**DAILY ACCOMPLISHMENT REPORT**   
**JUNE 1-15, 2024**

**June 1, 2024**   
- Assisted ma'am CSA their Event.

- Call Mr. Arnel for stage assemble inside the Ka fuerte.

- Team meeting (AGENDAS: Attendance and Assignment during the event) - Supervised the team on event (Graduation)   
- Supervised the team in removing the chairs and clean the court

**June 2**   
**Day off**

**June 3, 2024**   
- Assigned ate bebs- and ate marjin to clean up the hoop cage basketball   
- Assigned kuya Maynard and kuya warren to return the table and chairs at the warehouse - Assisted post ads team   
- Meeting in preparation of distribution of land title on June 7 with post ad, eng. Cuya, Alvin, Ms.

Marj and Ms. Chie   
- Team Huddle in preparation for the event on June 7   
- Went to Ma’am Narnie’s office for PR   
- Went to GSO office to discuss with Engr. Alvin the things to fix inside the Ka Fuerte.

- Assisted edmiro about SA preparation SA June 7   
-Head Start Graduation preparation – Set up the matting inside the court.

**June 4, 2024**   
- Supervised the team on the event (Head Start graduation)   
- Supervised team of Mr. Arnel to cut the grass outdoor at the hoop cages - Assisted Asog team for the chair

- Assisted PD to ocular visit at Fuerte Camsur Sports Complex - Assisted Ma'am Che and Engr. Cuya for ocular visit   
- Supervised the team to remove the chair and clean up the area

**June 5, 2024**   
- Assisted Engr Cuya for preparation and renovation of Ka fuerte   
- 2nd meeting in preparation of the distribution of land title with Ms. Chie and the team regarding on PBBM visit   
- Assigned kuya Menard, arnel, and christian to restore the chairs.

- Assisted Engr. Cuya’s team for the replacement/renovation of the complex.

- Assisted and supervised the team to clean the vicinity   
- Assisted and helped kuya randy, arnel, archristian and Maynard to set up the IWATAs and industrial fans   
- Transfer all the blue chair at the VIP room   
- Set up mono chair at the court

**June 6, 2024**   
-set up for DAR distribution land title with PBBM   
- assist Mr Cuya’s team to removed all the garbage at the back of the Fuerte sports complex - Buy table napkin for the holding area of PBBM   
**June 7, 2024**   
- Supervised for distribution of land title and for PBBM arrival.

- Set up of holding area for PBBM   
- Team assignment (PBBM Arrival)   
- Supervised and helped the team for cleaning the vicinity and for the restoration of the Mono chairs.

**June 8-9, 2024**   
**Day off**

**June 10, 2024**   
- Assisted and supervised the team GSO in setting up the basketball ring inside the Ka Fuerte complex.

- Assisted in fixing the door.

- Call Mr. Pana to repair the paint wall   
- Went to CSU office for the signature on the letter for watch tower also went to Ma’am Chie’s office for assistant and med team.

- Supervised the team in removing the matting inside the Ka fuerte.

- Supervised the team Bugoy to return the mono chair at the warehouse

**June 11, 2024**

- Assisted team capitol basketball for there training   
- Supervised the team Fuerte to secure the cleanliness of the vicinity - Assisted Sir Jayson of Jehovah for there ocular visit.

- Short meeting with the Ka fuerte team   
- Went to Ma’am Narnie’s office for the documents.

- Call coach cocoy for thier booking of practice   
- Assisted for ocular visit of DEPED Maam Tin

**June 12, 2024**   
- Supervised the team to clean the vicinity   
- Arranged the schedule of the team with ms. Jane   
- Assisted the camsur express training   
- Supervised the team is setting up the matting inside the Ka Fuerte.

**June 13, 2024**

- Assisted Jehovah Witness in setting up the venue.

- Get and set up of Mono table (From Ma’am Lovely)   
- Went to Ma’am Narnie for the signature on the quotation and send the letter to Sir Feb (Motortrade)   
- Attended meeting via zoom with edmiro sir joco, and DOST TEAM.

-Went to EdMiro’s office for the confirmation of the venue -ocular visit at digital center with sir joco team and ms. Jane - Supervised the set up of Jehovah witness ingress   
- Waiting to finish the setup of audio and LED

June 14, 2024

- Supervised the team on event Day 1 (WATCH TOWER)   
- Assigned the team for their respective assignment during the event   
- Assigned Mr. Meynard, Archristian and Adrian to prepare the stage at Hoop cages for Zumba.

- Supervised the team Fuerte to secure the cleanliness of the vicinity

June 15, 2024

- Supervised the team on event Day 2 (WATCH TOWER)   
- Assigned the team for their respective assignment during the event

**JEFFREY M. ORADA**

**MS. MARIA NARNIE N. PELONIO**  Executive Assistant V | OIC- Fuerte CamSur Sport Complex