

EMPLOYEE PERFORMANCE REPORT

Name: Angelica F. Celzo

Date of Report: 10/26/2024

Office: Accounting

Position: Sub-receiving Officer

Account Status: Active

Report Details

Start Date: September 01, 2024

End Date: October 25, 2024

No. of Resolved Documents	Total of Received Documents
1	1

Delayed in Forwarding Documents:

No	Tracking No.	Subject	Type	Priority Level	Delayed In
1	112922032-DEPT-001	Subject Request for Amendment	Procurement	Urgent	3 days

Delayed in Resolving Documents:

No	Tracking No.	Subject	Type	Priority Level	Delayed In
1	112922032-DEPT-001	Subject Request for Amendment	Procurement	Urgent	4 days

Unacted Documents:

No	Tracking No.	Subject	Type	Priority Level	Date Received
No Data	No Data	No Data	No Data	No Data	No Data

Report generated by,

Juan Dela Cruz, Director