

GUIDELINES FOR THE ACCOMPLISHMENT OF REVISED WORK ACCOMPLISHMENT FORM

1. Write the date on column A
2. State the actual task performed on that day in column B. In case the task is easily quantifiable, indicate the quantity (e.g. **15** communications recorded and received, **7** letters drafted, **6** chairs repaired, **1** cabinet painted, etc.)
3. If only one type of work is done in a particular day, just write the task in column B and the number of completed work for that day.
4. Write the time when the performance of the task actually started (C) and the time when the task had been completed (D).
5. If the task is not completed within the day, but completed on another date, indicate the same task in column B for that date and the time it was completed in column E leaving column D for that day blank.
6. In case the performance of the task is interrupted for that day because the employee had been ordered to perform another task, the new task should be indicated in column B and follow step 3. Also, if the previous task is not completed within the day because of the interruption, follow step 4.
7. In case the task performed is not within the designated area of work, the employee should indicate the location (CAH, Manalo Campus, etc.) in column C. Upon completion of the task, the employee should have the supervisor/in-charge of that area (dean, principal, dept. head etc.) attest to the completion of the task in column F.

GABAY SA TAMANG PAG-FILL UP NG BAGONG WORK ACCOMPLISHMENT FORM

1. Isulat and petsa kolum A.
2. Ilagay ang trabahong nagawa sa araw na iyon sa kolum B. Kung mabibilang ang trabaho, ilagay ang bilang (Hal: tumanggap at nagtala ng **15** dokumento, gumawa ng **7** sulat, nag-ayos **6** na silya, nag pinta ng 1 cabinet, atbp.) sa kolum
3. Kung iisang klase lang ng trabaho ang ginawa sa araw na iyon, isulat na lang uri ng gawain sa kolum B at ang dami ng nagawa sa araw na iyon.
4. Isulat kung anong oras sinimulan ang trabaho at anong oras natapos sa kolum D at E.
5. Kung ang trabaho ay di natapos sa loob ng isang araw, iwanang blangko ang kolum E at sundin ang **hakbang 1** at **2** para sa mga sumunod na araw. Iwanang blangko anf kolum D at lagyan ng oras na natapos ang kolum E na akma sa kung anong petsa natapos ang gawain.
6. Kung sakaling may biglang ipinagawa at at maantala ang pagtapos sa kasalukuyang gingawa sa araw ding iyon, sundin ang hakbang 2 at 3 para sa panibagong gawain at sundin ang hakbang **4** para sa naantalang trabaho.
7. Kung sakaling ang gawain ay gagampanan sa labas ng *designated area of work*, ilagay kung saang lugar ito ginawa (Manalo Campus, CAH, CTE, atbp.) sa kolum F at papirmahan sa taong nakatalaga o namamahala (dean, dept. head, section chief, etc.) sa lugar na iyon bilang pagpapatunay ng pagkatapos ng gawain.