

OFFICE OF THE HEAD OF RECORDS AND ARCHIVES

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ACCOMPLISHMENT REPORT

Work-from-Home January 24 to 28, 2022

Specific Date	Activities/Outputs accomplished and delivered/submitted
January 24, 25, & 26, 2022	Prepared/encoded the table of contents of OP Memos and proof read the entire sheets from page 1 to page 25 using laptop computer and flash drive.
January 27, & 28, 2022	Segregated and filed systematically all received documents (recommendations for renewal of appointments C.Y. 2019-2020, etc.) in their individual folder (50 folders)

Submitted By:

VIRGILIO C. ACILO Administrative Aide III

Recommending Approval

MARIA ROBERTA S. MIRAFLOR Head, OHRA

Approved:

RYSAN C. GUINOCOR Director, ODAS

