



ACCOMPLISHMENT REPORT

February, 2022
(Period Covered)

This is to certify that the undersigned **MARIA ROBERTA S. MIRAFLOR** 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 |
|-------------------|---|-------------------|
| February 2, 2022 | Attended the Management Review | 8.0 |
| | Continue doing the report for FY 2021 PBB submission specifically the MFO1 supporting docs | |
| | Coordinated with Graduate School Staff, MJ to submit supporting docs | |
| | Prepared a power point presentation for the Management Review on OHRA's accomplishment and its services | |
| | Consolidated and finalized the 2021 FOI Reports (FOI Inventory, FOI Registry and FOI Summary Reports) and emailed to OHRA Staff for printing and approval | |
| February 3, 2022 | Coordinated with OHRA Staff on the updated list of digitized documents in the e-records system | 8.5 |
| | Finalize the Directory for FY 2021 PBB for submission to AO25 and forward list to OP for approval | |
| February 4, 2022 | Reported to Office and attended the first monthly meeting of ODAS for FY 2022 | 8.0 |
| February 14, 2022 | Did the Annex 2 Report on Ranking of Delivery Units | 8.0 |
| | Responded to Dr. Tan's request for IPCR Evaluation | |
| | Coordinated with Ms. Colis and Ms. Ando on some request from employees | |
| | Coordinated with Ms. Luv on data of Faculty and Staff of the Main and External Campus for Annex 2 Report | |
| | Called Mr. Quevedo of ODGS re: Supporting documents for MFO2 Indicators for PBB submission | |
| | Signed a Certification for Institutional Accreditation | |
| February 15, 2022 | Coordinated with OVPPRGAS and ODHRM Staff re: supporting documents for PBB submission | 8.5 |
| | Attended the Re-Orientation Meeting on ISO Documented Information (10:00 am to 12 noon) | |
| | Coordinated with PMT Members on their attendance for the PMT Meeting on February 16, 2022 | |
| | Send a Notice of Meeting to all PMT Members thru their email accounts | |