**Work From Home Daily Report Sheet**

|  |
| --- |
| **Name:**  |
| **Staff ID:**  |
| **Department:**  |
| **Supervisor:**  |
| **BUH:**  |
| **Day/Date (Day, XX April 2020):**  |
| **S/N** | **Task** | **Status****(e.g. completed, submitted to supervisor, in progress etc)****(Note: If status is in progress, to elaborate on what is pending.)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **Supervisor’s Remarks:** |
| **BUH’s Remarks:** |