



SAMPLE



ACCOMPLISHMENT REPORT DETAILED ITMS PERSONNEL

For the Month of August 20 17

Rank/Name : PCINSP ROSE ANNE R SUCGANG

PCO [] PNCO []

Unit: Headquarters Support Service

NUP: Technical [] Non-technical []

Division/Office: Administrative Office

Detail Period: July 15 to December 15, 2017

NUP Salary Grade NA Plantilla Item: NA

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

TECHNICAL	I. Information System support: <u>IS Development-Permanent Issuance of Firearms</u> No. of times: <u>1</u> Support to: Operation <input checked="" type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>	
	II. Hardware support: <u>Monitor and management of repair of computers and peripherals</u> No. of times: <u>43</u> Support to: Operation <input checked="" type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>	
	III. Software support: <u>Installation of anti-virus</u> No. of times: _____ Support to: Operation <input checked="" type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>	
	IV. Network support: <u>NA</u> 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: <u>NA</u> 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: <u>Creation of Powerpoint presentation</u> 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 <u>NA</u> No. of Communications prepared <u>NA</u> Support to: Operation <input type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input type="checkbox"/>	
	IX. No. of IT related meetings attended: <u>NA</u> 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. <u>PIFIS</u> _____ b. _____ c. _____ c. _____	
	NON-TECHNICAL	10. List of Non-technical support services rendered: a. <u>NA</u> _____ b. _____ c. _____ d. _____

Supervisor's comment

Signed

Detailed Personnel

Signed

Chief of Staff / Regional Chief Directorial Staff