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| **TITLE: WEEKLY REPORT**  **DEPARTMENT: PARK ADMINISTRATIVE SERVICE & TOURISM**  **UNIT: HUMAN RESOURCE**  **TEAM LEAD: TIMILEYIN**  **DATE: 20TH – 25TH APRIL, 2020.** |
| MONDAY   * Three Park Support Staff were recruited; one was posted to crop and two to Booku. * Filling and documentation of Intern and Graduate Trainee record was properly done. * A document was prepared for confirmation of park workers. * I made a visit to all units to confirm workers’ name with team lead and team admin for payroll. * Park workers’ welfare was attended to. * Payroll was finalized. |



TUESDAY

* Office inventory was taken.
* Park workers welfare was addressed.
* Booking list and admin debt documents was prepared.
* Payroll was finalized and submitted.

WEDNESDAY

* Three Park Support Staff were recruited, one was posted to distillery, one to livestock unit and the third person was posted to crop.
* Collation of unit budget.
* Analysed units budget to determine workers recruitment.
* Filling and documentation of workers record was done.
* Park workers welfare was attended to.
* Scanned Executive Park Support Staff passport photograph.

THURSDAY

* Hostel assessment was carried out in Fennel hostel, Booku hostel, and Chilli hostel.
* Collation of unit budget.
* Analysed units budget to determine workers recruitment.
* Filling and documentation of workers record was done.
* Park workers welfare was attended to.
* Requisition form was uploaded on the website.

FRIDAY

* Park support staff files were arranged according to unit and department.
* All park workers document was prepared in categories.
* Park workers were grouped in thirties.
* Filling and documentation of workers record was done.
* Park workers welfare was attended to.
* Ramadan feeding schedule was prepared.
* A template was designed for shift permit.

SATURDAY

* Ramadan feeding plan was implemented.
* Filling and documentation of workers record was done.
* Park welfare issues were addressed to.
* Two Park Support Staff were recruited, but yet to be posted.
* Executive Park Support staff passport photographs were edited.
* Unit and general sanitation was observed.