

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

Name of Personnel: Juan del Mundo

Division:

Bureau/Service:

Date/s Covered:

Alternative Work Arrangement <i>(*Indicate if 2-week shift)</i>	Date and Actual Time logs	Actual Accomplishments
<i>Skeleton Workforce</i>	<i>5/16/2020 Time-in: 7:30AM Time out: 5:00 PM</i>	<i>Process Liquidation Report for Workshop AA Submit to Acctg. Division Pending TEVs Receive incoming documents</i>
<i>Work-from-Home</i>	<i>5/17/2020 Time-in: 7:00AM Time out: 6:00 PM</i>	<i>Facilitate meeting with Office AA via MS Teams Submit report on xxxxxx</i>
<i>Skeleton Workforce</i>	<i>5/18/2020 Time-in: 7:50AM Time out: 5:00 PM</i>	<i>Receive incoming documents</i>
<i>Work-from-Home</i>	<i>5/19/2020 Time-in: 7:30AM Time out: 7:00 PM</i>	<i>Draft Memo re: xxxxxx</i>
<i>Skeleton Workforce</i>	<i>5/20/2020 Time-in: 8:00AM Time out: 5:00 PM</i>	<i>Submit report on xxxxxx</i>

Submitted by:

Approved by:

(Name & Signature of Personnel)

Date:

(Name & Signature of Head of Office)

Date: