

ACCOMPLISHMENT REPORT

For Feb. 2-4 and 16, 2022
(Period covered)

This is to certify that the undersigned LOUELLA CHAN-AMPAC was approved on a "work from home" scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
Feb 2, 2022	Attended Management Review (830am to 540 pm)	8.0
	<ul style="list-style-type: none"> Coordinate with external campus on submission of PY PS benefits to be submitted to COA (Jan. 2022) Signs checks, LDDAP and ACIC Acts on emails Coordinate with Acctg. on office matters Coordinate with Sir Ferraren on no. of days of VSU Hostel 	1.0
Feb. 3, 2022	<ul style="list-style-type: none"> Attended Management Review (830am to 3pm) Computed 2nd Sem SY 20-21 of VSU Main Review BOR Proposal for 2nd Sem SY 20-21 Signs checks, LDDAP and ACIC Acts on emails Acted on NAPB request on hiring of JO 	8.0
Feb. 4, 2022	<ul style="list-style-type: none"> Attendance to NAPB Meeting (9am to 12:20pm) Prepared BED 3 with Accts Payable and Continuing Appropriation Acted on BFP Inquiry per request of OP Signs checks, LDDAP and ACIC Acts on emails 	8.0
Feb. 16, 2022	<ul style="list-style-type: none"> Rated skills test of Adm. Aide VI for Registrar, Security Guard, ERA Farmi and ERA Graduate school Prepared NEDA Form C, D and E (CY 2020 to 2022) Signs checks, LDDAP and ACIC Acts on emails Coordinated with External campus on funding for Computer Programmer 	8.0