

ACCOMPLISHMENT REPORT

August 2023

This is to certify that the undersigned staff rendered overtime work during the period covered and actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted
2 (Wed)	<ul style="list-style-type: none"> Desktop laid out the printed materials for the tribute to the BSES graduates and parents: <ul style="list-style-type: none"> Program Certificates: Recognition (as graduates); Endeavor Award; Leadership Award; Award of Excellence; Director's Excellence Award Desktop laid out the Biodiversity Center information poster (to be displayed at the RDE for the graduation activity)
4 (Fri)	<ul style="list-style-type: none"> Syncing of the staff's DTR (ASBastasa), including the filing of log appeals, and applications for leave of absence.
9 (Wed) 10 (Thu) 11 (Fri)	<ul style="list-style-type: none"> Desktop laid out, and printed the main and flyleaf covers, and tabs for the NBC documents of the ITEEM faculty, and packaged for submission.
15 (Tue) 17 (Thu) 19 (Sat)	<ul style="list-style-type: none"> For the "Training on Integrating Rainforestation Farming to Promote Agarwood Production in the Visayas": <ul style="list-style-type: none"> Desktop laid out the welcome and backdrop banners; Desktop laid out and printed the certificates for participation, and certificates of appreciation (for the Resource Persons and Facilitators)
24 (Thu)	<ul style="list-style-type: none"> Reviewed and fixed the documents for the recommendation to hire the 4 part-time instructors for the 1st sem/AY 2023-2024.

Submitted By:

ELVIRA B. GORRE
Admin. Assistant

Approved:

ELIZA D. ESPINOSA
Director