



**ACCOMPLISHMENT REPORT**

**February 7-8, 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:

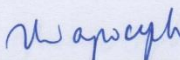
| Specific Date/s                      | Activities/Outputs accomplished and delivered/submitted   | Equivalent Points |
|--------------------------------------|---|-------------------|
| Feb. 7, 2022                         | <ul style="list-style-type: none"><li>Reviewed and stamp "Paid" in every page of Payrolls and Vouchers dated February 2 &amp; 4, 2022. (436 documents x 0.02)</li></ul> | 8.72              |
|                                      | <ul style="list-style-type: none"><li>Arranging and binding of documents. (436 documents x 0.02)</li></ul>  | 8.72              |
| Feb. 8, 2022                         | <ul style="list-style-type: none"><li>Recorded transactions in the Cash Book.</li></ul>   | 2.00              |
|                                      | <ul style="list-style-type: none"><li>Updated/monitored balances of the Cash Book</li></ul>   | 2.00              |
|                                      | <ul style="list-style-type: none"><li>Reviewed and edited the draft of the revised Procedure Manual PM-CSH-01 rev. 02</li></ul>   | 1.50              |
| <b>TOTAL OUTPUT POINTS DELIVERED</b> |   | <b>22.94</b>      |

**Total Points to be delivered during WFH (No. of days x 8 hrs) = 16**

**Less: Total Output Points accomplished/delivered = 22.94**

**Number of hours (undertime) = NONE**

Submitted by:

  
**DAHLIA R. ARPOCEPLE**  
Name of Employee/Faculty

Recommending Approval:

  
**QUEEN EVER Y. ATUPAN**  
Head, Cash Office

Approved:

**ATTY. RYSAN C. GUINOCOR**  
OIC, ODAS

