

## ACCOMPLISHMENT REPORT

**March 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
1 (Fri)	<ul style="list-style-type: none"> <li>Conducted backing up of e-files;</li> <li>Assisted the other staff with DTR syncing, printing, and filing of leave applications.</li> </ul>
4 (Mon)	<ul style="list-style-type: none"> <li>Troubleshoot the assigned computer, on recurring system errors;</li> <li>Reviewed the payroll and DTR of the Institute Student Assistant.</li> </ul>
6 (Wed)	Edited, and reprinted the appointments of ECOSAP project/component leaders.
7 (Thu)	Drafted the layout of students' theses field markers.
8 (Fri)	<ul style="list-style-type: none"> <li>Finalized the layout of students' theses field markers;</li> <li>Conducted DTR syncing.</li> </ul>
13 (Wed) 14 (Thu)	Started the desktop publishing of Leyte Island's Native Orchid coffee table book: <ul style="list-style-type: none"> <li>Selection and enhancement of photos.</li> </ul>
15 (Fri)	Revised and reprinted the appointments of other project/study/component leaders (adjusted dates, and new signatories).
16 (Sat) 18 (Mon) 19 (Tue) 20 (Wed) 21 (Thu) 22 (Fri) 23 (Sat) 26 (Tue)	Continued the desktop publishing of Leyte Island's Native Orchid coffee table book: <ul style="list-style-type: none"> <li>Laid out 4 designs of the cover (for choices);</li> <li>Enhanced photos;</li> <li>Laid out the inside pages of the book;</li> <li>Produced the first layout of the entire book, for review and comments/suggestions from authors and editors</li> </ul>

**Submitted By:**

**ELVIRA B. GORRE**  
Admin. Assistant

**Approved:**

**TEOFANES A. PATINDOL**  
Director