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| ORIGINATING OFFICE | **Computer Systems Division - Management Information Service(MIS)** | |
| **JJTReyes – Accomplishment Report and Certification for Overtime** | | **Date of Document**  January 5, 2020 |
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| **Date/Time Received** |
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| **ACTION/S UNDERTAKEN** | | | | |
| **DATE/TIME** | **FROM** | **TO** | **REMARKS/INSTRUCTIONS/ACTION REQUESTED**  (As provided for in the 06 March 2000 Memorandum on the new RAS format) | |
| Position and Name of Official/  Signature | Position and Name of Official /  Signature |
|  |  |  | * Evaluate/ Prepare BRIEF and Recommended Action * Monitor Developments and Submit UPDATES with Recommended Action * Process Requests for Travel/Training of Job Application * For Appropriate Legal Action * Recommend and Prepare Appropriate Action Document | * For Initial/Signature * For Information * For Funding * In Coordination with\_\_\_\_\_\_\_\_\_\_\_ * Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 05 January  2020 | CSD | OSEC | For your signature please. Thank you. | |
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