ACCOMPLISHMENT REPORT

March 16 – 31, 2023

1. Property custodian in-charge of the department;
2. Troubleshoot, install, configure, repair, maintain, and upgrade information technology devices, software, and systems;
3. Maintains and operates computer laboratory and assists computer laboratory instructors and laboratory users with computer-related issues and trouble-shooting minor equipment problems;
4. Assists all laboratory instructors in the department in the field laboratory classes;
5. Issues laboratory equipment to students and ensures that such equipment is returned in good condition;
6. Performs as utility/messenger of the department; and
7. Performs other functions assigned by the immediate supervisor.

Submitted By:

EMMANUEL P. LESIDAN

Recommending Approval

CHARLIE S. ANDAN
Department Head, DMet

Approved

JANNET C. BENCURE
College Dean, CET