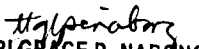




Republic of the Philippines
OFFICE OF THE CITY MAYOR
 Correspondence and Records Division
 City of Davao

ACCOMPLISHMENT REPORT
 January 1, 2016 to June 15, 2016

Planned program / Project / Activities for the Month	Actual Programs / Projects / Activities Implemented	Targets	Actual Output	Result / Outcome
1. Records Management	1. Receiving, recording, classifying, releasing, and filing of records / documents	6,000	7,170	Records were classified and properly filed.
	2. Delivery of communications	6,000	7,653	Communications delivered to recipients.
	3. Reproduction of official records / documents	25,000	43,405	
	4. Certification of official documents	250	351	229 documents were certified true copies which generated an income of PhP 3,520.00
	5. Bookbinding / safekeeping of records	500	1,263	
	6. Labelling binders for safekeeping	300	604	
	7. Indexing of records on file	1,000	823	
	8. Inventory of records	2,500	10,475	
	9. Scanning of permanent records	500	1,209	
	10. Disposal of valueless records	0.560	0	
	11. Implementing DocTracks	1	1	
2. Document Tracking of Documents / Communication	1. Encoding of incoming / outgoing communications	6,000	7,170	
	2. Tracking the whereabouts of communications	250	433	
Other Activities Conducted				
1. Administrative Concerns	1. Preparing / signing of official documents / communications	1,750	3,010	
	2. Preparing of payrolls / vouchers	250	346	The employees received their salaries / benefits.
	3. Checking of DTRs	1,750	2,032	
	4. Processing / filing of leave applications	100	175	Leave applications approved and filed.
2. Property / Supply Management	1. Processing of PRs / POs	25	57	Supplies delivered / paid.


MARI GRACE P. NABONG
 Officer-In-Charge