**ACCOMPLISHMENT REPORT**

NAME/SIGNATURE: **JAKE CHRISTIAN WEE/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

POSITION/DESIGNATION: Secretary to the Regional Director

WORK STATION: Office of the Regional Director

DATE: September 2-13, 2019

ACTUAL HOURS RENDERED: 80 hours

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| **ACTUAL ACCOMPLISHMENT** | **FOR THE PERIOD** | **REMARKS** |
| 1. Performed the duty of a secretary to the Regional Director. 2. Recorded and prepared **3** minutes of regular meeting and transferred it to word file. 3. Recevied calls in the Administrative Division. 4. Printed **20** incoming communications and submitted to the Records Section. 5. Performed other tasks as required by the OIC-Regional Director | September 2-13, 2019  September 2-13, 2019  September 2-13, 2019    September 2-13, 2019  September 2-13, 2019 | Accomplished  Accomplished  Accomplished  Accomplished  Accomplished |

NOTED:

**CLARISSA C. ALVAREZ RODY P. GARCIA, Ed.D.**

AO III/HRMO-Designate OIC-Regional Director IV