**Work From Home Daily Report Sheet**

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| --- | --- | --- |
| **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:** | | |