**DAILY & MONTHLY JOB REPORT SHEET**

This report sheet is to be filled by staff to track daily and monthly tasks. It helps management monitor productivity, deliverables, and work quality. All entries must be completed at the close of each workday and compiled monthly.

**1. DAILY JOB REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Task Description** | **Time Started** | **Time Ended** | **Status (Completed/In Progress)** | **Remarks** |
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**2. MONTHLY SUMMARY REPORT**

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| --- | --- | --- | --- | --- |
| **Week Ending** | **Tasks Completed** | **Tasks Pending** | **Major Challenges Faced** | **Supervisor’s Comment** |
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**NOTE: *Submit this report weekly to your supervisor and compile monthly reports at the end of each month.***