



Republic of the Philippines
North Eastern Mindanao State University
formerly Surigao del Sur State University
Cantilan, Surigao del Sur
Telefax No. 086-212-5132
Website: www.nemsu.edu.ph



OJT PLACEMENT OFFICE
Telephone # (086) 212 – 5322

MONTHLY PROGRESS REPORT

SUMMARY OF DUTY
For the Month of _____

Name : _____

Course & Major : _____

Company / Agency : _____

Address : _____

Department / Shop : _____

Week 1
Date: _____ Days: _____ No. of Hrs. On Duty: _____

Tasks Performed:

(Note: In paragraph form, narrate Job Accomplishments based on tasks performed)

Week 2
Date: _____ Days: _____ No. of Hrs. On Duty: _____

Tasks Performed:



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(Note: In paragraph form, narrate Job Accomplishments based on tasks performed)

Week 3
Date: _____ Days: _____ No. of Hrs. On Duty: _____

Tasks Performed:

(Note: In paragraph form, narrate Job Accomplishments based on tasks performed)

Week 4
Date: _____ Days: _____ No. of Hrs. On Duty: _____

Tasks Performed:



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(Note: In paragraph form, narrate Job Accomplishments based on tasks performed)

Summary:

Total Number of Hours to be complied	:	_____
Number of Hours on Duty (Month of _____)	:	_____
Remaining Number of Hours to comply	:	_____

Prepared by:

(Signature Over Printed Name of On – the – Job Trainee)

Reviewed/Checked by:

(Signature Over Printed Name of OJT Placement Coordinator)