|  |  |
| --- | --- |
| **MAINTENANCE ACCOMPLISHMENT REPORT** |  |
| **For the 3rd Quarter** |  |
|  |  |  |  |  |
| Target | Actual | Gap | Reason for Gap |  |
| 1. SANITATION TASK Wash rooms Garbage Building Maintenance Lawns2. GROUND LAYOUT/LANDSCAPE 3. FURNITURES & FIXTURES4. MAINTENANCE OF OFFICE EQUIPMENT AND MACHINERIES5. MAINTENANCE OF ICT EQUIPMENTS AND GADGETS6. MAINTENANCE OF BUILDINGS7. OTHERS CURTAINS BEDDINGS | Clean all washroomsGarbage collected/segregated/thrown daily All rooms clean and orderlyLawns swept and free from debrisGround/lawns were properly layout/landscapeCabinets were replaced in the Admin & QMO/PRIME HR OfficeWell maintained office equipmentWell maintained ICT equipmentRepaired gutter near SDSConstruct housing of aircon exhaustDelivered new beds with complete beddings |  |  |  |
| Prepared By: | Approved By: |  |  |
|  |  |  |  |  |
| **VIRGINIA A. VINALAY EDUARDO C. ESCORPISO, JR, EdD., CESO VI**  |  |
| Administrative Officer V Schools Division Superintendent  |  |

