



## ACCOMPLISHMENT REPORT

**February 2023**

This is to certify that the undersigned staff rendered overtime work during the period covered and actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted
Feb 15	<ul style="list-style-type: none"><li>Formatted the ITEEM Faculty Development Plan (2023-2027), submitted (thru e-mail) the final version to the college dean, and printed copies for hard copy submission and for file;</li><li>Syncing of DTRs on the HRIS (including that of one other staff).</li></ul>

***Submitted By:***

**ELVIRA B. GORRE**  
Administrative Assistant

***Approved:***

**ELIZA D. ESPINOSA**  
Director