



## ACCOMPLISHMENT REPORT

January to December , 2021

1. Prepared communications to Project Managers regarding deficiencies of submitted financial report of Special Projects;
2. Attended consultation meetings with project managers;
3. Mediated with the collections on the usage of facilities and use of catering services payable by the different special projects;
4. Sent communication to project leaders as the need arises; and
5. Performed tasks as requested by project leaders.

Submitted By:

MARIA TERESA A. CRUZ  
Internal Auditor IV

Noted by:

ALLEN GLENNIE P. LAMBERT  
Supervisor/Executive Secretary