



## INTERNSHIP WEEKLY REPORT FORMAT

NUEVA ECIJA II ELECTRIC COOPERATIVE, INC. AREA 1

Week#: 1 <January 12-16, 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: **40 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.

Sample Format:

**December 1, 2025**

- The first day of the on the job Training, the supervisor held a one on one orientation for the company rules and regulations, then afterward trainings of the software programs that will be used on the development of a website development project.

**December 2, 2025**

- Absent due of sickness. (if ever you don't come to the On the Job Training for this day)

### B. KNOWLEDGE GAINED

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

### C. PROBLEMS ENCOUNTERED

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

### 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)



Central Luzon State University  
COLLEGE OF ENGINEERING  
Department Of Information Technology

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Prepared by:

MARY ROSE DL. DOMINGO

**Student Name and Signature**

OJT IT Student

January 16, 2026

Date

RAYMOND S. LUNA

**Student Name and Signature**

OJT IT Student

January 16, 2026

Date

Conformed by:

ENGR. REYNATO N. GALAPON II

**Supervisor's Name and Signature**

Corporate Planning Officer

January 16, 2026

Date