




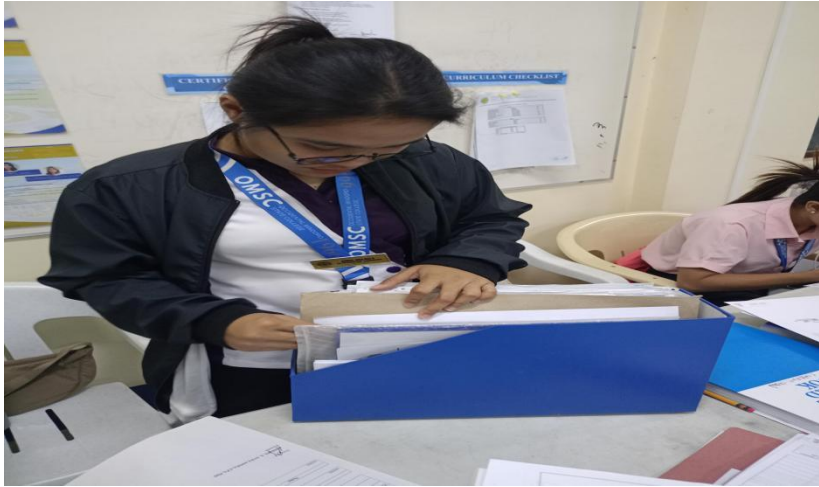
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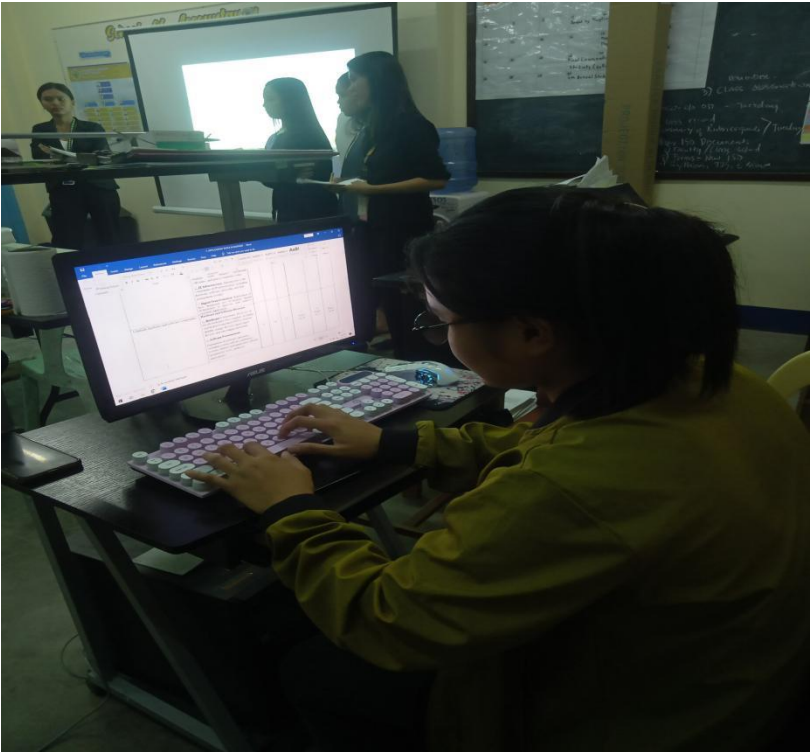


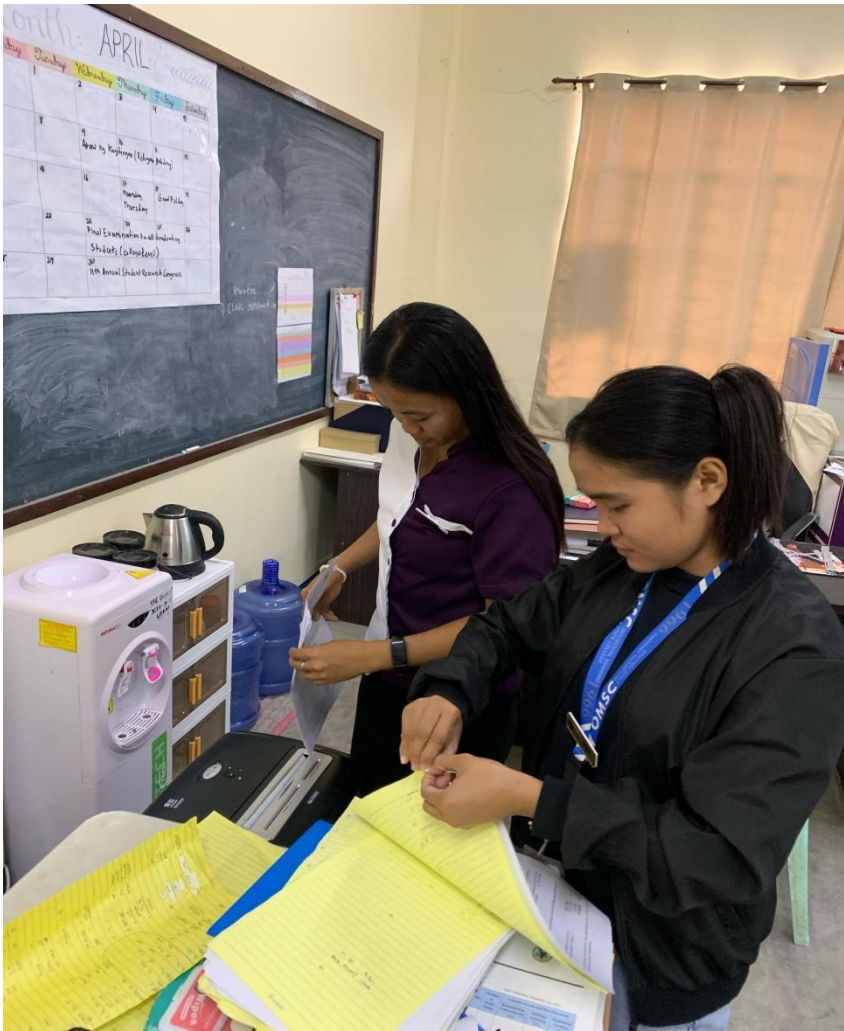
WEEKLY ACCOMPLISHMENT REPORT


OFFICE


DATE	ACTIVITIES/TASK	PROBLEMS MET	DOCUMENTATION
JANUARY 1 WEEK	Orientation, familiarization with office systems, basic clerical support	NONE	

2 WEEKS	Assited in organizing student documents, created folder structure	NONE	
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<p>FEBRUARY</p> <p>3 WEEKS</p>	<p>Data encoding of student records into Excel</p>	<p>NONE</p>	
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4 WEEKS	Helped sort and stamp exam papers per section	NONE	 A photograph showing two female students in a classroom setting. They are standing at a desk, focused on sorting and stamping yellow exam papers. The student in the foreground is wearing a black jacket and a blue lanyard with a 'PMTSC' badge. The student in the background is wearing a purple shirt. In the background, there is a chalkboard with a calendar for April and a water dispenser.
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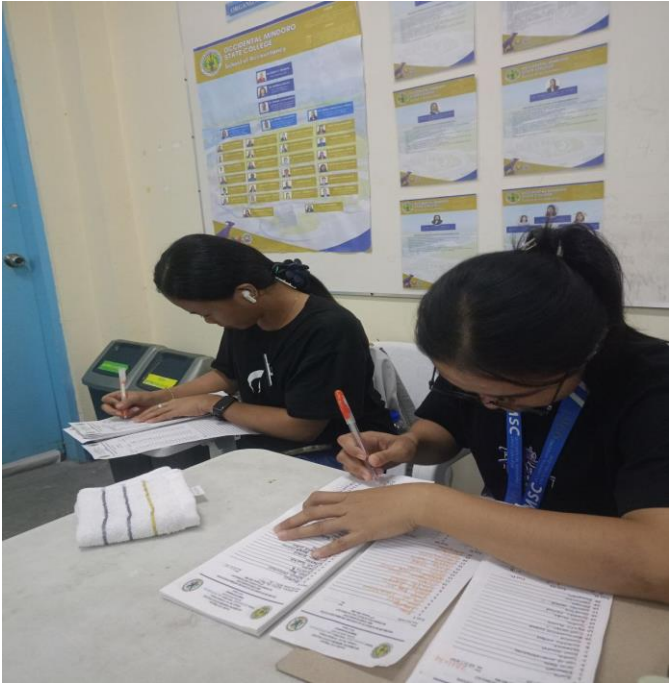
5 WEEKS	Assisteed with document scanning.Delivered documents in other offices.	NONE	
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MARCH 6 WEEKS	Maintenance and cleaned office equipment.Updated bulletin board. Helped clean room	NONE	
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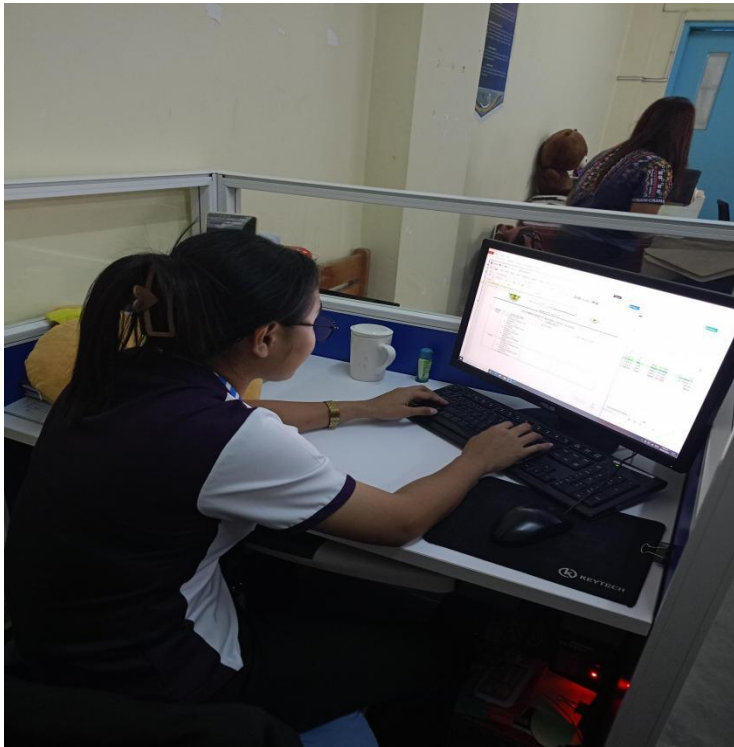


7 WEEKS	Helped prepare transmittal forms and print. And helped clean the PC.	NONE	 A photograph showing two individuals, a woman in a blue shirt and a man in a dark jacket, standing in front of a tall wooden cabinet. The cabinet is filled with numerous blue and yellow file folders. The man is reaching up to place or retrieve a folder from the top shelf. A sign on the cabinet reads 'BSAIS FILE'. The room has a white wall, a ceiling fan, and a desk with papers and a printer in the background.
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8 WEEKS	Organized student records and arranged office documents	NONE	
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APRIL 9 WEEKS	Arranged faculty forms and labeled documents folders.Filled up daily monitoring forms for classroom attendance.	NONE	
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<p>MAY 10 WEEKS</p>	<p>Supported staff during faculty meetings and arranged chairs.</p>	<p>NONE</p>	
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11 WEEKS	Assisted in encoding class schedules and posting announcement.Cleaned hallway.	NONE	
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