



**MONTHLY ICT ACCOMPLISHMENT REPORT**  
**PERIOD: JULY 1-31 2024**

<b>Name:</b>	<b>LEVIE M. SUPAS</b>	<b>Date:</b>	<b>August 01, 2024</b>
<b>Position:</b>	<b>CMT-II</b>	<b>Division/Unit:</b>	<b>PPD / RICTMS</b>

**I. Accomplishments/Outputs**

<b>Date</b>	<b>Activity</b>	<b>Accomplishment/ Output</b>	<b>Remarks/ Recommendation</b>	<b>Issues Encountered</b>
07-1-2024		Set up Projector and Video Camera for Online participants via Google met	Done	None
07-02-2024		14 Laptops Supplemental for ICTMS new staff use	Done	None
07-03-2024		For 103 units Laptops, 100 Units Scanner, 120 Units All in 1 Printer	Done	None
07-04-2024		Facilitate the draft letter for formal endorsement of RICMTS Staff to Central Office	Done	None
07-05-2024		For 12 Laptops for AICS and Various ICT equipment for ADMIN staff use	Done	None
07-08-2024	Assist in Monday Convocation	Operate laptop for online participants via Google met	Done	None
07-09-2024		For PR of Smart Phones and Portable microphone for DRMD section use	Done	None
		For PSD-AICS 10 Units printer	Done	None
07-10-2024		Post Qua for 120 units of printers for 4ps field staff use	Done	None
07-11-2024		For PR of Laptops, Desktops, Printers, Scanners for TARA BASA program use	Done	None
07-12-2024		For Voice recorder and portable scanner for AICS use	Done	None
07-15-2024		11 Tablet for MANCOM use	Done	None
07-16-2024		Printer for Bangun Program use	Done	None
07-17-2024		For HDMI Splitter for RICTMS use	Done	None

**II. Provision of ICT Technical Assistance**

Date	Problem/Issues	Intervention/Action Taken	Remarks/Recommendation
05-02-2024	Uninstall Trend Micro	For Socpen and PSD Staff	Done
05-03-2024	Uninstall Trend Micro	For AICS staff 2 <sup>nd</sup> floor	Done
05-6-2024	Monitor ICT Support Request	Set up Projector at Conference	Done
05-08-2024	Respond to ICT Support Request	Request from SMU to install global protect to 8 Staffs included in IGRMS Training	Done
05-09-2024	Respond to ICT Support Request	Install and set up New Printer of Ms. Julie U. Ebo and Jules Mercado	Done
05-11-2024	AKAP Names matching and Deduplication	Perform deduplication for AKAP potential beneficiaries from DSWD 4ps database using Pentaho	Areas from Bukidnon and Misamis Occ.
05-13-2024	Respond to ICT Support	Request for Ms. Canama of Budget, her computer does not display  Configure/connect to wifi network the macbook of Ms. Rovenia Tiongco	Done
05-17-2024	ICT Service Report for Disposal	Make ICT Service report for 5 Laptops for Disposal	Batteries Defectives
05-20-24, 2024	Deliver New Laptops to field staff	To 4PS Field Staff and Misamis Occidental and Install drivers to the individual printers	Done
05-27-2024	Respond to ICT Support	Request to Install Global protect for Ms Mitzi Santiago	Done
05-29-224	Respond to ICT Support	Request of Ms. Eden Seviola, she is unable to log in to her computer	Done

Prepared by:	Reviewed by:	Noted by:
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