



SAMPLE



ACCOMPLISHMENT REPORT DETAILED ITMS PERSONNEL

For the Month of AUGUST 2017

Rank/Name : NUP JEAN G LUZARA

PCO [] PNCO []

Unit: DIRECTORATE FOR INTELLIGENCE

NUP: Technical [] Non-technical []

Division/Office: ADMINISTRATIVE OFFICE

Detail Period: AUGUST 1 TO DECEMBER 30, 2017

NUP Salary Grade 6 Plantilla Position: ADMINISTRATIVE AIDE VI

Instruction: Fill up the form completely. Place NA if not applicable. Check appropriate box.

TECHNICAL	I. Information System support: _____ No. of times: _____	
	Support to: Operation <input type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>	
	II. Hardware support: _____ No. of times: _____	
	Support to: Operation <input type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>	
	III. Software support: _____ No. of times: _____	
	Support to: Operation <input type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>	
	IV. Network support: _____ No. of times: _____	
	Support to: Operation <input type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>	
	VI. Office website support: _____ No. of updates: _____	
	Support to: Operation <input type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>	
VII. Multi-media support: _____ No. of times: _____		
Support to: Operation <input type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>		
VIII. Encoding support: No. of Database recorded _____ No. of Communications prepared <u>17</u>		
Support to: Operation <input type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input checked="" type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>		
IX. No. of IT related meetings attended: _____		
Support to: Operation <input type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>		
X. Project proposals prepared:		
a. _____ b. _____		
c. _____ c. _____		
NON-TECHNICAL	10. List of Non-technical support services rendered:	
	a. _____ b. _____	
	c. _____ d. _____	

Supervisor's comment

Signed

Detailed Personnel

Signed

Chief of Staff / Regional Chief Directorial Staff