**MONTHLY ICT ACCOMPLISHMENT REPORT**

PERIOD: **JULY 1-31 2024**

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

**I. Accomplishments/Outputs**

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| **Date** | **Activity** | **Accomplishment/ Output** | **Remarks/ Recommendation** | **Issues Encountered** |
| 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**

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| **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 2nd 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. Rovena 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 |

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| **Prepared by:** | **Reviewed by:** | **Noted by:** |
| **LEVIE M. SUPAS**  CMT-II / RICTMS | **RONIEL P. TABAR**  ITO-II / RICTMS Head | **LOIS MARIE R. MURILLO**  PO-IV / PPD Chief |