

ACCOMPLISHMENT REPORT  
For the Month of AUGUST

FULL NAME : JOEMARIE DAYON DAMASING  
AREA OF ASSIGNMENT (Office and Address) : REGISTRAR OFFICE – TALISAY MAIN CAMPUS  
NAME OF SUPERVISOR :  
PERIOD COVERED : AUGUST 16 – 31 2024

DATE (date/month/year)	ACCOMPLISHMENTS/ACTIVITIES CONDUCTED	MOV's/REMARKS (Links)
16/08/2024	Cleaning	Picture Documentations
17/08/2024	Encoding old files	Picture Documentations
19/08/2024	Filing Files	Picture Documentations
20/08/2024	Encoding old files	Picture Documentations
21/08/2024	Filing Files	Picture Documentations
22/08/2024	Encoding old files	Picture Documentations
23/08/2024	Encoding old files	Picture Documentations
24/08/2024	Filing Files	Picture Documentations

26/08/2024	Filing Enrollment Form	Picture Documentations
27/08/2024	Encoding Old Files	Picture Documentations
28/08/2024	Filing Files	Picture Documentations
29/08/2024	Filing Enrollment Form	Picture Documentations
30/08/2024	Encoding old files	Picture Documentations
31/08/2024	Encoding old files	Picture Documentations

Prepared by:

Reviewed by:

Noted and Approved by:

JOEMARIE D. DAMASING

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Beneficiary

Immediate Supervisor

RPMO SWO III