DAILY ACCOMPLISHMENT REPORT

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| **Name:** | John Michael P Masmela | **Date:** | June 2, 2023 |
| **Position:** | IT | **Department:** | IT. Department |

1. **Summary of Work Completed:**
   * Re coding of full information of job offer where requirement is in list form with bullet is already done
2. **Challenges Encountered:**
   * Constructing a web design
3. **Collaboration and Communication:**
   * Inserting all user Data/employee data to google docs for new matrix of I.T. Storage/Equipment Record
4. **Action Items:**
5. **Plan for Tomorrow:**
   * Coding of crempco website membership.
   * Making a memo for work Global And Job Access
6. **Additional Notes:**
7. **Attachments:**
   * If applicable, attach any supporting documents, reports, or files that are relevant to your accomplishments.