Annex A

*(Insert Agency Name Here)*

**ACCOMPLISHMENT REPORT AND CERTIFICATION**

**ON SERVICES RENDERED UNDER THE WORK FROM HOME ARRANGEMENT**

(Month + Year)

Bureau/Service/Office :

Employee Name :

Employee No. :

|  |  |
| --- | --- |
| **Task/Activity/Accomplishment** | **Dates** |
| 1. Example: *Conduct of internet research on productivity enhancement in government* |  |
| 1. Example: *Participation in webinar/training on \_\_\_\_\_\_\_ from (indicate applicable time)* |  |
| 1. Example: *Attendance to monthly meeting of \_\_\_\_\_\_\_\_ from (indicate applicable time)* |  |
| \*\*\*nothing follows\*\*\* |  |
| **Total No. of Days Claimed for** |  |
| **Applicable Rate (%)** |  |
| **Total Claimable Amount** |  |

**Purpose:**

To claim reimbursement of internet/mobile data subscription actually incurred by the undersigned in the performance of official and authorized duties under the work from home arrangement for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The above expenses are incurred as they are necessary for the above-cited purpose, and that we are fully aware that willful falsification of statements is punishable by law.

The personnel concerned is not excluded from claiming reimbursement of internet/mobile data subscription expenses, as provided in the pertinent guidelines for the purpose.

Certified Correct By: Verified and Recommended By:

Signature over printed name Signature over printed name of the Agency Head

(Position Title/Designation) (Position Title/Designation)