

Travel Order No. 2022-
Accomplishment Report
August 09, 2022

TARGETS	NAME OF RESPONSIBLE EMPLOYEE	LIST OF OUTPUTS/DELIVERABLES	TIMELINE	REMARKS
submission of LDDAP-ADA & ACIC in LBP Iznart, Iloilo City	Franz Norman J. Tianero	All recieved by the LBP, Iznart, Iloilo City with recieved copy as attached herewith	3 days	
Request Bank Statement for Bank Reconciliation of LBP Iloilo accounts for the month of July 2022	Franz Norman J. Tianero	Bank Statement already recieve by the Accounting unit last August 5, 2022	3days	
Request Bank Statement for Bank Reconciliation of LBP Guimaras accounts for the months of June - July 2022	Franz Norman J. Tianero	Bank Statement already recieve by the Accounting unit last August 4, 2022	2days	
Submit request letter for check booklet purchase at BTr	Franz Norman J. Tianero	Authorization letter recieved and ready to procoess for the purchase of Check booklet at LBP, Iloilo	1 day	
To submit payment and hard documents for the fidelity bond of PENRO Edgardo Rostata at BTr, Iloilo	Franz Norman J. Tianero	Confirmation Letter for the Renewal of Fidelity Bond of PENRO Edgardo Rostata with received copy as attached herewith	2 days	

Prepared by:


FRANZ NORMAN J. TIANERO
Credit Officer I

Approved by:


VILMA G. LIMATES, Ph. D.
Chief, Management Services Division