

### Daily Accomplishment Report

Title: ICTE 10053 DJF-Day 7

Date: 09-14-2022

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

Total No of Hours: Eight Hours

Please classify activities 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.

On my seventh day of on the job training, I created various barangay data using Microsoft Excel and also I have layout the format of excel form so that it is easier to see the information when searching for something on that. After that I adjusted the barangay clearance format in one of the computer because it's format was changed.

### Daily Accomplishment Report

Title: ICTE 10053 DJF-Day 8

Date: 09-16-2022

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

Total No of Hours: \_\_\_\_\_

Please classify activities 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.

On the eight day of my on the job training (after that) at the Barangay hall of Poblacion, I adjusted / changed the content of certificates of indigency for scholarship because as a request of the organization was asking for it from those applying to the scholarship program. And the barangay backlog printer had encountered an error, which did not print the output. So that I was assigned to troubleshoot the printer error. Luckily, I fixed the printer and it prints fine.