

Daily Accomplishment Report

Title: ICTE 10053 DAY 1

Date: 09/06/2022

Time In: 8:00am Time Out: 5:00pm

Total No of Hours: Eight Hours

Please classify activity/ies as Programming, Basic Computer Hardware Servicing, Hardware/Software Installation and Maintenance, Systems Administration and Maintenance, Professional Ethics, Data Communication and Networking, Database Management System, Web Development, Technical Documentation & Presentation, IT Social and Professional Issues and other IT-related Activities.

During our morning work hour, one of the barangay staff ask me and my colleague, that her printer seems broken. Because it doesn't work when she wants to print and an error pops up, so that me and Mr. Rado decided to troubleshoot the said printer. And we found out that the printer needs to reset because its waste ink pad facing an error because it ran out of ink last time. To repair it we downloaded a software that is compatible for that printer. Fortunately, the troubleshooting of that printer was successful and the barangay staff was happy when her printer was working again. And after that I assisted to print permit for those who take barangay permits.

Daily Accomplishment Report

Title: ICTE 10053 DAY 2

Date: 09-07-2022

Time In: 8:00am Time Out: 5:00pm

Total No of Hours: Eight Hours

Please classify activity/ies as Programming, Basic Computer Hardware Servicing, Hardware/Software Installation and Maintenance, Systems Administration and Maintenance, Professional Ethics, Data Communication and Networking, Database Management System, Web Development, Technical Documentation & Presentation, IT Social and Professional Issues and other IT-related Activities.

In our second day of the OJT, barangay bookkeeper Mrs. Villarosa asked me and my co-trainee that she had problems calculating barangay records because she does it manually. That's why we made her a template in MS Excel with a formula to facilitate her computation of all records easily. Afterwards, I encoded some records of the barangay in that excel template to test if does it work correctly. And the rest of our working hours I assisted to make a barangay clearance permit and print it to issue to those people taking it. And lastly I have sorted the records of those who acquire business permit in the barangay.