



ACCOMPLISHMENT REPORT

January 24-28, 2022
(Period covered)

This is to certify that the undersigned MERCEDES V. FORNES 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
January 24-28, 2022	Prepared 800 pcs of book pockets (.5/10 pcs)	40
	TOTAL OUTPUT POINTS DELIVERED	40 hours

Total Points to be delivered during WFH (No. of days x 8 hrs) = 40 hours

Less: Total Output Points accomplished/delivered 40 hours

Number of hours (undertime) (0)

Submitted by:

MERCEDES V. FORNES
Name of Employee/Faculty

Recommending Approval:

VICENTE A. GILOS
Chief Librarian

Approved:

ALELI A. VILLOCINO
VP for Student Affairs and Services