

**REMOTE WORK ACCOMPLISHMENT REPORT**

Employee Name :

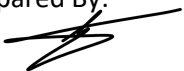
Position :

Department :

Date (From/To) :

Day	Description of Specific Activity/Task (Employee)	Verification/Remarks (Dept. Head)
Monday	Reported to School	
Tuesday	Reported to School	
Wednesday	Reported to School	
Thursday		
Friday	Reported to School	

Prepared By:

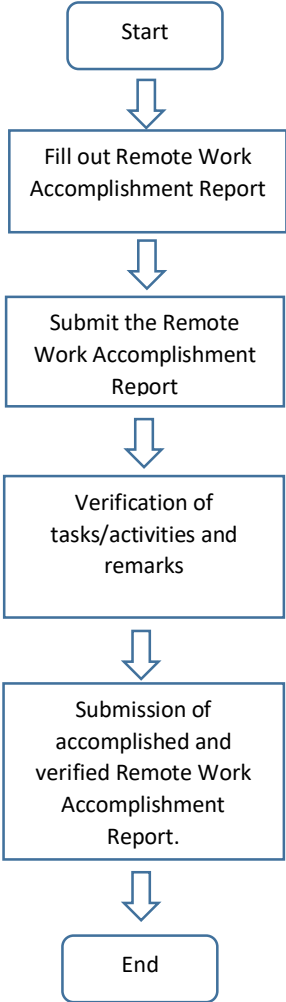


Employee Name / Date

Endorsed by:



Department Head Name / Date

PROCEDURE	RESPONSIBILITY	DEATILS
 <pre> graph TD     Start([Start]) --&gt; FillOut[Fill out Remote Work Accomplishment Report]     FillOut --&gt; Submit[Submit the Remote Work Accomplishment Report]     Submit --&gt; Verify[Verification of tasks/activities and remarks]     Verify --&gt; SubmitReport[Submission of accomplished and verified Remote Work Accomplishment Report.]     SubmitReport --&gt; End([End])           </pre>	<p>Staff</p> <p>Staff</p> <p>Department Head</p> <p>Department Head</p>	<p>The staff shall specify the activities/tasks to be done at home. The deliverables shall be concrete &amp; output must be specific</p> <p>The staff shall submit the report to the Department Head</p> <p>The Department Head shall verify the report submitted by the staff and shall fill out the Remote Work Accomplishment Report to determine whether the staff was able to accomplish his/her tasks.</p> <p>The Department Head shall submit the completed and verified Remote Work Accomplishment Report to HRMO for processing of salary and filing.</p>