



ACCOMPLISHMENT REPORT WORK FROM HOME Period Covered: January 24 – 28, 2022

This is to certify that the undersigned **VALERIE C. VALENZONA** 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, 2022	Reviewed and stamped "PAID" vouchers and payrolls dated January 03 – 06, 2022 (775 documents x 0.02)	15.50
January 25, 2022	Reviewed and stamped "PAID" vouchers and payrolls dated January 10 – 12, 2022 (1,150 documents x 0.02)	23.00
January 26, 2022	Reviewed and stamped "PAID" vouchers and payrolls dated January 13 & 17, 2022 (495 documents x 0.02)	9.90
January 27, 2022	Posted issued Check and LDDAP-ADA dated January 10 – 26, 2022 in the MDS Bank Cash Book (83 transactions x 0.02) Updated MDS Bank Cash Book balances as of January 26, 2022 (16 transaction x 0.02) Updated and Prepared Estimated Amount of NCA Balances as of January 26, 2022 (1 report x 4.00)	5.98
January 28, 2022	Reviewed and stamped "PAID" vouchers and payrolls dated January 19 – 27, 2022 (758 documents x 0.02)	15.16
	TOTAL OUTPUT POINTS DELIVERED	69.54

Total Points to be delivered during WFH (No. of days x 8 hrs.) = 40.00
 Less: Total Out Point accomplished/delivered = 69.54
 Excess points 29.54

Number of hours (undertime) none



Submitted by:

VALERIE C. VALENZONA 2/3/22
Administrative Aide IV

Recommending Approval:

QUEEN-EVER Y. ATUPAN 2/3/22
Supervising Admin. Officer

Approved:

ATTY. RYSAN C. GUINOCOR
Director for Administration