



ACCOMPLISHMENT REPORT
For the period February 1 – February 15, 2024

Activities	Expected Output for the Month	Actual Accomplishment	(%)
To take part or participate in the management of hardware and software resources.	100% of EMB RO8's Hardware & Software Resources Managed	> Created Firewall appliance configuration backup > Updated Sophos XG Firmware to latest version > Performed Network Troubleshooting to PCs unable to connect to the Sophos Portal due to IP Conflict EMED: 4, FAD: 4	100%
To design and develop systems crucial to the operation of the office;	Adding report module on Industry Information Management System	>Conducted system analysis and design. >Ongoing survey system development. >With CRUD operations done. >Troubleshooting system vulnerability	100%
To perform maintenance activity of firewall appliance	1 Firewall Maintained	>1 Firewall Maintained (Deployed)	100%
`To perform system maintenance of the Industry Information Management System, the Property Management System, the Online Daily Attendance and Accomplishment System and the Human Resource Management System	Checking the office systems	>Maintained existing office systems	100%
To perform all other functions assigned by immediate supervisor without prejudice to the above-mentioned primary tasks	Other ICT functions	>Conducted technical support on office network and hardware issue. >Daily management of Environmental Management Data Center >Assist in the Data Center during meeting	100%

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