

**Republic of the Philippines**  
**Council for the Welfare of Children**  
**Management Information and System Unit**  
**INDIVIDUAL ACCOMPLISHMENT REPORT**  
Period Cover: September 1 - 15, 2024

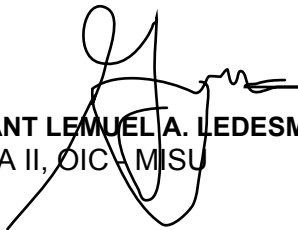
Period Covered	KEY RESULT AREAS	ACCOMPLISHMENTS	
		Delivered Tasks	Actual Outputs/ Deliverables
September 1 - 15, 2024	Provides Assistance to Prepare Documents	Sending Documents to Appropriate Division / Unit concerned	<ul style="list-style-type: none"> <li>dtr for the month of august 2024 (Romer Lariba)</li> <li>misu tor (WFH) September 6,13,20,27,2024</li> <li>misu tor (wfH) august 2,4,16, 23, 30, 2024</li> <li>issue id to atty. Brayan Thomas D. Santamaria</li> <li>Procurement for zoom subscription (change total)</li> <li>Request for additional high end laptop for the computer programmer cpII of the MED</li> <li>DTR for the month of aug 15 - 30, 2024 <ul style="list-style-type: none"> <li>- Mr. Pua</li> <li>- Mr. Belarmino</li> <li>- Mr. De Zuñiga</li> </ul> </li> <li>gatepass xitrix laptop sn: nkn150mu0002e00238</li> <li>memorandum request for the authority to fill up one computer programmer II</li> <li>procurement of zoom subscription</li> <li>certificate for rich haven enterprises</li> </ul>
		Receiving Documents	<ul style="list-style-type: none"> <li>Procurement of 6 licences for the one-year subscription of design, web, video and audio software for the CWC use</li> <li>dtr for the month of august 2024 (mr. lariba)</li> <li>misu term of reference (WFH) September 6, 13, 20, 27, 2024</li> <li>request for additional high-end laptop for the computer programmer (cp III) of the monitoring and evalution divition (med)</li> </ul>
		Perform Other Task	<ul style="list-style-type: none"> <li>Received 15 Call</li> <li>Attend Capacity Building Training: Orientation on New Laws for Children cum Stress and Conflict Management</li> </ul>

			<ul style="list-style-type: none"><li>• Provided Technical Assistance to: Ms. Madel</li></ul>
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Prepared by:

**RENZ MARK T. DE ZUÑIGA**  
ADAS II

Approved by:



**GRANT LEMUEL A. LEDESMA**  
ISA II, OIC - MISU