



SAMPLE

ACCOMPLISHMENT REPORT DETAILED ITMS PERSONNEL

For the Month of AUGUST 20 17



Rank/Name: PO2 LEOMEL I RETAZO

PCO [] PNCO []

Unit: DICTM

NUP: Technical [] Non-technical []

Division/Office: PPD

Detail Period: JULY 1 TO DECEMBER 30, 2017

NUP Salary Grade _____ Plantilla Position: _____

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> 12 </u> | | |
| Support to: Operation <input type="checkbox"/> Investigation <input type="checkbox"/> Intelligence <input type="checkbox"/> PCR <input type="checkbox"/> Administrative <input checked="" 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. <u>Act as driver to ExO, DICTM</u> | b. _____ |
| | c. _____ | d. _____ |
| | | |

Supervisor's comment

Signed

Detailed Personnel

Signed

Chief of Staff / Regional Chief Directorial Staff