**Weekly Accomplishment Report**

Title: Inclusive Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time In:\_\_\_\_\_\_\_\_\_\_ Time Out: \_\_\_\_\_\_\_\_\_\_ Total no of Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please classify activity/ies as Systems Analysis and Design (SAD), Programming, System Maintenance, System Testing, IT Documentation and Research, Web Design, Networking, PC Troubleshooting, System Implementation, IT Training and Meeting, and other IT-related Activities.*

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