**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF**

***INTRA-OFFICE MEMO***

DATE : April 5, 2019

FOR : **NELSON P. DEVANADERA** Executive Director

THRU : **MADRONO P. CABRESTANTE JR.** Head of EPMKMD

FROM : **MARK DARWIN VILLARTA** IT Assistant

SUBJECT : Accomplishment Report for April 1 - April 30, 2019

|  |  |  |
| --- | --- | --- |
| **Function** | **Accomplishment** | |
| **Activities** | **Quantity** |
| **Assist in the maintenance of PCSDS Network** | Continuous Data Gathering | Interviewed HR officer for gathering additional data entries |
| **Assist the development of database and information systems** | Documentation for Human Resource Management System | 1 Prototype, 1 Use case, 1 Flowchart for all functionality |
| **Draft Manual for Information System** | HRIS User Manual Users-manual and Documentation | Prototype Interface (3) form:  Homepage, main page, identification form, 4 divisions form |
| **Perform Tasks that may be assigned from time to time by supervisor.** | Assisted PCSDS office Staff | 1 Printer troubleshooting 1 PC backup 3 PC minor fixes |

For your information.

**MARK DARWIN C. VILLARTA**

IT ASSISTANT

**Certification:**

This is to certify that the above tasks mentioned are done.

**MADRONO P. CABRESTANTE JR.**

Head of EPMKMD