**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:  |