**WEEKLY PERFORMANCE REPORT**

**EMPLOYEE: WEE, JAKE CHRISTIAN LIAO.**

**DATE COVERED: MAY 15-31, 2019**

**WORK DESCRIPTION: ADMIN WORK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **WORK TARGET** | **DAILY ACCOMPLISHMENT** | **OTHER TASK DONE** | **REMARKS** |
| **MAY 15, 2019** | **PROMOTIONAL LIST** | **-PRINTED PROMOTIONAL LIST** | **STARTED SYSTEM DEVELOPMENT** | **DONE** |
| **MAY 16, 2019** | **PROMOTIONAL LIST** | **-PRINTED PROMOTIONAL LIST** | **STARTED SYSTEM DEVELOPMENT** | **DONE** |
| **MAY 17, 2019** | **ENROLLEMENT LIST** | **-PRINTED ENROLLEMENT LIST** | **STARTED SYSTEM DEVELOPMENT** | **DONE** |
| **MAY 18, 2019** | **ENROLLEMENT LIST** | **-PRINTED ENROLLEMENT LIST** | **STARTED SYSTEM DEVELOPMENT** | **DONE** |
| **MAY 20, 2019** | **ENROLLEMENT LIST** | **-PRINTED ENROLLEMENT LIST** | **STARTED SYSTEM DEVELOPMENT** | **DONE** |
| **MAY 21, 2019** | **FINALIZING ENROLMENT LIST** | **FINALIZE AND PRINT ENROLMENT LIST** | **STARTED SYSTEM DEVELOPMENT** | **DONE** |

***SUBMITTED BY: APPROVED BY:***

***JAKE LIAO WEE MS. MARY ANN G. HALASAN***

ADMIN IT STAFF UCFSAP VICE PRESIDENT

**WEEKLY PERFORMANCE REPORT**

**EMPLOYEE: WEE, JAKE CHRISTIAN LIAO.**

**DATE COVERED: MAY 15-31, 2019**

**WORK DESCRIPTION: ADMIN WORK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **WORK TARGET** | **DAILY ACCOMPLISHMENT** | **OTHER TASK DONE** | **REMARKS** |
| **MAY 22, 2019** | **GRADE EVALUATION FOR CHED ARMM** | **CREATED EVALUATION FOR CHED ARMM EVALUATION** | **STARTED SYSTEM DEVELOPMENT** | **DONE** |
| **MAY 23, 2019** | **ARRANGE THE EXCEL FORMAT** | **PRINT SAMPLE** | **DONE** |
| **MAY 24, 2019** | **REARRANGE THE FORMAT** | **PRINT SAMPLE** | **DONE** |
| **MAY 25, 2019** | **INPUT GRADE** | **EVALUATE** | **DONE** |
| **MAY 27, 2019** |
| **MAY 28, 2019** |
| **MAY 29, 2019** | **SYSTEM DEVELOPMENT** | **LOGIN AND REGISTRATION MODULE** | **TEACHER MODULE** | **DONE** |
| **MAY 30, 2019** | **SYSTEM DEVELOPMENT** | **STUDENT MODULE** | **ADMIN MODULE** | **DONE** |
| **MAY 31, 2019** | **ENCODED LAB INVENTORY REPORT** | **SCHEDULING MODULE** | **TEACHER SCHEDULING MODULE** | **DONE** |

***SUBMITTED BY: APPROVED BY:***

***JAKE LIAO WEE MS. MARY ANN G. HALASAN***

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