**Report from 19th-23rd August 2024**

**MITS 19TH -23RD**

1. Weekly Newsroom Rationalization

2. Following up on working tools for new staff and creating onboarding orientation calendar.

3. Finalize on PSFU requirements.

**MITS REPORT 19TH -23RD**

1. The weekly Newsroom Rationalization report was sent on mail.

2. Working tools for new staff are still pending printing from procurement.

3. The onboarding orientation calendar was made and orientation for new staff starts this week.

4. PSFU requirements are still ongoing ( sending reports, NSSF proof, salary proof to Brenda for June)