



FEBRUARY 01, 2024

EMPLOYEE ACCOMPLISHMENT REPORT

JANUARY 16, 2024 TO JANUARY 31, 2024

In compliance with EMB Region 8 Memorandum dated January 25, 2022, directing all EMB R08 personnel to submit an accomplishment report during their work-from-home schedule, the undersigned was able to perform the following activities from **January 16, 2024 - January 31, 2024**:

Date Undertaken	Activities Undertaken	Remarks/Status
January 16, 2024 - January 31, 2024	Processed 5 IIS transactions: <ul style="list-style-type: none"> • CONTRACT OF SERVICE (2) • DAILY TIME RECORD (1) • MEMO (1) • OTHERS (1) 	<u>Done</u>
January 16, 2024	Provided technical assistance on EMED staff meeting with PEMU	<u>Done</u>
January 16, 2024	Submitted Contract and Attachments	<u>Done</u>
January 16, 2024	Adding CMR field on generating of Firms/Establishment in Industry Information Management System (Universe)	<u>Ongoing</u>
January 17, 2024	Added CMR field on generating of Firms/Establishment in Industry Information Management System (Universe)	<u>Done</u>
January 17, 2024	Ongoing designing of Generating/Exporting of PDF raw file in Client Satisfactory System	<u>Ongoing</u>
January 18, 2024	Ongoing designing of Generating/Exporting of PDF raw file in Client Satisfactory System	<u>Ongoing</u>
January 19, 2024	Ongoing designing of Generating/Exporting of PDF raw file in Client Satisfactory System	<u>Ongoing</u>
January 19, 2024	Troubleshoot host domain of Property Management System unreachable online.	<u>Done</u>
January 22, 2024	Deploy new design of Client Satisfactory System exporting of PDF file	<u>Done</u>
January 23, 2024	Conducted system planning, analysis and development for survey system	<u>Ongoing</u>
January 24, 2024	Conducted system planning, analysis and development for survey system	<u>Ongoing</u>
January 25, 2024	Conducted system planning, analysis and development for survey system	<u>Ongoing</u>
January 26, 2024	Conducted system planning, analysis and development for survey system	<u>Ongoing</u>
January 29, 2024	Conducted system planning, analysis and development for survey system	<u>Ongoing</u>
January 30, 2024	Conducted system planning, analysis and development for survey system	<u>Ongoing</u>
January 31, 2024	Conducted system planning, analysis and development for survey system	<u>Ongoing</u>

For information and record.

Submitted by:


VINCENT PHILIP A. MORASTIL
Computer Programmer

Conforme:

ROWENA P. VINEGAS
OIC, Chief

