

**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