

ANNEX C

DAILY ACCOMPLISHMENT REPORT FOR WORK-FROM-HOME EMPLOYEE

Name: _____

Date: _____

Daily Objective	Indicator	Actual Number of Hours	Actual Accomplishment	Daily Means of Verification (MOV)	Status / Remarks
1. To review the existing policy on _____	Number of provisions for amendment / review	5 hours	5 recommended provisions for amendment / review	Matrix of recommended provisions for amendment / review submitted to (name of the supervisor) for review	Completed
2. To attend a virtual meeting on _____	Number of meetings attended	Meeting time: 2 hours (10:00 AM – 12:00 Noon) After Meeting Report Preparation: 1 hour	1 meeting attended	After Meeting Report submitted to (name of the supervisor)	Completed
		Total Actual Number of Hours: 8 hours			

Guide / Legend

Daily Objective	List of things / goals to be accomplished per day
Indicator	Measurable value against the objective and shall be results-based
Actual Number of Hours	A period spent in accomplishing / performing the task
Actual Accomplishment	Actual progress of task / fulfillment of the desired objective including information vis-à-vis indicator
Daily Means of Verification (MOV)	Actual output submitted / produced
Status / Remarks	Achieved Status / Challenges / Issues