



ACCOMPLISHMENT REPORT

January 24, 25 & 26, 2022
(Period covered)

This is to certify that the undersigned **PETER BEN LAURICE H. URDANETA** 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
January 24, 25 & 26, 2022	Preparation for Travel	
	• Prepare trip ticket	0.22
	• Prepare and print travel request	0.22
	• Prepare and print certificate of appearance	0.22
	• Prepare Itinerary of travel	0.50
	• Prepare certificate of travel completed	0.25
	• Prepare BUR	0.25
	• Prepare & print DV	0.25
	• Prepare summary report of Globe payments	5
	Payment and releasing of checks to Baybay Suppliers	18
	• Pay various Suppliers in Baybay	
	TOTAL OUTPUT POINTS DELIVERED	24.91

Total Points to be delivered during WFH (3 days x 8 hrs) = 24 hrs

Less: Total Output Points accomplished/delivered = 24.91

Number of hours (undertime) (None)

Submitted by:

PETER BEN LAURICE H. URDANETA
Name of Employee/Faculty

Recommending Approval:

QUEEN-EVER Y. ATUPAN
Head, Cash Office

Approved:

ATTY. RYSAN C. GUINOCOR
OIC, ODAS