**Accomplishment Report**

**For the Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Name:** | **Position:** |
| **Office:** |

|  |  |
| --- | --- |
| **Expected Output** | **Actual Output** |
|  |  |

|  |  |  |
| --- | --- | --- |
| Submitted by: |  | Approved: |
|  |  |  |
| Signature over Printed Name of Employee |  | Immediate Supervisor |
| Date: |  | Date: |