**CLMD OFFICE TASKS**

|  |  |
| --- | --- |
| Name: | Position: |
| Week: | COT No.: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | | **KPIs (at least 2)** | **Office Tasks** | **Major Outputs** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

|  |  |
| --- | --- |
| Reviewed by: **VIERNALYN M. NAMA** | Signature: |
| Review Date: | Conforme: |