**Name of the Training Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNUAL ACCOMPLISHMENT REPORT**

1. **Summary of Operation for C.Y. 20\_\_\_**
2. **Executive Summary:** *(Note:* *Please indicate the total number of trainings conducted, number of graduates, and number of trainers/instructors. List down the course subject’s lectures, plant/facilities visited for actual energy audit, and examination results)*



|  |
| --- |
| **List of Offered Subjects for C.Y. 20\_\_** |
| 1. |
| 2. |
| 3. |

*(Continue on a separate sheet if necessary)*

|  |
| --- |
| **List of plant/facilities visited for actual energy audit:** |
| 1. |
| 2. |
| 3. |

*(Continue on a separate sheet if necessary)*

Examination Result: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Background / Introduction:**

1. **Organizational Chart:**
2. **List of Trainor/Instructor** *(with Photo):*
3. **Training Plan** *(for the Current Reporting Year):*
4. **Accomplishment for the Calendar Year** *(Report conducted training with photos)*
5. **Summary List of Trainees/Graduates**

**LIST OF TRAINEES**

**Training Program** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Training** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **No.** | **Name** | **Profession** | **Position Title** | **Company/Organization** |
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