

## ACCOMPLISHMENT REPORT

[ December 1-17, 2021 ]

This is to certify that the undersigned **Riza Mae L. Maningo** 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
December 1, 2021	*Created lesson materials, PPTs and uploaded them to the virtual Comm11 classrooms.	0.33
	*Recorded video discussions for Comm11.	0.33
	*Uploaded recorded discussions for Comm11.	0.33
	*Created quizzes in the virtual Comm11 classrooms.	1
	*Recorded midterm exams in Comm11.	1
	*Recorded midterm exams in Humn11.	1
	*Recorded midterm exams in Litr135.	1
	*Accommodated student queries and concerns in Comm11 (consultation).	1
	*Accommodated student queries and concerns in Humn11 (consultation).	1
	*Accommodated student queries and concerns in Litr135 (consultation).	1
	*Prepared Test Item Analysis as required in ISO for Comm11.	5
	<b>Total</b>	<b>12.99</b>
December 2, 2021	*Created lesson materials, PPTs and uploaded them to the virtual Humn11 classrooms.	0.33
	*Recorded video discussions for Humn11.	0.33
	*Uploaded recorded discussions for Humn11.	0.33
	*Created quizzes in the virtual Comm11 classrooms.	1
	*Recorded midterm exams in Comm11.	1
	*Recorded midterm exams in Humn11.	1
	*Recorded midterm exams in Litr135.	1
	*Accommodated student queries and concerns in Comm11 (consultation).	1
	*Accommodated student queries and concerns in Humn11 (consultation).	1
	*Accommodated student queries and concerns in Litr135 (consultation).	1
	*Prepared Test Item Analysis as required in ISO for Humn11.	5
	<b>Total</b>	<b>12.99</b>
December 3, 2021	*Created lesson materials, PPTs and uploaded them to the virtual Litr135 classrooms.	0.33

	<ul style="list-style-type: none"> <li>*Recorded video discussions for Litr135.</li> <li>*Uploaded recorded discussions for Litr135.</li> <li>*Created quizzes in the virtual Litr135 classrooms.</li> <li>*Recorded midterm exams in Comm11.</li> <li>*Recorded midterm exams in Humn11.</li> <li>*Recorded midterm exams in Litr135.</li> <li>*Accommodated student queries and concerns in Comm11 (consultation).</li> <li>*Accommodated student queries and concerns in Humn11 (consultation).</li> <li>*Accommodated student queries and concerns in Litr135 (consultation).</li> <li>*Prepared Test Item Analysis as required in ISO for Litr135.</li> </ul>	0.33 0.33 1 1 1 1 1 1 1 5
	<b>Total</b>	<b>12.99</b>
December 6, 2021	<ul style="list-style-type: none"> <li>*Checked output results in Comm11.</li> <li>*Checked output results in Humn11.</li> <li>*Checked output results in Litr135.</li> <li>*Recorded output scores in Comm11 classes.</li> <li>*Recorded output scores in Humn11 classes.</li> <li>*Recorded output scores in Litr135 classes.</li> <li>*Accommodated student queries and concerns in Comm11 (consultation).</li> <li>*Accommodated student queries and concerns in Humn11 (consultation).</li> <li>*Accommodated student queries and concerns in Litr135 (consultation).</li> </ul>	1 1 1 1 1 1 1 1 1
	<b>Total</b>	<b>9</b>
December 7, 2021	<ul style="list-style-type: none"> <li>*Checked output results in Comm11.</li> <li>*Checked output results in Humn11.</li> <li>*Checked output results in Litr135.</li> <li>*Recorded output results in Comm11.</li> <li>*Recorded output results in Humn11.</li> <li>*Recorded output results in Litr135.</li> <li>*Accommodated student queries and concerns in Comm11 (consultation).</li> <li>*Accommodated student queries and concerns in Humn11 (consultation).</li> <li>*Accommodated student queries and concerns in Litr135 (consultation).</li> <li>*Prepared Table of Specification as required for Comm11.</li> </ul>	1 1 1 1 1 1 1 1 1 3
	<b>Total</b>	<b>12</b>
December 8, 2021	<ul style="list-style-type: none"> <li>*Uploaded supplemental e-notes for Comm11.</li> <li>*Created quizzes in the virtual Comm11 classrooms.</li> <li>*Checked long exams in Comm11.</li> <li>*Checked long exams in Humn11.</li> <li>*Recorded long exams in Litr135.</li> <li>*Recorded long exams in Comm11.</li> <li>*Recorded long exams in Humn11.</li> <li>*Checked long exams in Litr135.</li> <li>*Accommodated student queries and concerns in</li> </ul>	0.33 0.33 0.33 0.33 1 1 1 1 1

	Comm11 (consultation). *Accommodated student queries and concerns in Humn11 (consultation). *Accommodated student queries and concerns in Litr135 (consultation). *Prepared Table of Specification as required for Humn11.	1 1 3 <b>Total</b>	<b>11.32</b>
December 9, 2021	*Uploaded supplemental e-notes for Litr135. *Created quizzes in the virtual Comm11 classrooms. *Checked long exams in Comm11. *Checked long exams in Humn11. *Checked long exams in Litr135. *Recorded long exams in Litr135. *Recorded long exams in Comm11. *Recorded long exams in Humn11 *Accommodated student queries and concerns in Comm11 (consultation). *Accommodated student queries and concerns in Humn11 (consultation). *Accommodated student queries and concerns in Litr135 (consultation). *Prepared Table of Specification as required for Litr135.	0.33 0.33 0.33 0.33 1 1 1 1 1 1 1 3 <b>Total</b>	<b>11.32</b>
December 10, 2021	*Uploaded supplemental e-notes for Humn11. *Created quizzes in the virtual Litr135 classrooms. *Checked long exams in Comm11. *Checked long exams in Humn11. *Checked long exams in Litr135. *Recorded long exams in Litr135. *Recorded long exams in Comm11. *Recorded long exams in Humn11 *Accommodated student queries and concerns in Comm11 (consultation). *Accommodated student queries and concerns in Humn11 (consultation). *Accommodated student queries and concerns in Litr135 (consultation).	0.33 0.33 0.33 0.33 1 1 1 1 1 1 1 <b>Total</b>	<b>8.32</b>
December 13, 2021	*Conducted online final exam for Comm11 classes. *Checked output results in Comm11. *Checked output results in Humn11. *Checked output results in Litr135. *Recorded output results in Comm11. *Recorded output results in Humn11. *Recorded output results in Litr135. *Accommodated student queries and concerns in Comm11 (consultation). *Accommodated student queries and concerns in Humn11 (consultation). *Accommodated student queries and concerns in Litr135	1 1 1 1 1 1 1 1 1 1	

	(consultation).	1
	<b>Total</b>	<b>10</b>
December 14, 2021	*Conducted online final exam for Littr135 classes. *Checked output results in Comm11. *Checked output results in Humn11. *Checked output results in Littr135. *Recorded output results in Comm11. *Recorded output results in Humn11. *Recorded output results in Littr135. *Accommodated student queries and concerns in Comm11 (consultation). *Accommodated student queries and concerns in Humn11 (consultation). *Accommodated student queries and concerns in Littr135 (consultation).	1 1 1 1 1 1 1 1 1 1 1
	<b>Total</b>	<b>10</b>
December 15, 2021	*Conducted online final exam for Humn11 classes. *Checked output results in Comm11. *Checked output results in Humn11. *Checked output results in Littr135. *Recorded output results in Comm11. *Recorded output results in Humn11. *Recorded output results in Littr135. *Accommodated student queries and concerns in Comm11 (consultation). *Accommodated student queries and concerns in Humn11 (consultation). *Accommodated student queries and concerns in Littr135 (consultation).	1 1 1 1 1 1 1 1 1 1 1
	<b>Total</b>	<b>10</b>
December 16, 2021	*Conducted online final exam for Comm11 classes. *Created lesson materials, PPTs and uploaded them to the virtual Comm11 classrooms. *Recorded video discussions for Comm11. *Uploaded the recorded video discussions for Comm11. *Created quizzes in the virtual Comm11 classrooms. *Updated grades/student records in grade sheet of Comm11 classes. *Updated grades/student records in grade sheet of Humn11 classes. *Updated grades/student records in grade sheet of Littr135 classes. *Accommodated student queries and concerns in Comm11 (consultation). *Accommodated student queries and concerns in Humn11 (consultation). *Accommodated student queries and concerns in Littr135 (consultation).	0.33 0.33 0.33 1 1 1 1 1 1 1 1 1
	<b>Total</b>	<b>8.99</b>

December 17, 2021	*Conducted online final exam for Litr135 classes.	0.33
	*Conducted online final exam for Humn11 classes.	
	*Created lesson materials, PPTs and uploaded them to the virtual Humn11 classrooms.	0.33
	*Recorded video discussions for Humn11.	0.33
	*Uploaded the recorded video discussions for Humn11.	1
	*Created quizzes in the virtual Comm11 classrooms.	1
	*Updated grades/student records in grade sheet of Comm11 classes.	1
	*Updated grades/student records in grade sheet of Humn11 classes.	1
	*Updated grades/student records in grade sheet of Litr135 classes.	1
	*Accommodated student queries and concerns in Comm11 (consultation).	1
	*Accommodated student queries and concerns in Humn11 (consultation).	1
	*Accommodated student queries and concerns in Litr135 (consultation).	1
	<b>Total</b>	<b>8.99</b>
	<b>TOTAL OUTPUT POINTS DELIVERED</b>	<b>138.91</b>

**Total Points to be delivered during WFH (No. of days x 8 hrs) = 104 pts.**

Submitted By:

**RIZA MAE L. MANINGO**  
Part-time Instructor

Recommending Approval:

Approved:

**JETT C. QUEBEC**  
Department Head

**MA. THERESA P. LORETO**  
College Dean