



ACCOMPLISHMENTS REPORT

April 1 - June 30, 2022

1. Served and retrieved 40 pcs. RFQ, 28 pcs. PO, 41 pcs. OR, 6 pcs. ACIC, 2 pcs. NOA, 3 pcs. NTP, 1 pc. CA
2. Responded 6 requests on COD purchases
3. Prepared 25 outgoing transmittals/shipments
4. Received 13 incoming transmittals
1. Prepared and sent 10 sets replenishment voucher, 3 sets lodging report, and 6 sets JO payroll
5. Accommodated 79 lodging house guests
6. Remitted P56,700.00 as collection from lodging fees
7. Performed weekly general cleaning
8. Performed 10 liaisoning requests
9. Facilitated transport of relief goods twice to Baybay City spearheaded by Angel and Stephanie Tudtud
10. Started implementing issuance of waiver for every incoming personal documents/items for shipment to VSU-Main
11. Followed up for PR and RFQ, and canvassed price quotations for glass windows
12. Attended pre-bid and bid opening of construction supplies for VSU-Cebu
13. Forwarded to BAC the list of new prices of failed items for rebidding purposes
14. Transferred installed programs, data files, and settings(IP and Unifi) from the old PC to the new one
15. Assisted four staff on official business while in Cebu City
16. Requested from Allan Salentes of GSD for design, plan, and layout of the new VSU-Cebu kitchen with driver's quarter
17. Followed through with JOEBZ Computer Sales regarding the delivery of CCTV accessories
18. Facilitated the installation of replacement glass windows
19. Facilitated inspection and installation of Signal TV satellite television service
20. Created an account with Globe ECW portal for uploading VAT certificates(online submission)
21. Renewed fire insurance of VSU-Cebu building
22. Attended virtual Awareness Seminars on RA No. 11032 and Typhoon Awareness and Calamity Readiness
23. Removed election paraphernalias posted on perimeter fence
24. Prepared a draft of request letter for 1 casual position to be reassigned to VSU-Cebu Office
25. Conducted mini training on computer operation for the driver
26. Fabricated one holder for Signal HD box
27. Updated Cash Receipts and Cash Disbursements Record

Submitted by:


NEVIN A. PACADA
Administrative Assistant II