



MEMORANDUM

No. 01, Series of 2024

DATE : 04 JULY 2024
TO : FACULTY AND STAFF
RE : DAILY ACCOMPLISHMENT REPORT

This memorandum serves as a reminder regarding the stipulation of daily accomplishment reports (ARs). Effective immediately, all MC personnel are required to stipulate their ARs **on a daily basis**.

Importance of Timely Submission:

Submitting ARs one day before the cut-off date is crucial for two reasons:

1. **Ensuring Timely ARs:** Timely submission allows for proper processing and ensures all ARs are received before payroll processing begins.
2. **On-Time Salary:** Prompt submission of ARs contributes to receiving your salary on time.

Note:

Please be advised that HR personnel will proceed with the evaluation process based on the submitted reports by the deadline. **Late submissions will not be considered.**

If you anticipate a delay, kindly communicate with your supervisor as soon as possible.

Additional Information:

For any clarification regarding the AR submission process or deadlines, please don't hesitate to contact **Ms Euben Jutcho** at jutcho30@gmail.com.

Thank you for your cooperation in this matter.

(Sgd)

Ricky S Tadlip, PhD
College President