



ACCOMPLISHMENT REPORT

January 2024

This is to certify that the undersigned staff rendered overtime work during the period covered and actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted
5 (Fri) 7:51 8 (Mon) 5:50	<p>Worked on the IPCR accomplishments for July–December 2023:</p> <ul style="list-style-type: none"> ➤ Editing of entries in Exhibit I, ready for the Director's assessments and comments; ➤ Finalized all the other exhibit forms for the Director's inputs, assessments, and ratings; ➤ Final printing of Exhibit B of all the faculty and staff.
9 (Tue) 6:20 10 (Tue) 8:01	<p>Software application troubleshoot the assigned computer.</p> <p>Reviewed RSP inputs of the committee's ratings on the applicants for part-time instructors for the 2nd semester for AY 2023–2024; and, finalized the BI reports.</p>
18 (Thu) 6:18	Finalized the printing of all the IPCR exhibits with the Director's inputs; and packaged the material for submission.
19 (Fri) 8:10	<ul style="list-style-type: none"> • Worked on the renewal of research/extension appointments of project/study/component leaders; • Conducted DTR syncing, log appeals, and leave applications of other staff (ASBastasa).
25 (Thu) 5:52	Continued DTR syncing, log appeals, and leave applications, of other staff (ASBastasa).

Submitted By:

ELVIRA B. GORRE
Admin. Assistant

Approved:

TEOFANES A. PATINDOL
Director