



## WORK PLAN FOR WFH SCHEDULED ON January 24-28, 2021

This is to certify that the undersigned **Christie Cyrene T. Tauy** 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
January 24	• Made Work Plan for the Week	.25
	• Contacted student leaders interested to attend PACSL convention and made endorsement letter to the Dean of Students	.75
	• Made a letter request to attend the PACSA convention and emailed to the Dean of Students	.50
	• Converted certificate of student leaders to pdf file (142 certificates) x.05	7.1
	• Responded Inquiries through e-mail, texts, phone call and messenger. (average of 5)	1.25
	• Conducted follow up/Kumustahan of referred students (2)	2
January 25	• Responded Inquiries through e-mail, texts, phone call and messenger. Average of 5	1.25
	• Encoded/recorded in a data base system officers of student organizations (40 organization)	6.8
	• Conducted vocational guidance/Academic follow up/Kumustahan of referred students	
	• Consultation meeting with Ms Cobico	1
January 26	• Reported to work	
January 27	• Sent via email the Certificate of Participation of student leaders attending the Student Leadership Summit 1 (SLS 1) first half 71	5.68
	• Respond Inquiries through e-mail, texts, phone call and messenger	1.25
	• Conduct vocational guidance/Academic follow up/Kumustahan of referred students	1
	• Conduct consultation with student leaders (3)	2
January 28	• Sent via email the Certificate of Participation of student leaders attending the Student Leadership Summit 1 (SLS 1) 2 <sup>nd</sup> half 71	5.68
	• Respond Inquiries through e-mail, texts, phone call and messenger. (5x.25)	1.25