

INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

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ACCOMPLISHMENT REPORT

January 2023

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
Jan 8	 Finalized the 2022 Annual Report Finalized the OPCR 2023 Targets (MFO 6: General Admin. and Support Services)
Jan 13, 14, 16	 Finalized the OPCR July-December 2022 Accomplishments Worked on the IPCR July-December 2022 Accomplishments
Jan 25, 27	 Finalized the IPCR July-December 2022 Accomplishments Synced DTR data, and filed log appeals on the HRIS

Submitted By:

ELVIRA B. GORRE

Administrative Assistant

Approved:

ELIZA D. ESPINOSA

Director

