



**ACCOMPLISHMENT REPORT**

**February 7-11, 2022**  
**(Period covered)**

This is to certify that the undersigned **MA. MELISSA F. MENDOZA** 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. 7-11,2022	Update monthly Balances of Cash Books for 7 Funds/ 7 Cash Books.	28
	Record/Post Transactions of additional TES 2020-2021 And other Transactions to Cash Books under Fund 101-Trust – MOOE and other funds.	12
	<b>TOTAL OUTPUT POINTS DELIVERED</b>	<b>40.00</b>

**Total Points to be delivered during WFH (5 days x 8 hrs) = 40**

**Less: Total Output Points accomplished/delivered = 40**

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

Submitted by:

  
**MA. MELISSA F. MENDOZA**  
Name of Employee/Faculty

Recommending Approval:

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

Approved:

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