



INTERNSHIP WEEKLY REPORT FORMAT

NUEVA ECIJA II ELECTRIC COOPERATIVE, INC. AREA 1

Week#: 2 <January 19-23, 2026>

STUDENT 1 NAME: RAYMOND S. LUNA

STUDENT 2 NAME: MARY ROSE DL. DOMINGO

Number of hours worked for the week: **40 hours**

Total number of hours worked since start of First Week Internship: **80 hours**

A. ACTIVITIES/DUTIES/FUNCTIONS PERFORMED

1. Document all activities for the week. Enumerate daily activities.
2. What were your accomplishments this week? Enumerate/describe all the tasks involved in your accomplishments.

January 19, 2026

- The day started with a flag ceremony. In the morning, we helped organize files and important documents in preparation for the bid opening scheduled on January 21, 2026. In the afternoon, we continued working on the assigned project, mainly focusing on the login and main dashboard pages.

January 20, 2026

- The day began with daily devotion and exercise. After that, we attended the second hearing for the Joint Application for the Approval of the Power Supply Agreement (PSA) between NEECO II – Area 1 and Sual Power Inc. After the hearing, we collected the IDs of the attendees and compiled them for reporting purposes. In the afternoon, we continued working on the project, focusing on report folder navigation and further analysis of NEECO II – Area 1 OURRS technical data.

January 21, 2026

- In the morning, we assisted during the bid opening process and helped with the tasks assigned to us. We also continued developing the project, especially working on the navigation of the activity calendar page. In the afternoon, the bid opening activities continued, followed by data analysis for the monthly URR submission of NEECO II – Area 1.

January 22, 2026

- The day began with daily devotion and exercise. After that, we started the video editing for the birthday celebrants for the week. We also created a PowerPoint presentation for the Corporate Planning Office (CORPLAN) that highlighted the 2026 network and non-network projects. In the afternoon, we continued working on the project, focusing on the archived reports page. We also worked on forecasting the demand, purchased power, and sales data of the municipalities of Quezon, Guimba, Lupao, Carranglan, Talavera, and Muñoz.



INTERNSHIP WEEKLY REPORT FORMAT

January 23, 2026

- In the morning, we finished editing the video for the birthday celebrants for the week and assisted in setting up the audio-visual equipment for the Board of Directors meeting. In the afternoon, we sorted department files, shredded old documents, and updated the information needed for the 2026 CORPLAN logbook and reportorial requirements.

B. KNOWLEDGE GAINED

1. What new learnings were gained during the week?
2. What skills were developed/enhanced?

During the week, we learned more about the actual processes involved in bid openings, hearings, and document handling within an electric cooperative. We also gained a better understanding of how technical data such as OURRS and URR data are analyzed and used for reporting and monthly submissions. In addition, we learned how forecasting is done for demand, purchased, and sales data of different municipalities, which gave us a clearer view of how data supports planning and decision-making.

In terms of skills, we were able to enhance our technical skills in system development, particularly in page navigation, dashboard design, and organizing report folders. Our skills in data analysis, documentation, video editing, and presentation creation were also improved. Moreover, our communication, time management, and teamwork skills were developed through participation in meetings, hearings, and daily work activities.

C. PROBLEMS ENCOUNTERED

1. What problems have you encountered this week?
2. How did you handle the problem?

During the week, we experienced some challenges in understanding technical reports such as OURRS and URR data, especially at the beginning, since the formats and terms were new to us. There were also moments when multiple tasks happened in one day such as bid openings, project work, documentation, and data analysis which made time management a bit challenging.

To address these concerns, we asked for guidance from our supervisors and coworkers, reviewed previous reports, and practiced analyzing the data to improve our understanding. We managed our time carefully by prioritizing tasks and working closely with the team. For the system-related issues, we tested and adjusted the system until it functioned properly. These experiences helped us improve both our technical and workplace skills.



Central Luzon State University
COLLEGE OF ENGINEERING
Department Of Information Technology

INTERNSHIP WEEKLY REPORT FORMAT

- D. PHOTO DOCUMENTATION FOR THIS WEEK OF THE ACTIVITIES PERFORMED FOR THE WHOLE WEEK (at least include 2 to 4 pictures of your weekly activity for this week, each picture has label of what you are doing)

FIGURE 1. Figure 1. Attendance during the flag raising ceremony at NEECO II – Area 1.



FIGURE 2. Assistance during the bid opening process.



FIGURE 3. Assisting in the setup of audio-visual equipment for the Board of Directors meeting.





INTERNSHIP WEEKLY REPORT FORMAT

FIGURE 4. Development of the report management system, including dashboard and report navigation features.

The screenshot shows the 'Main Dashboard' interface. On the left is a dark sidebar with a user icon and the title 'Administrator'. Below it are several menu items with icons: 'Main Dashboard' (selected), 'Report Folders', 'Activity Calendar', 'Archives', and 'Activity Log'. At the bottom of the sidebar is a 'Logout' button. The main content area has a header 'Main Dashboard' with three small user icons. Below this is a section titled 'January 2026' showing a weekly calendar grid from Sunday to Saturday. Specific dates like January 14, 16, 18, 20, 22, 24, 26, 28, 29, 30, and 31 are highlighted with different colors (grey, red, green). Below the calendar is a section titled 'Activities for Wed Jan 14 2026' which lists one activity: 'asd' with a green checkmark. There is also a '+ Add Activity' button. The bottom of the main content area has a footer with a copyright notice: '© 2026 CLSU. All Rights Reserved.'

Prepared by:

MARY ROSE DL. DOMINGO

Student Name and Signature

OJT IT Student

January 23, 2026

Date

RAYMOND S. LUNA

Student Name and Signature

OJT IT Student

January 23, 2026

Date

Conformed by:

ENGR. REYNATO N. GALAPON II

Supervisor's Name and Signature

Corporate Planning Officer

January 23, 2026

Date