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

|  |  |
| --- | --- |
| **NAME** | JOSEPH UGBEVA |
| **MONTH** | MARCH |
| **WEEK** | 4 |
| **DEPARTMENT/UNIT** | LEGAL |

**SECTION 1–EXECUTIVE SUMMARY:**

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

**DCA PORTAL:**

I CONVERTED THE PROJECT TO PWA TO ENABLE BE BUILD THE MOBILE APP VERSION

**COP PORTAL:**

WORK ON THE PORTAL

**NAZEER PORTAL:**

STARTED DEVELOPING THE PORTAL

**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 | WORKED ON PORTAL | 10 | 1. I CREATED 6 EXTRA COSTOM EMAILS AND ACCOUNTS FOR THE ZONAL REPS/CONVENERS IN COP  2. WORKED ON THE REPORT FUNCTION AND ENABLED THEM TO ADD DYNAMIC DESCRIPTION ON THEIR REPORT  3. TESTED FOR BETTER WAYS FOR STREAMING/ CONNECTING FOR THE PRAYER CONFERENCE WITH BRO BRYAN. |  |
| 02 | DCA PORTAL | (PWA) CONVERTION |  | 1. I RESTRUCTURED THE PORTAL TO BE DYNAMICALLY SET FOR BOTH WEB AND ANDROID APP PLATFORMS 2. I ADDED AN INFORMATION/RESOURCE SECTION WHERE ADMIN/HR CAN UPLOAD VIDEOS AND MATERIALS FOR STAFF MEMBERS TO WATCH AND READ |  |
| 03 | NAZER PORTAL | PORTAL DEVELOPMENT |  | 1. I STARTEDW ORKING ON THE NAZER 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 | DCA PORTAL | 50% | **RECEIVE INFORMATION FROM HR** |
| 02 | NAZER PORTAL | 10% |  |

**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 | LAUNCHING OF THE LEGAL PORTAL | THE LEGAL PORTAL HAS NOT BEEN LAUNCHED BECAUSE THE DOMAIN NAME AND HOSTING HAS NOT BEEN PAID FOR. |

**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:**

------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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