INFORME DE GESTION

Contrato de Prestación de Servicios
No.4181.010.26.1.457-2024

FECHA: 23 DE AGOSTO DE 2024

INFORME DE AVANCE CUOTA No. 2

CONTRATISTA: DIANA CAROLINA PRECIADO ASPPRILLA

DEPENDENCIA: UNIDAD ADMINISTRATIVA ESPECIAL DE GESTION DEBIENES Y SERVICIOS.

Por medio del presente entrego mi informe de actividades realizadas en la Unidad Administrativa Especial de Gestión de Bienes y Servicios, como parte de la ejecución del contrato:

1. Apoyé en el proceso de reporte y publicación de información que deba realizar la Unidad Administrativa Especial de Gestión de Bienes y Servicios.

- Apoyé en la entregándole a los mensajeros, la correspondencia interna y externa relacionándola en la respectiva plantilla.

- Apoyé a la alimentando la base de datos de los documentos entregados a los mensajeros con el respectivo sello de recibido, para continuar con el proceso de acuerdo a la ley de archivo.

202441810100016621	202441810100029504	202441810100030854
202441810100030314	202441810100028874	202441810100017111
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202441810100032644	202441810100031344	202441810100031264
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202441810100018251	202441810100031754	202441810100018051
202441810100016791	202441810100018161	202441810100030114
202441810100018331	202441810100031504	202441810100017491
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202441810100032344	202441810100032294	202441810100018051
202441810100017841	202441810100031524	202441810100018191
202441810100032244	202441810100018171	202441810100018041
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20244181010018441	20244181010033384	20244181010032364
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20244181010031884	20244181010032204	20244181010017851
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20244181010034194	20244181010034184	20244181010034234
20244181010034124	20244181010034224	20244181010034254
20244181010018941	20244181010018451	20244181010032974
20244181010032594	20244181010018781	20244181010018661
20244181010033004	20244181010032924	20244181010032754
20244181010018451	20244181010018811	20244181010018801
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20244181010018561	20244181010018591	20244181010018551
20244181010018541	20244181010018531	20244181010034504
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20244181010019521	20244181010019651	20244181010019161
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20244181010031724	20244181010032454	20244181010033224
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20244181010033924	20244181010033984	20244181010032984

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20244181010018921	20244181010017671	20244181010018931
20244181010018731	20244181010019071	20244181010018381
20244181010018091	20244181010017971	20244181010019371
20244181010019341	20244181010018761	20244181010018521
20244181010018401	20244181010019321	20244181010019131
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20244181010033944	20244181010033864	20244181010034474
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20244181010034744	20244181010033854	20244181010033794
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20244181010033804	20244181010033334	20244181010035284
20244181010034414	20244181010033704	20244181010033954
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20244181010033484	20244181010034534	20244181010029984
20244181010033694	20244181010034624	20244181010034274
20244181010033074	20244181010034024	20244181010032994
20244181010034344	20244181010031794	20244181010017871
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20244181010020191	20244181010035134	20244181010035144
20244181010033534	20244181010033524	20244181010031994
20244181010034454	20244181010032814	20244181010034814
20244181010035224	20244181010033564	20244181010034844
20244181010035214	20244181010032714	20244181010033634
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20244181010034934	20244181010033094	20244181010034864
20244181010035374	20244181010035264	20244181010034374

2. Atendí las solicitudes que realizo el (la) director (a) Técnico (a) de la Unidad Administrativa Especial de Gestión de Bienes y Servicios, relacionadas con el objeto del contrato.

-Apoyé realizando las llamadas telefónicas, confinando direcciones de punto de entrega de los radicados.

20244181010017451	20244181010017471	20244181010017421

- Apoyé realizando informe de los oficios que no fueron recibidos, los cuales son enviados vía correo electrónico, mensajería de la Unidad y por ESM logística.

20244181010017331	20244181010017651	20244181010017391
20244181010017351	20244181010017661	20244181010017371
20244181010016561		

- Apoyé en la planilla de control de tutelas radicados judiciales Unidad Administrativa Especial de Gestión de Bienes y Servicios

20244181010018351	20244181010018891	20244181010019361

3. Apoyé en la consulta de Radicados por medio del ORFEO, imprimiendo documentación necesaria la ser archivada de la Unidad Administrativa Especial de Gestión de Bienes y Servicios.

20234181010033581	20234181010033591	20234181010034261
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20234181010033471	20234181010033491	20234181010034241
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20234181010055774	20234181010034261	20234181010056974
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20234181010034391	20234181010056974	20234181010035851
20234181010034511	20234181010004444	20234181010036211
20234181010057524	20234181010035001	20234181010060124
20234181010057544	20234181010057504	20234181010036271
20234181010057534	20234181010057474	20234181010036391
20234181010034951	20234181010034961	20234181010058494
20234181010035261	20234181010035231	20234181010058304
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20244181010012664	20244181010021664	20244181010003124
20244181010012684	20244181010022294	20244181010016691
20244181010012674	20244181010017881	20244181010017861
20244181010012774	20244181010030824	20234181010003591

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20234181010033511	20234181010003351	20234181010033041
20234181010033521	20234181010033611	20234181010033051

- Apoyé en la realización del seguimiento de los mensajeros mes a mes y semanal en la entrega de la correspondencia.

ENERO	1 AL 5	8 AL12	15 AL 19	22 AL 26	29 AL 02	TOTAL
JENNY	30	11	3			44
RICHARD				104	16	120
ALFONSO			17	37	138	192

MAYO	6 AL 10	13 AL 17	20 AL 24	27 AL 31	TOTAL
RICHARD					
ALFONSO	49	59	64	56	228
FRANCISCO				17	17

FEBRERO	5 AL 9	12 AL 16	19 AL 23	26 AL 1	TOTAL
RICHARD	28	52	19		99
ALFONSO	106	103	45	116	370
0	0	0	0	0	0

JUNIO	3 AL 7	10 AL 14	17 AL 21	24 AL 28	TOTAL
RICHARD					
ALFONSO	31	136	116	67	350
FRANCISCO	25	37	54	14	130

MARZO	4 AL 8	11 AL 15	18 AL 22	25 AL 29	TOTAL
RICHARD					
ALFONSO	35	155	79		269
0	0	0	0	0	0

JULIO	1 AL 5	8 AL 12	15 AL 19	22 AL 26	29 AL 2
RICHARD					
ALFONSO	93	114	133	81	66
FRANCISCO		70	98	17	27

ABRIL	1 AL 5	8 AL 12	15 AL 19	22 AL 26	29 AL 3	TOTAL
RICHARD						
ALFONSO	24	94	130	84	111	443
FRANCISCO	19	26	49	47	5	146

AGOSTO	5 AL 9	12 AL 16	19 AL 23	26 AL 30	TOTAL
RICHARD					
ALFONSO	36				
FRANCISCO	25				

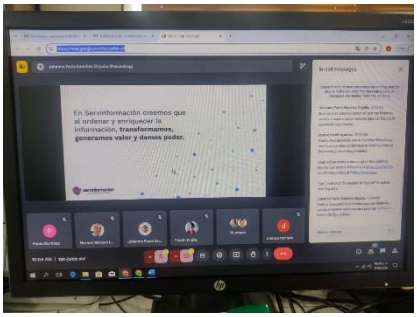
2024	PLANILLAS	OFICIOS	*ALFONSO*	*FRANCISCO*	*RICHARD*
JULIO	40	641	457	184	
AGOSTO					

- Apoyé recibiendo la correspondencia para formar expediente.

RADICADO	RADICADO PADRE	FECHA	GRUPO DE TRABAJO
20244181010001833 1	20244181010001833 1	29/07/2024	SERVICIOS PUBLICOS
20244181010003104 4	20244182010001078 4	29/07/2024	SERVICIOS PUBLICOS
20244181010001786 1	20244173010153147 2	29/07/2024	SERVICIOS PUBLICOS
20244181010001788 1	20244173010152606 2	29/07/2024	SERVICIOS PUBLICOS
20244181010003082 4	20244181010003082 4	29/07/2024	SERVICIOS PUBLICOS
20244181010003130 4	20244182010001090 4	29/07/2024	SERVICIOS PUBLICOS
20244181010003128 4	20244182010001089 4	29/07/2024	SERVICIOS PUBLICOS
20244181010003206 4	20244161050003266 4	29/07/2024	SERVICIOS PUBLICOS
20244181010000195 01	20244173010164327 2	09/08/2024	SERVICIOS PUBLICOS
20244181010001944 1	20244173010166004 2	09/08/2024	SERVICIOS PUBLICOS
20244181010001946 1	20244173010166010 2	09/08/2024	SERVICIOS PUBLICOS
20244181010001906 1	20244173010163722 2	09/08/2024	SERVICIOS PUBLICOS
20244181010001894 1	20244181010001894 1	09/08/2024	SERVICIOS PUBLICOS
20244181010001916 1	20244173010161386 2	09/08/2024	SERVICIOS PUBLICOS
20244181010001870 1	20244173010155678 2	09/08/2024	SERVICIOS PUBLICOS
20244181010001898 1	20244181010001898 1	09/08/2024	SERVICIOS PUBLICOS
20244181010003366 4	20244181010003366 4	09/08/2024	SERVICIOS PUBLICOS
20244181010003229 4	20244143040000562 4	09/08/2024	SERVICIOS PUBLICOS
20244181010001851 1	20244181010001851 1	09/08/2024	SERVICIOS PUBLICOS
20244181010001850 1	20244181010001850 1	09/08/2024	SERVICIOS PUBLICOS
20244181010003267 4	20244181010003267 4	09/08/2024	SERVICIOS PUBLICOS
20244181010003274 4	20244181010003274 4	09/08/2024	SERVICIOS PUBLICOS
20244181010003273 4	20244181010003273 4	09/08/2024	SERVICIOS PUBLICOS
20244181010003266 4	20244181010003266 4	09/08/2024	SERVICIOS PUBLICOS
20244181010001849 1	20244181010001849 1	09/08/2024	SERVICIOS PUBLICOS
20244181010001803 1	20244173010158969 2	09/08/2024	SERVICIOS PUBLICOS
20244181010003284 4	20244181010003284 4	09/08/2024	SERVICIOS PUBLICOS
20244181010001863 1	20244173010157743 2	09/08/2024	SERVICIOS PUBLICOS

4. Asistí a la capacitación de Rendición de Cuentas el 30 de julio.

- Asistí a capacitacion con la ALCALDIA de Cal los dias 8 y 14 de agosto de Forrms y de Hoja de Calculo y Docs.







Diana Carolina preciado

DIANA CAROLINA PRECIADO ASPRILLA
C.C. No. 1144148197 de Cali