

Task Reports

Task ID	Person Assigned	Task Type	Department	Requested By	Task Description	Division	Start Date	Deadline	Status	Completed At
190	Brixter Leyva	Documentation & Client Training	OFFICE OF THE CITY HUMAN RESOURCE MANAGEMENT OFFICER	Zosima Fernando	Mag-conduct ng training tungkol sa bagong system features	SOFTWARE	9/26/2025	10/3/2025	PENDING	Not Completed
202	Darius Fernando	CCTV Maintenance	OFFICE OF THE CITY INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER		paayos na po ASAP	CCTV	10/2/2025	10/3/2025	PENDING	Not Completed
203	Darius Fernando	CCTV Maintenance	OFFICE OF THE CITY INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER		nawalan signal 'yung cctv	CCTV	10/2/2025	10/6/2025	PENDING	Not Completed
204	John Florence Alcantara	Networking & Connectivity	OFFICE OF THE CITY ASSESSOR'S OFFICER	Maria Riccel Fajardo	no internet daw po sa pc ni ma'am	HARDWARE	10/2/2025	10/7/2025	IN PROGRESS	Not Completed
206	John Florence Alcantara	Hardware Maintenance & Repair	OFFICE OF THE CITY BUDGET OFFICER	Arlene Chico	nasira po cable ng internet sa pc	HARDWARE	10/5/2025	10/9/2025	IN PROGRESS	Not Completed
207	Brian Marcelo	Hardware Maintenance & Repair	OFFICE OF THE CITY ACCOUNTANT	JANE LOPEZ	Pa ayos na po ng mga pc	HARDWARE	10/6/2025	10/8/2025	CONFIRMED	Not Completed
212	Christian Quizon	Hardware Maintenance & Repair	OFFICE OF THE CITY ACCOUNTANT	RODERICK GONZALES	The monitor is broken	HARDWARE	10/10/2025	10/13/2025	CONFIRMED	10/10/2025, 8:00:00 AM
192	Moses Pascual	Data Recovery & Backup Management	OFFICE OF THE CITY LEGAL OFFICER	Jose Cruz	pacheck nga po kung nagagawa backup sa office	SOFTWARE	9/26/2025	10/1/2025	COMPLETED	Not Completed

TAKDA | Task Management System  
329 Benigno S. Aquino Avenue, Baliwag City, Bulacan  
takda.baliwag.gov.ph

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199	Alex Darcen	CCTV Maintenance	OFFICE OF THE CITY INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER		paayos na po, asap.	CCTV	9/28/2025	10/1/2025	COMPLETED	Not Completed
201	John Rhebson De Vera	Performance Optimization	OFFICE OF THE CITY PLANNING AND DEVELOPMENT OFFICER	Luztommy Pineda	ang bagal po nung ginagamit ko na software, pacheck po	SOFTWARE	9/28/2025	10/1/2025	COMPLETED	Not Completed
205	Christian Quizon	Peripheral Devices & Printing	OFFICE OF THE LOCAL CIVIL REGISTRAR	JOSE MARIA STA. JUANA	paayos na raw po printer, ASAP	HARDWARE	10/2/2025	10/2/2025	COMPLETED	Not Completed
208	Alex Darcen	CCTV Maintenance	OFFICE OF THE CITY INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER		naputol yung wire	CCTV	10/6/2025	10/9/2025	COMPLETED	Not Completed
209	Christian Quizon	Preventive Maintenance	OFFICE OF THE LOCAL CIVIL REGISTRAR		pa maintenance na po ng mga monitors	HARDWARE	10/6/2025	10/9/2025	COMPLETED	Not Completed
210	Brian Marcelo	Peripheral Devices & Printing	OFFICE OF THE CITY ACCOUNTANT	YASSER CRUZ	broken printer po	HARDWARE	10/10/2025	10/14/2025	COMPLETED	10/10/2025, 8:00:00 AM
211	Brian Marcelo	Hardware Maintenance & Repair	CITY GENERAL SERVICES OFFICE	Benjamin Dela Cruz	Repair the mouse and keyboard	HARDWARE	10/10/2025	10/11/2025	COMPLETED	10/10/2025, 8:00:00 AM
213	Alex Darcen	CCTV Maintenance	OFFICE OF THE CITY INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER		please fix it ASAP	CCTV	10/10/2025	10/12/2025	COMPLETED	10/10/2025, 8:00:00 AM
214	Brian Marcelo	Preventive Maintenance	OFFICE OF THE PUBLIC INFORMATION OFFICER		pls maintenance the computers	HARDWARE	10/10/2025	10/14/2025	COMPLETED	10/10/2025, 8:00:00 AM