



ACCOMPLISHMENT REPORT WORK FROM HOME Period Covered: February 7 – 11, 2022

This is to certify that the undersigned **VALERIE C. VALENZONA** 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 07, 2022	Reviewed and stamped "PAID" vouchers and payrolls dated February 02, 2022 (780 documents x 0.02)	15.60
February 08, 2022	Reviewed and stamped "PAID" vouchers and payrolls dated February 03, 2022 (300 documents x 0.02)	6.00
February 09, 2022	Reviewed and stamped "PAID" vouchers and payrolls dated February 04, 2022 (350 documents x 0.02) Posted issued Check and LDDAP-ADA dated February 02 – 04, 2022 in the MDS Bank Cash Book (29 transactions x 0.02) Updated MDS Bank Cash Book balances as of February 04, 2022 (7 transaction x 0.02)	7.72
February 10, 2022	Reviewed and stamped "PAID" vouchers and payrolls dated February 07 – 08, 2022 (580 documents x 0.02) Posted issued Check and LDDAP-ADA dated February 07 – 08, 2022 in the MDS Bank Cash Book (11 transactions x 0.02) Updated MDS Bank Cash Book balances as of February 08, 2022 (3 transaction x 0.02)	11.88
February 11, 2022	Reviewed and stamped "PAID" vouchers and payrolls dated February 09 – 10, 2022 (260 documents x 0.02) Posted issued Check and LDDAP-ADA dated February 09 – 10, 2022 in the MDS Bank Cash Book (12 transactions x 0.02)	5.50




	Updated MDS Bank Cash Book balances as of February 10, 2022 (3 transaction x 0.02)	
	Updated and Prepared Estimated Amount of NCA Balances as of February 10, 2022 (1 report – no points)	
	TOTAL OUTPUT POINTS DELIVERED	46.70

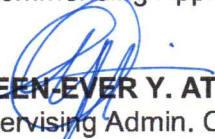
Total Points to be delivered during WFH (No. of days x 8 hrs.) = 40.00
Less: Total Out Point accomplished/delivered = 46.70
Excess points 6.70

Number of hours (undertime) none

Submitted by:


VALERIE C. VALENZONA 3/4/22
Administrative Aide IV

Recommending Approval:


QUEEN EYER Y. ATUPAN
Supervising Admin. Officer

Approved:

ATTY. RYSAN C. GUINOCOR
Director for Administration