



## ACCOMPLISHMENT REPORT

**December 2022**

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
Dec 6	<ul style="list-style-type: none"><li>Laid-out posters (for tarp printing) for the fiesta exhibits in Baybay City</li></ul>
Dec 12	<ul style="list-style-type: none"><li>Laid out and printed invitations for the ITEEM Christmas Lunch Together;</li><li>Finalized the layout of plaques of recognition for the retirees of the year, to be given during the Christmas Lunch Together;</li><li>Finalized the layout of the backdrop for the Christmas Lunch Together for tarp printing.</li></ul>

**Submitted By:**

  
**ELVIRA B. GORRE**  
Administrative Assistant

**Approved:**

  
**ELIZA D. ESPINOSA**  
Director