



ACCOMPLISHMENT REPORT

January 1-31, 2023

1. Property custodian in-charge of the department;
2. Troubleshoot, install, configure, repair, maintain, and upgrade information technology devices, software, and systems;
3. Maintains and operates computer laboratory and assists computer laboratory instructors and laboratory users with computer-related issues and trouble-shooting minor equipment problems;
4. Assists all laboratory instructors in the department in the field laboratory classes;
5. Issues laboratory equipment to students and ensures that such equipment is returned in good condition;
6. Performs as utility/messenger of the department;
7. Performs other functions assigned by the immediate supervisor; and
8. AdDRC of the department.

Prepared by:

EMMANUEL P. LESIDAN

Laboratory Aide, DMet

Recommending Approval

CHARLIE S. ANDAN

Head, DMet

Approved

JANNET C. BENCURE

College Dean, CET