

Weekly accomplishment report in tourism department

[Psychology](#), [Success](#)



Tourism Management-III Marketing Section Weekly Accomplishment Report

Date: April 16, 2013- Tuesday Name of Company: Tourism Assigned: On this day there were many clients who went to our office to inquire regarding tarpaulin. More so, I was able to learn how to use a fax machine. Date: April 17, 2013- Wednesday On this day I was assigned to make photocopies of important filed documents. And the rest of the day I learned to answer and transfer phone calls properly. Date: April 18, 2013- Thursday For this day I was assigned to answer and transfer phone calls for the whole ay.

Date: April 19, 2013- Friday On this day I was assigned to answer phone calls and receive Inquiries from clients the whole morning. In the afternoon, Kohl and I together with our supervisor went to Treetop Adventure wherein we experienced their superman ride, treetop, and parachute fall. And also were went to JEST camp to see their mini zoo, nonsectarian, and bird sanctuary.

Date: April 20, 2013- Saturday For this day I was assigned to answer phone calls. And we talked Mr... De about Tourism in the Philippines. He also gave us knowledge about his tour guiding quenchers and how to be an effective outrider.

Fay-Ann B. Toleration (Trainee) Julius M. Macaw (JOT Supervisor) XEBEC

Date: April 22, 2013- Monday For this day I did most office works and should be our last day at Marketing Section. Date: April 23, 2013- Tuesday On this day, I was assigned to answer phone calls and Ms. Esther asked me to make photocopies an important filed documents. Date: April 24, 2013- Wednesday On this day we moved on to XEBEC headed by Ms. Niacin Orzo, but before

that we started oriented by Mr... Sham Malawi about tour guiding and how to be an effective tour guide.

He discussed everything we need to know about Cubic Bay Freeport Zone.

Date: April 25, 2013- Thursday For this day Mr... Sham continued tackled

about Cubic Bay Freeport Zone and he gave us a short quiz. He also

discussed the Mayhap Host. Date: April 26, 2013- Friday My task for this day

was to answer phone calls and to make photocopies of important files given

by our supervisor. By the afternoon, Mr... Sham told us that were assigned to the Travelers Hotel for tomorrow.

Triathlon Championship 2013. Ms. Nadia Linda DC. Roll Date: April 30, 2013-

Tuesday We have a seminar together with different department of SABA

employees about " Diplomatic Protocol and Etiquette" social graces and how

to eat in a fine dining restaurant and the guest speaker was MR... Leo

Prostate. Mr. Leo is a very good speaker we learned a lot from him and us

thankful because we have been given an opportunity to be part of that

seminar. Date: May 1, 2013- Wednesday It was Labor Day but we still choose

to get in the office to lessen our training hours.

We were assigned to answered phone calls and inquiries for the whole day.

Date: May 2, 2013- Thursday On this day, I was assigned to answer phone

calls and Ms. Esther asked me to type and print important documents. Date:

May 3, 2013- Friday On this day, I was assigned to answer phone calls and

help in office works. Adman Date: May 6, 2013- Monday For this day we were

assigned to duty at Painkilling Forest Trails, we went to Pastoral with Kayak

Anthony and we took almost 2 hours just to get there. He told us different medicinal plants found on a jungle and I learned a lot from him.

Date: May 7, 2013- Tuesday Our 2nd day at Painkilling Forest Trails. Kayak Samson taught us how to make fire using bamboo and they also made our spoon and fork, drinking glass using a bamboo. Date: May 8, 2013-

Wednesday My Last Day at XEBEC and I was assigned in Adman together with Ate Charlene and Dizzied. We were assigned to answer phone calls and to make photocopies of important files given by our supervisor. Date: May 9, 2013- Thursday On this day, I was assigned to answer phone calls and Ms. Mona asked me to make photocopies of important filed documents. Date: May 10, 2013- Friday.

We have a seminar at Harbor Point about Personal Development and Cervical Cancer and also we tackled there about the art of SHARP and the guest speaker was Ms. Beagle Arenas. She is a very good speaker and I learned a lot from her. Date: May 11, 2013- Saturday Ms. Del Deal Cruz Date: May 12, 2013- Monday Election Day!!! Date: May 13, 2013- Tuesday We were preparing for our mock tour with Sir Errol. He discussed everything we need to know about Cubic Bay Freeport Zone. Date: May 14, 2013- Wednesday We were continued to tackle SIBS with Daddy Sham and he encourages us to study and to research more about Cubic Bay.

Date: May 15, 2013-Thursday For this day I was assigned to answer phone calls and we joined the route of Mr... Gadding outside the office. Date: May 16, 2013-Friday For this day, it was my first time to join in a sit-in tour with

Kayak Bryan I saw his techniques and how he speaks in front of tourists. He's a very good outrider and I learned a lot from him. Date: May 18, 2013- Saturday Date: May 20, 2013- Monday practiced us on how to deliver and conduct a tour properly. Date: May 21, 2013- Tuesday On this day was our Mock Tour.

It was successful although I've got really nervous because I haven't familiarized myself with those areas we scrolls. Date: May 22, 2013- Wednesday We have our evaluation meeting w/ Mr... Role Vulgar. And we move to the reservation section. Later on, Ms. Theresa asked me to encode the monthly income of the Cubic Gym facility. Date: May 23, 2013- Thursday I was assigned to answer phone calls and Ms. Elaine asked me to checked the daily and weekly income, and also Ms. Magma asked me to logged and to make photocopies important files. Date: May 24, 2013- Friday I was assigned to answer phone calls and inquiries for the whole day.