**DAILY PROGRESS REPORT**

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| --- | --- | --- | --- | --- | --- |
| **WORK DESCRIPTION** | **NOTE 1** | **NOTE 2** | **ACHIEVEMENT STATUS** | | |
| **LAST (%)** | **TODAY (%)** | **TOTAL TO DATE (%)** |
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| **TODAY’S ACTIVITIES** | | | **TOMORROW ACTIVITIES** | | |
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| **COMMENTS** | | |  | | |
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