**ANNUAL/MONTHLY ACCOMPLISHMENT REPORT**

**(MFO-BASED)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Sector)***

**Executive Summary**

* Include the different SDGs complied and/or attained

***MFO : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Sectoral Goal(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| --- | --- | --- | --- |
| ***Sectoral Objectives*** | ***Targets*** | ***Accomplishments*** | ***Other Significant Accomplishments***  ***(These are the accomplishments attained that are not part of your strategic plan but were significantly attained under your different MFO(s) and sectoral objectives*** |
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Prepared: Noted:

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*(Office) Staff**(Designation of Head of Office)*

***\* Note:***

* ***Accomplishment reports presented must focus on targets vs accomplishments.***
* ***All other accomplishments beyond the targets/plans stipulated in your strategic plan for the year must be placed in the MFO/s where they belong.***
* ***For photo documentation, place a maximum of 3 pics and a minimum of 2 pics per accomplishment (if applicable); other photo documentation must be placed at the end of the report with a caption.***

*Font : Bookman Old Style*

*Font Size: 12 for Titles and 11 for contents*