



ACCOMPLISHMENT REPORT

As Cashier for ViCARP
January 1, 2022 to June 30, 2022

Employee: QUEEN-EVER Y. ATUPAN
Position : Cashier

Activities Undertaken	Number of Months	Amount
	6	2,400.00

1. Provided direction, coordination and supervision of Cash personnel in providing cash and check disbursements and collection services for the ViCARP and different units of the University;
2. Planned and introduced innovations for the improvement of the cash office operation and services;
3. Reviewed requests, vouchers, payrolls and supporting documents for all financial transactions of ViCARP and other projects of the university;
4. Reviewed and signed reports of checks issued and report of collections for ViCARP and other projects of the university.
5. Signed and issued checks, and facilitated all payments to suppliers, payees and remittances to government agencies and managed all the needed disbursements and payables of ViCARP and other projects of the university;
6. Managed the collection of income and fees and issuance of official receipts for ViCARP as needed.
7. Coordinated and facilitated various bank transactions and concerns in connection with the ViCARP transactions and other projects of the university.

Submitted by:


QUEEN-EVER Y. ATUPAN
Supervising Administrative Officer

Approved:

DANIEL LESLIE S. TAN
Vice-President for Administration and Finance