBSITE)** * Backup SDSSU-Website (<https://www.sdssu.edu.ph>) Files **(WEBSITE)** * System Full Backup |  | Accomplished |

**October 08, 2018**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** |  | **Remarks** |
| 7:00 – 12:00 noon | * Checked email * Assist/Entertain UIS users **(UIS)** |  |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |  |
| 1:00 – 5:00 pm | * Secure site by adding attributes "integrity" and "crossorigin" to CDN files **(WEBSITE)** |  |  | Accomplished |

**October 09, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Checked email * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Monitored spam IP addresses **(WEBSITE)** * Secure site by adding attributes "integrity" and "crossorigin" to CDN files **(WEBSITE)** |  | Accomplished |

**October 10, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 7:00 – 12:00 noon | * Checked email **(WEBSITE)** * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 05:00 pm | * Secure site by adding attributes "integrity" and "crossorigin" to CDN files **(WEBSITE)** |  | Accomplished |

**October 11, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 7:00 – 12:00 noon | * Checked email **(WEBSITE)** * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
|  |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 05:00 pm | * Secure site by adding attributes "integrity" and "crossorigin" to CDN files **(WEBSITE)** |  |  |

**October 12, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Checked email **(WEBSITE)** * Assist/Entertain UIS users **(UIS)** * Backup SDSSU-Website (<https://www.sdssu.edu.ph>) database * Backup OJS (<https://www.smrj.sdssu.edu.ph>) * Posted RFQ Documents (BAC Matters) |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Backup OJS (<https://www.smrj.sdssu.edu.ph>) Files * Backup SDSSU-Website (<https://www.sdssu.edu.ph>) * System Full Backup |  | Accomplished |

**October 15, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Follow up Hosting provider for fixing website error **(WEBSITE)** * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 05:00 pm | * Fixing UIS Connection on different colleges **(UIS)** |  | Accomplished |

**October 16, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Follow up Hosting provider for fixing website error **(WEBSITE)** * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Fixing UIS Connection on different colleges **(UIS)** |  | Accomplished |

**October 17, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Follow up Hosting provider for fixing website error **(WEBSITE)** * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Fixing UIS Connection on different colleges **(UIS)** |  | Accomplished |

**October 18, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Follow up Hosting provider for fixing website error **(WEBSITE)** * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Fixing UIS Connection on different colleges **(UIS)** |  | Accomplished |

**October 19, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Assist/Entertain UIS users **(UIS)** * Backup SDSSU-Website (<https://www.sdssu.edu.ph>) database * Backup OJS (<https://www.smrj.sdssu.edu.ph>) database |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Backup OJS (<https://www.smrj.sdssu.edu.ph>) Files * Backup SDSSU-Website (<https://www.sdssu.edu.ph>) Files * System Full Backup­ |  | Accomplished |

**October 22, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Assist/Entertain UIS users **(UIS)** * Open new school year **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Fixing UIS Connection on different colleges **(UIS)** |  | Accomplished |

**October 23, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Assist/Entertain UIS users **(UIS)** * Gather updates for posting **(WEBSITE)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Fixing UIS Database Connection **(UIS)** |  | Accomplished |

**October 24, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Assist/Entertain UIS users **(UIS)** * Install UIS Application on Computers **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Install UIS Application on Computers **(UIS)** |  | Accomplished |

**October 25, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Assist/Entertain UIS users **(UIS)** * Install UIS Application on Computers **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Fixing UIS Database Connection **(UIS)** |  | Accomplished |

**October 26, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Checked email * Posted ITB Documents (BAC Matters) * Assist/Entertain UIS users * Backup SDSSU-Website (<https://www.sdssu.edu.ph>) database * Backup OJS (<https://www.smrj.sdssu.edu.ph>) database |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Backup OJS (<https://www.smrj.sdssu.edu.ph>) Files * Backup SDSSU-Website (<https://www.sdssu.edu.ph>) Files * System Full Backup­ |  | Accomplished |

**October 29, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Checked email * Posted ITB Documents (BAC Matters) **(WEBSITE)** * Gathered information from other offices **(WEBSITE)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Assist/Entertain UIS users **(UIS)** |  | Accomplished |

**October 30, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Checked email * Posted ITB Documents (BAC Matters) **(WEBSITE)** * Assist/Entertain UIS users **(UIS)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Followed up Offices for updates **(WEBSITE)** |  | Accomplished |

**October 31, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Job Accomplished** | **Quantity** | **Remarks** |
| 8:00 – 12:00 noon | * Checked email * Posted ITB Documents (BAC Matters) **(WEBSITE)** * Assist/Entertain UIS users * Posted news article **(UIS)** * Backup SDSSU-Website (<https://www.sdssu.edu.ph>) database **(WEBSITE)** * Backup OJS (<https://www.smrj.sdssu.edu.ph>) database **(WEBSITE)** |  | Accomplished |
| 12:00 – 1:00 pm | **LUNCH BREAK** |  |  |
| 1:00 – 5:00 pm | * Backup OJS (<https://www.smrj.sdssu.edu.ph>) Files **(WEBSITE)** * Backup SDSSU-Website (<https://www.sdssu.edu.ph>) Files **(WEBSITE)** * System Full Backup­ |  | Accomplished |

**MARK SANTING**

Web Developer

Verified true and correct:

**BORN CHRISTIAN A. ISIP**

IT Head