



ACCOMPLISHMENT REPORT

January 24-28, 2022
(Period covered)

This is to certify that the undersigned **DAHLIA R. ARPOCEPLE** 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
Jan. 24, 2022	<ul style="list-style-type: none"> Reviewed and stamp “Paid” in every page of Payrolls and Vouchers dated January 4, 5 & 7, 2022. (376 documents x 0.02) Arranging and binding of documents. (376 documents x 0.02) 	7.52
Jan. 25, 2022	Prepared Report of Check Issued and Cancelled for Fund 164 STF/IGF for the period of January 1-10, 2022. <ul style="list-style-type: none"> Recorded transactions in the Cash Book. Reviewed and stamp “Paid” in every page of Payrolls and Vouchers dated January 10 & 11, 2022. (231 documents x 0.02) Arranging and binding of documents. (231 documents x 0.02) 	2.00 2.00 4.62
Jan. 26, 2022	<ul style="list-style-type: none"> Reviewed and stamp “Paid” in every page of Payrolls and Vouchers dated Jan. 12, 2022. (462 documents x 0.02) Arranging and binding of documents. (462 documents x 0.02) 	9.24 9.24
Jan. 27, 2022	<ul style="list-style-type: none"> Reviewed and stamp “Paid” in every page of Payrolls and Vouchers dated January 17 & 18, 2022. (442 documents x 0.02) Arranging and binding of documents. (442 documents x 0.02) 	8.84 8.84
Jan. 28, 2022	Prepared Report of Check Issued and Cancelled for Fund 164 STF/IGF for the period of January 11-18, 2022. <ul style="list-style-type: none"> Reviewed and stamp “Paid” in every page of Payrolls and Vouchers dated January 19, 20, 26, 27, 2022. (449 documents x 0.02) Arranging and binding of documents. (449 documents x 0.02) 	2.00 8.98 8.98
	TOTAL OUTPUT POINTS DELIVERED	84.40

Total Points to be delivered during WFH (No. of days x 8 hrs) = 40