**Cebu Institute of Technology University**College of Computer Studies  
Information Technology Department  
  
  
**ON-THE-JOB TRAINING WEEKLY ACCOMPLISHMENT REPORT**  
**Week No. 5**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student Trainee** | Cayanan | Chinie | C. |  | Student ID No. | 19-2399-224 |
|  | *Family Name* | *First Name* | *M. I.* |  |  |  |
| **Employed by:** | Knowles Training Institute PTE LTD | | | | | |
| **Address:** | 60 Paya Lebar Rd, #07-54 Paya Lebar Square, Singapore 409051 | | | | | |
| **Training Period** | September | 25 | To | September | 29 |  |
|  | *Month* | *Day* |  | *Month* | *Day* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Actual Work Times** | **No. of Work-Hours Rendered** | **List of Work Accomplished (***Use correct sentences***)** |
| **MONDAY** | **8:00 – 5:00 PM** | 8 | * Monitored the attendance of the interns * Sending Progress report to immediate supervisor * Book Chapter’s Content Generation |
| **TUESDAY** | **8:00 – 5:00 PM** | 8 | * Monitored the attendance of the interns * Sending Progress report to immediate supervisor * Book Chapter’s Content Generation * New Intern Orientation of attendance |
| **WEDNESDAY** | **8:00 – 5:00 PM** | 8 | * Monitored the attendance of the interns * Sending Progress report to immediate supervisor * Book Chapters Content Creation * Orientation on Attendance and Task w/ the new intern |
| **THURSDAY** | **8:00 – 5:00 PM** | 8 | * Monitored the Interns Attendance * Sending Progress report to immediate supervisor * Book Chapter’s Content Generation * Email Modification of Power Point slides |
| **FRIDAY** | **8:00 – 5:00 PM** | 8 | * Monitored the attendance of the interns * Sending Progress report to immediate supervisor * Book Chapter’s Content Generation |
| **SATURDAY** | **8:00 – 12:00 NN** | 8 |  |
| Number of work-hours  rendered for **this week** | | **40** |  |
| TOTAL number of work-hours rendered at the **beginning of this week** | | **40** |  |
| TOTAL number of work-hours rendered at the **end of this week** | | **189** |  |

*Certified True and Correct by: Noted by:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DR. PATRICK L. BACALSO**(Signature above Printed Name) CCS OJT Coordinator  
Date Signed : \_\_\_\_\_\_\_\_\_\_\_, 2023 Date Signed : \_\_\_\_\_\_\_\_\_\_\_, 2023