**ACCOMPLISHMENT REPORT**

Inclusive Dates: **June 16-30, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Prepared various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
5. Prepared communication letters for the upcoming Training in the Institute.
6. Prepared the documents needed for RATA, Communication Allowance for June 2024.
7. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
8. Assisted and guided the newly hired office assistant in daily activities.
9. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
10. Helped maintain the cleanliness/orderliness of the office.
11. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **June 1-15, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Prepared various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
5. Prepared communication letters for the upcoming Training in the Institute.
6. Prepared the documents needed for RATA, Communication Allowance for June 2024.
7. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
8. Assisted and guided the newly hired office assistant in daily activities.
9. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
10. Helped maintain the cleanliness/orderliness of the office.
11. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **May 16-31, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Prepared various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
5. Prepared the documents needed for RATA, Communication Allowance, Per diem, and Pre-payment for May 2024.
6. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
7. Assisted and guided the newly hired office assistant in daily activities.
8. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
9. Helped maintain the cleanliness/orderliness of the office.
10. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **May 1-15, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Prepared various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
5. Prepared the documents needed for RATA, Communication Allowance, Per diem, and Pre-payment for May 2024.
6. Attended and served as facilitator during the Consultation Meeting with the DA-BAI and the conduct of the Comprehensive Training Program held on May 2, 2024.
7. Attended the General Meeting and took down minutes of the meeting.
8. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
9. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
10. Helped maintain the cleanliness/orderliness of the office.
11. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **May 16-31, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Prepared various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
5. Prepared the documents needed for RATA, Communication Allowance, Per diem, and Pre-payment for May 2024.
6. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
7. Assisted and guided the newly hired office assistant in daily activities.
8. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
9. Helped maintain the cleanliness/orderliness of the office.
10. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **April 16-30, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Prepared various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
5. Attended and served as facilitator during the conduct MOA Signing between DMMMSU&CSU held on April 16, 2024.
6. Serve as facilitator during the conduct of Basic Beekeeping Trainign held on April 16-18, 2024.
7. Prepared the documents needed for Per diem for April 2024.
8. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
9. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
10. Helped maintain the cleanliness/orderliness of the office.
11. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **April 1-15, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Prepared various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
5. Prepared needed documents for the upcoming MOA Signing to be held on April 16, 2024.
6. Prepared the documents needed for Per diem for April 2024.
7. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
8. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
9. Helped maintain the cleanliness/orderliness of the office.
10. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **March 1-15, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the conduct of Specialized Training on Beekeeping in partnership with five (5) SUCS held on March 12-15, 2024.
5. Assisted and facilitated in preparing needed documents for the Basic Beekeeping Training held on March 12-15, 2024 like meals requests, communication letters, request for vehicles, and certificate of appearance.
6. Prepared various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
7. Prepared the documents needed for Per diem for March 2024.
8. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
9. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
10. Helped maintain the cleanliness/orderliness of the office.
11. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **February 1-15, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the NARTDI meetings and activities.
5. Assisted in preparing needed documents for the Basic beekeeping Training held on February 27-29, 2024.
6. Helped prepared necessary documents for the upcoming Specialized Training to be held on Mach 12-15, 2024.
7. Prepared various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
8. Prepared the documents needed for RATA, Communication Allowance, Per diem, and Pre-payment for February 2024.
9. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
10. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
11. Helped maintain the cleanliness/orderliness of the office.
12. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **February 1-15, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the NARTDI meetings and activities.
5. Attended and participated in the DMMMSU Personnel Olympics held on January 31-February 1-2, 2024 at DMMMSU-SLUC, Agoo, La Union.
6. Prepared various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
7. Prepared the documents needed for RATA, Communication Allowance, Per diem, and Pre-payment for February 2024.
8. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
9. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
10. Helped maintain the cleanliness/orderliness of the office.
11. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

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*Staff*

Noted by:

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|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **January 16-31, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the NARTDI meetings and activities.
5. Serve as one of the facilitators during the conduct MOA signing bet DMMMSU and five State Universities and Colleges held on January 16, 2024.
6. Attended the Campus Recognition during the DMMMSU Foundation Anniversary.
7. Attended and participated in the DMMMSU Personnel Olympics held on January 31-February 1-2, 2024 at DMMMSU-SLUC, Agoo, La Union.
8. Assisted in preparing various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
9. Prepared the documents needed for RATA, Communication Allowance, Per diem, and Pre-payment for January 2024.
10. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
11. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
12. Helped maintain the cleanliness/orderliness of the office.
13. Performed other activities assigned by our Department Director and other officials of NARTDI.

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*Staff*

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**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **January 1-15, 2024**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the NARTDI meetings and activities.
5. Serve as one of the facilitators during the conduct MOA signing bet DMMMSU and five State Universities and Colleges held on January 16, 2024.
6. Assisted in preparing various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
7. Prepared the documents needed for RATA, Communication Allowance, Per diem, and Pre-payment.
8. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
9. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
10. Helped maintain the cleanliness/orderliness of the office.
11. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

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**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **December 16-31, 2023**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the NARTDI meetings and activities.
5. Facilitated the conduct of Year-End Performance Review and Evaluation and Presentation of OPLAN CY 2023.
6. Assisted in preparing various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals
7. Prepared the documents needed for RATA, Communication Allowance, Per diem, and Pre-payment for December 2023.
8. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
9. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
10. Helped maintain the cleanliness/orderliness of the office.
11. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **December 1-15, 2023**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the NARTDI meetings and activities.
5. Assisted in preparing various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
6. Prepared the documents needed for RATA, Communication Allowance, Per diem, and Pre-payment for December 2023.
7. Facilitated the conduct of MOA signing between the DMMMSU-NARTDI and Apayao State College and the learning visit of UP Baguio held on December 11-13, 2023.
8. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
9. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
10. Helped maintain the cleanliness/orderliness of the office.
11. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **November 16-30, 2023**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the NARTDI meetings and activities.
5. Assisted in preparing various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
6. Prepared the documents needed for RATA, Communication Allowance, Per diem, and Pre-payment for November 2023.
7. Helped in the conduct of disinfection in the Institute.
8. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
9. Attended the 18-day Campaign to End Violence Against Women held on November 29, 2023.
10. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
11. Helped maintain the cleanliness/orderliness of the office.
12. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **October 31- November 1-15, 2023**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the NARTDI meetings.
5. Assisted in preparing various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
6. Prepared the documents needed for RATA, Communication Allowance, Per diem, and Pre-payment.
7. Helped in the conduct of disinfection in the Institute.
8. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
9. Participated in the conduct of the National Simultaneous Earthquake Drill.
10. Assisted in preparing documents for the Mock Audit.
11. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
12. Helped maintain the cleanliness/orderliness of the office.
13. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **October 16-31, 2023**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the NARTDI meetings.
5. Assisted in preparing various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
6. Prepared the documents needed for RATA, Communication Allowance, Per diem and Pre-payment.
7. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
8. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
9. Helped maintain the cleanliness/orderliness of the office.
10. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **October 1-15, 2023**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the NARTDI meetings.
5. Assisted in preparing various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
6. Prepared the documents needed for RATA, Communication Allowance, Per diem and Pre-payment.
7. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
8. Attended and served as facilitator during the NARTDI 22ND Founding anniversary held on October 4-6, 2023.
9. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
10. Helped maintain the cleanliness/orderliness of the office.
11. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **September 16-30, 2023**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and served as facilitator during the NARTDI meetings.
5. Assisted in preparing various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
6. Prepared the documents needed for RATA, Communication Allowance, Per diem and Pre-payment.
7. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
8. Prepared all the necessary documents for seamless travel arrangements of personnel in the Institute.
9. Helped in preparing the needed documents for the upcoming NARTDI Anniversary.
10. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
11. Helped maintain the cleanliness/orderliness of the office.
12. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **September 1-15, 2023**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and took down minutes of the previous meetings held in the Institute.
5. Attended and served as facilitator during the NARTDI meetings.
6. Assisted in preparing various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
7. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
8. Prepared all the necessary documents for seamless travel arrangements of personnel in the Institute.
9. Helped in preparing the needed documents for the upcoming NARTDI Anniversary.
10. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
11. Helped maintain the cleanliness/orderliness of the office.
12. Performed other activities assigned by our Department Director and other officials of NARTDI.

Prepared by:

**LUDILYN B. DINGLE**

*Staff*

Noted by:

**JOSEPH A. PANAS**

|  |
| --- |
| *Executive Director* |

**ACCOMPLISHMENT REPORT**

Inclusive Dates: **August 16-31, 2023**

1. Provide an update to the Executive Director regarding his scheduled activities and reminders.
2. Coordinate with the four division heads to discuss upcoming programs or activities as instructed by the Executive Director.
3. Maintain record keeping of documents and reports for easy retrieval and reference.
4. Attended and take down minutes of the previous meetings held in the Institute.
5. Assisted during the conduct of NARTDI activities.
6. Assisted in preparing various documents, including request letters, communication letters, memoranda, requests for meals and snacks, and travel orders/trip tickets/withdrawals.
7. Encoded and reproduced important documents such as travel request forms, pass slips, and accomplishment reports.
8. Attended and served as facilitator during the NARTDI meetings.
9. Prepared all the necessary documents for seamless travel arrangements of personnel in the Institute.
10. Assisted visitors and other stakeholders visiting the Institute, addressing their inquiries and needs.
11. Helped maintain the cleanliness/orderliness of the office.
12. Performed other activities assigned by our Department Director and other officials of NARTDI.

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| *Executive Director* |