

**MONTHLY ACCOMPLISHMENT REPORT**

MONTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FUNCTIONAL DIVISION/ UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **WEEK AND DATE** | **KRA** | **PROGRAMS/ACTIVITIES**  | **ACCOMPLISHED** | **REMARKS** |
| **YES** | **NO** |
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 \*use additional pages if necessary

Prepared by:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Employee

Noted by:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Rater