**MONTHLY ACCOMPLISHMENT REPORT**

*Course Subject:* -------------------------------

*Office:* ---------------------

*Month and Year:* ---------------------

*Semester and Academic Year:* ---------------------

|  |  |  |
| --- | --- | --- |
| **DATE** | **ACCOMPLISHMENT** | **REMARKS**  **(Progress and deviations from the plan)\*** |
| August 8, 2025 | Sample Accomplishment Report that only needs 1 sentence to show. | Cell3.1 |
| August 9, 2025 | Since this accomplishment description is longer and would take 2 sentences to comply, then the row height will adjust according to this description | Cell3.2 |
| August 10, 2025 | Since this accomplishment description is much more longer and has bulleted list then the table must adjust accordingly.   * Example 1:   The quick brown fox jumps over the lazy dog   * Example 2:   Lorem Ipsum | Cell3.3 |
| August 11, 2025 | Cell2.4 | Cell3.4 |

*\*Provide relevant documentation such as pictures, summary reports, etc.*

Prepared by: Approved:

**{Faculty Name Here} {Name of the Program Chair}**

Name & Signature of Official Name & Signature of Immediate Supervisor

**PROOF/EVIDENCE OF THE ACCOMPLISHED REPORT**

*Course Subject:* -------------------------------

*Office:* ---------------------

*Month:* ---------------------

Date: Cell1.1 – Cell2.1.

#5 Insert Image here (Images for Cell1.1 – Cell2.1.)

#1 Insert Image here (Images for Cell1.1 – Cell2.1)

#3 Insert Image here (Images for Cell1.1 – Cell2.1.)

#2 Insert Image here (Images for Cell1.1 – Cell2.1.)

#4 Insert Image here (Images for Cell1.1 – Cell2.1.)

Date: Cell1.2 – Cell2.2.

#5 Insert Image here (Images for Cell2.1 – Cell2.2.)

#1 Insert Image here (Images for Cell2.1 – Cell2.2.)

#3 Insert Image here (Images for Cell2.1 – Cell2.2.)

#2 Insert Image here (Images for Cell2.1 – Cell2.2.)

#4 Insert Image here (Images for Cell2.1 – Cell2.2.)

Prepared by: Approved:

**SAMPLE NAME OF THE FACULTY HERE SAMPLE NAME OF THE IMMEDIATE SUPERVISOR HERE**

Name & Signature of Official Name & Signature of Immediate Supervisor