



Central Luzon State University
COLLEGE OF ENGINEERING
Department Of Information Technology

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 ACTIVITES 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

INTERNSHIP WEEKLY REPORT FORMAT

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