





INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

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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	Laid-out posters (for tarp printing) for the fiesta exhibits in Baybay City
Dec 12	 Laid out and printed invitations for the ITEEM Christmas Lunch Together; Finalized the layout of plaques of recognition for the retirees of the year, to be given during the Christmas Lunch Together; Finalized the layout of the backdrop for the Christmas Lunch Together for tarp printing.

Submitted By:

ELVIRA B. GORRE Administrative Assistant

Approved:

ELIZA D. ESPINOSA Director

