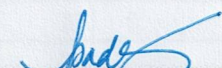


## ACCOMPLISHMENT REPORT


Sept 16-30, 2024

1. Assigned control numbers for 40 Customer satisfaction forms, 5 registration forms and 10 contracts for JO service workers.
2. Assisted in the preparation for ISO internal audit like printing of labels, organizing files and segregation of obsolete documents.
3. Prepared and submitted the contracts of service to five JO workers.
4. Received and relayed IP messages and telephone calls to concerned faculty and staff.
5. Receives and records incoming and outgoing documents for the department.
6. Assisted on transferring and printing the Revised Proposal of MS and PhD program to new template.
7. Attended a meeting at CAFS conference room about the preparation of the citizen's charter.
8. Generated barcodes for 5 registration forms and 10 contracts for JO service workers.
9. Prepared and printed the schedules of faculty.
10. Prepared and submitted 2 job requests at the Physical Plant Office.
11. Photocopied the approved extension project appointments of 7 faculty members into 4 copies. 3 copies are attached to the IFW for 1st semester SY 2024-2025 and 1 copy was sent to the extension office for their file.

Submitted By:

  
**LOVELY V. PADERES**  
Clerk/AddRC

Approved:

  
**LUZ G. ASIO**  
Head, DA