



## 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	<ul style="list-style-type: none"><li>Finalized the 2022 Annual Report</li><li>Finalized the OPCR 2023 Targets (<i>MFO 6: General Admin. and Support Services</i>)</li></ul>
Jan 13, 14, 16	<ul style="list-style-type: none"><li>Finalized the OPCR July-December 2022 Accomplishments</li><li>Worked on the IPCR July-December 2022 Accomplishments</li></ul>
Jan 25, 27	<ul style="list-style-type: none"><li>Finalized the IPCR July-December 2022 Accomplishments</li><li>Synced DTR data, and filed log appeals on the HRIS</li></ul>

**Submitted By:**

**ELVIRA B. GORRE**  
Administrative Assistant

**Approved:**

**ELIZA D. ESPINOSA**  
Director