**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

**ON-THE-JOB TRAINING**

**DAILY ACTIVITIES**

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| **NAME:** RABI, MARK LESTER F. | | | **INTERSHIP SITE:** OFFICE OF THE PLANNING, MONITORING AND EVALUATION – MINSU CALAPAN CITY CAMPUS | | |
| **DATE** | **ACTIVITIES PERFORMED** | **PROBLEMS ENCOUNTERED** | | **ACTION TAKEN** |
| MARCH 14, 2022 | Not yet deployed | --------- | | --------- |
| MARCH 15, 2022 | * Studied the duties and responsibilities of Coordinator for Planning, Monitoring and Evaluation Office. * Sorted documents including monthly and annual reports. | * None * None | | * None * None |
| MARCH 16, 2022 | * Printed labels for file cabinet. | * None | | * None |
| MARCH 17, 2022 | * Proposed website for the office of Planning, Monitoring and Evaluation Office. * Gathered data that can help the development of website. | * None | | * None |
| MARCH 18, 2022 | * Created proposal for PME Website including the introduction, executive summary, general and specific objectives. | * Difficulty in searching background idea for the proposal. | | * Requested documents about the general and specific role of coordinator of planning. |
| MARCH 19, 2022 | *Saturday* | *---------* | | ------- |
| MARCH 20, 2022 | *Sunday* | *---------* | | ------- |