**DEPARTMENTAL WEEKLY REPORT TEMPLATE FOR INDIVIDUALS AND UNITS**

|  |  |
| --- | --- |
| **NAME** | JOSEPH UGBEVA |
| **MONTH** | FEBRUARY |
| **WEEK** | 1 |
| **DEPARTMENT/UNIT** | LEGAL |

**SECTION 1–EXECUTIVE SUMMARY:**

# BRIEF SUMMARY OF MAJOR ACHIEVEMENTS DURING THE WEEK VIS-À-VIS THE TARGETS

WOR ON E-REGISTRY PORTAL:

I BUILT AN ADMIN MANAGEMENT SYSTEM

COP PORTAL :

SET UP A LIVE PAGE FOR ONLINE PRAYER CONFERENCE

**SECTION 2-SCALE FOR STANDARDS**

|  |  |
| --- | --- |
| **SCORE/VALUE** | **DETAILS (*for target & achievement rating*)** |
| N/A (NOT APPLICABLE) | Does not apply to a particular staff in question. |
| **0 =** NOT DONE | Was not carried out within the period. |
| **1 =** BARELY DONE/BARELY PRESENT | Barely attempted, did not complete and could not be used. |
| **2 =** VERY UNSATISFACTORY | Didn’t meet the timeline; very unacceptable quality so far. |
| **3 =** UNSATISFACTORY | Didn't meet the timeline; quality was unacceptable so far. |
| **4 =** JUST BELOW AVERAGE | Completed after timeline; quality was barely satisfactory. |
| **5 =** AVERAGE | Completed after the timeline; quality was satisfactory. |
| **6 =** JUST ABOVE AVERAGE | Completed within the timeframe; quality was close to satisfactory. |
| **7 =** GOOD | Performance met expectations both in quality and delivery time. |
| **8 =** VERY GOOD | Performance met expectations and went beyond expectations in either quality or delivery time. |
| **9 =** EXCELLENT | Performance exceeded expectations in both quality and delivery time |
| **10 =** VERY EXCELLENT | Performance was very outstanding, well exceeded expectations in both quality and delivery time in a very remarkable way. |

**SECTION 3–REPORT ON WORK DONE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | PRESET GOAL | RESULTS ACHIEVED | TIMELINESS & QUALITY *(scale of 1-10)* | ACTIVITIES CARRIED OUT TO ACHIEVE RESULTS | SUPERVISOR’S COMMENTS (If applicable) |
| 01 | COP PORTAL | LIVE PAGE FOR THE PRAYER CONFRENCE | 10 | 1.CREATED A LIVE PAGE  2.EMBEDED THE LIVE STREAM TO THE PAGE  3. SET UP FOR THE LIVE STREAMING  4. ENABLED LOGIN AND REGISTRATION FOR THE CONFRENCE. |  |
| 02 | E-REGISTRY PORTAL | ADMIN CMS |  | 1. BUILT AND ANDMIN CMS 2. ENABLED ADMIN TO ADD AND REMOVE USERS ON THE PORTAL 3. ENABLED ADMIN TO DELETE COMPANIES ON THE PORTAL 4. TESTED THE PORTAL |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SECTION 3– ADDITIONAL DETAILS ON WORK DONE**

|  |  |  |
| --- | --- | --- |
| NEW THINGS ADDED TO MY WORK | WORK LEFT UNDONE | WORK AREAS STATUS QUO WAS MAINTAINED: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 4–UPDATE ON PROJECT:**

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | PROJECT NAME | STATUS ON PROJECT | NEXT LINE OF ACTION |
| 01 |  |  |  |
|  |  |  |  |

**SECTION 5 – ITEMS REQUIRING THE DIRECTOR’S/HOD’S ATTENTION:**

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | ITEM | WHAT HAS BEEN DONE | SUGGESTED DECISION |
| 01 |  |  |  |
|  |  |  |  |

**SECTION 6 –CHALLENGES/SUGGESTED SOLUTIONS**

|  |  |  |
| --- | --- | --- |
| S/N | Challenge(s) | Suggested Solution(s) |
| 01 |  |  |

**SECTION 7 –UPCOMING WEEK’S GOALS & TARGETS**

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | TARGET | START DATE/DAY | FINISH DATE/DAY |
| 01 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 7 – OFFICIAL USE**

**HR’S COMMENTS/REMARKS:**

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|  |  |
| --- | --- |
| EXPECTED SUBMISSION DATE |  |
| ACTUAL SUBMISSION DATE |  |
| DEDUCTION FOR DELAYED SUBMISSION |  |
| FINAL WEEKLY REPORT SUBMISSION SCORE |  |