



**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