



**ACCOMPLISHMENT REPORT
WORK FROM HOME
February 7 to 11, 2022
(Period Covered)**

This is to certify that the undersigned **QUEEN-EVER Y. ATUPAN** was approved on a "work from home" scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
February 7 to 11, 2022	Reviewed Palawan Pawnshop daily Report of Collection for Main Campus and External Campuses. (5 reports)	1.65
	Reviewed and verified proof of payments/remittance from Palawan Pawnshop.(5 proofs of payment)	1.65
	Read various official emails. (20 emails)	5.00
	Prepared communications,forward and replied to various emails. (21 emails)	5.25
	Prepared the Report of Accountability for Accountable Forms (RAAFS) for the month of February 2022. (10 reports).	10
	Prepare the Office Accomplishment Reports for the month of January 2022.	4
	Attended the online Management Review and presentation of the ISO Audit Plan.	4
	Processed the bond renewal of VSU officials online.	4
	Monitor cash office transactions and answered various inquiries from suppliers and clients (10 hrs).	10
	TOTAL OUTPUT POINTS DELIVERED	45.55

Total Points to be delivered during WFH (5 No. of days x 8 hrs.) = 40.00
 Less: Total Point accomplished/delivered = 45.55
 Excess points 5.55

Number of hours (undertime) none