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

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| --- | --- |
| **NAME** | JOSEPH UGBEVA |
| **MONTH** | FEBRUARY |
| **WEEK** | 3 |
| **DEPARTMENT/UNIT** | LEGAL |

**SECTION 1–EXECUTIVE SUMMARY:**

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

COP PORTAL:

WE HELD THE ONINE PRAYER CONFRENCE WITH A REGISTRATION OF 200 MEMBERS FROM ACROSS 2 ZONES WITH AN ATTENDANCE OF 77

**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 | SETUP FOR THE PRAYER CONFRENCE | 10 | 1.TEST FOR NETWORK STRENGTH  2. SET UP FOR VENUE  3. TEST MODERATORS CONNECTION VIA CEFLIX AND KINGSCHAT  4. ENABLE ADMIN SEE ONLINE PARTICIPATION DETAILS ON HIS DASHBOARD  5. SETUP STREAMIN SYSTEM, CAMERA, LIGHTS AND CONECTIVITY FOR THE PROGRAM  6. I ENSURED THAT THE CONFRENCE HELD SMOOTHLY WITHOUT ANY INTERUPTION OR BREAKING. |  |
| 02 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**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 | E REG PORTAL | COMPLETED | **HOSTING PAYMENT** |
|  |  |  |  |

**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**

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| --- | --- | --- | --- |
| S/N | TARGET | START DATE/DAY | FINISH DATE/DAY |
| 01 | DCA PORTAL |  |  |
|  | REPORT SUBMISSION |  |  |
|  | ATTENDANCE MANAGEMENT |  |  |
|  | CHAPEL QUIZ |  |  |

**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 |  |