INFORME DE GESTION

Contrato de Prestación de Servicios
No.4181.010.26.1.457-2024

FECHA: 20 DE SEPTIEMBRE DE

2024 INFORME DE AVANCE CUOTA

No. 3

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:

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

- Apoyé a 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.

20244181010031524	20244181010032064	20244181010021951
20244181010018171	20244181010030824	20244181010020391
20244181010032224	20244181010032074	20244181010037404
20244181010032014	20244181010034424	20244181010038604
20244181010032234	20244181010031724	20244181010016951
20244181010032784	20244181010019531	20244181010021661
20244181010018371	20244181010033434	20244181010021841
20244181010018651	20244181010031224	20244181010038704
20244181010018651	20244181010031844	20244181010038614
20244181010018131	20244181010031564	20244181010038584
20244181010033054	20244181010032284	20244181010021921
20244181010032614	20244181010032404	20244181010038424
20244181010033024	20244181010033714	20244181010038674
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20244181010032054	20244181010033274	20244181010038664
20244181010018311	20244181010033924	20244181010022231
20244181010033384	20244181010034154	20244181010022161
20244181010032674	20244181010018411	20244181010038944
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20244181010032604	20244181010018921	20244181010038944
20244181010026844	20244181010018731	20244181010022211
20244181010032144	20244181010018091	20244181010022111
20244181010032204	20244181010019341	20244181010038524
20244181010032214	20244181010018401	20244181010038464
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20244181010018961	20244181010018601	20244181010038714
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20244181010032104	20244181010033974	20244181010022131
20244181010018071	20244181010019781	20244181010039454
20244181010018111	20244181010019831	20244181010038394
20244181010019461	20244181010034994	20244181010037784
20244181010019151	20244181010020081	20244181010037684
20244181010033194	20244181010033964	20244181010039114
20244181010032934	20244181010033864	20244181010039134
20244181010034174	20244181010033284	20244181010039134
20244181010034164	20244181010019881	20244181010039134
20244181010034184	20244181010033914	20244181010038434

20244181010034224	20244181010019171	20244181010039544
20244181010018451	20244181010019271	20244181010039524
20244181010018781	20244181010031464	20244181010038444
20244181010032924	20244181010033304	20244181010039174
20244181010018811	20244181010033904	20244181010039184
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20244181010018531	20244181010033734	20244181010039394
20244181010019501	20244181010035284	20244181010021401
20244181010019651	20244181010033954	20241810100038554
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20244181010018041	20244181010029984	20244181010021771
20244181010031894	20244181010034354	20244181010022011
20244181010032004	20244181010033074	20244181010022031
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20244181010018301	20441810100034904	20244181010021801
20244181010018241	20244181010017871	20244181010021791
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20244181010032634	20244181010035134	20244181010039334
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20244181010018771	20244181010034454	20244181010039434
20244181010032364	20244181010035224	20244181010038644
20244181010032664	20244181010035214	20244181010039624
20244181010032744	20244181010032804	20244181010039484
20244181010032584	20244181010034934	20244181010039344
20244181010032274	20244181010035364	20244181010039514
20244181010032164	20244181010034374	20244181010039444
20244181010017851	20244181010031674	20244181010039354
20244181010018511	20244181010031324	20244181010039504
20244181010018431	20244181010033594	20244181010039424

20244181010032904	20244181010018901	20244181010039584
20244181010032964	20244181010035574	20244181010039594
20244181010033114	20244181010034984	20244181010039634
20244181010033154	20244181010019511	20244181010039364

202441810100018751	202441810100020441	202441810100039534
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202441810100032764	202441810100034774	202441810100022241
202441810100033574	202441810100035534	202441810100021891
202441810100018981	202441810100019311	202441810100022151
202441810100034034	202441810100019301	202441810100021981
202441810100034214	202441810100019661	202441810100021351
202441810100034144	202441810100035464	202441810100021851
202441810100034234	202441810100033844	202441810100022001
202441810100034254	202441810100020131	202441810100021991
202441810100032974	202441810100019991	202441810100038744
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202441810100032754	202441810100034754	202441810100038634
202441810100018801	202441810100019611	202441810100038824
202441810100018681	202441810100020071	202441810100039664
202441810100018551	202441810100017071	202441810100039164
202441810100020261	202441810100033724	202441810100039024
202441810100036154	202441810100021721	202441810100028994
202441810100035874	202441810100021571	202418101000038474
202441810100035074	202441810100021451	202441810100039104
202441810100034924	202441810100021681	202441810100039104
202441810100019231	202441810100018081	202441810100039104
202441810100019041	202441810100021671	202441810100039304
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202441810100036124	202441810100021631	202441810100039194
202441810100036854	202441810100021521	202441810100039104
202441810100020551	202441810100021701	202441810100039964
202441810100036564	202441810100038514	202441810100038804
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202441810100021081	202441810100039114	202441810100039874
202441810100021181	202441810100039134	202441810100023621
202441810100018851	202441810100023371	202441810100021371
202441810100018861	202441810100021161	202441810100022621
202441810100038274	202441810100038434	202441810100022611
202441810100038414	202441810100039544	202441810100040094
202441810100038174	202441810100039524	202441810100039774
202441810100038234	202441810100038444	202441810100039864
202441810100020511	202441810100039174	202441810100038844
202441810100036504	202441810100039184	202441810100039854
202441810100034824	202441810100016971	202441810100039844
202441810100037224	202441810100023451	202441810100040894
202441810100036594	202441810100039394	202441810100040004
202441810100036454	202441810100021401	202441810100039974
202441810100035544	202441810100021401	202441810100022501
202441810100036814	202441810100021771	202441810100022341
202441810100036014	202441810100022011	202441810100022351
202441810100031814	202441810100022031	202441810100022491
202441810100034294	202441810100021871	202441810100022731
202441810100035934	202441810100021801	202441810100022401
202441810100036334	202441810100021791	202441810100039064
202441810100035854	202441810100022041	202441810100040424
202441810100036084	202441810100039604	202441810100035104
202441810100035904	202441810100039474	202441810100040114
202441810100020141	202441810100039464	202441810100040434
202441810100019981	202441810100039494	202441810100040484
202441810100035764	202441810100039334	202441810100040474
202441810100020401	202441810100039724	202441810100023171
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202441810100037764	202441810100040864	202441810100041464
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202441810100040874	202441810100040874
202441810100022681	202441810100040864
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202441810100019951	202441810100040894

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20244181010022511	20244181010021161
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20244181010040364	20244181010023621
20244181010040264	20244181010019591
20244181010040254	20244181010041284
20244181010040294	20244181010040184
20244181010039684	20244181010041014
20244181010039944	20244181010041034
20244181010040284	20244181010040844
20244181010039554	20244181010041104
20244181010034564	20244181010022761
20244181010040414	20244181010021811
20244181010040404	20244181010021561
20244181010040394	20244181010022751
20244181010040354	20244181010040824
20244181010040324	20244181010022531
20244181010040314	20244181010041744
20244181010040244	20244181010022221
20244181010039994	20244181010021771
20244181010023451	20244181010022921
20244181010039414	20244181010023201
20244181010037604	20244181010023141
20244181010017101	20244181010022901
20244181010040334	20244181010023181
20244181010040234	20244181010023131
20244181010040174	20244181010023071
20244181010040034	20244181010021621
20244181010040074	20244181010022291
20244181010040164	20244181010022561
20244181010040124	20244181010023161
20244181010040054	20244181010023171
20244181010040134	20244181010039014
20244181010040274	20244181010038484
20244181010040834	20244181010037944
20244181010040134	20244181010042004
20244181010040144	20244181010041464
20244181010040154	20244181010038034
20244181010039704	20244181010022961
20244181010022311	20244181010022981
20244181010022581	20244181010022971

20244181010023411	20244181010022991
20244181010022551	20244181010022361
20244181010022271	20244181010037854
20244181010021171	20244181010037844
20244181010022571	20244181010037874
20244181010022481	20244181010037864
20244181010022411	20244181010040984
20244181010022591	20244181010040994
20244181010020221	20244181010023031
20244181010040544	20244181010040044
20244181010040064	20244181010038004
20244181010040204	20244181010037794
20244181010039644	20244181010037944
20244181010021901	20244181010037954
20244181010022321	20244181010038024
20244181010039924	20244181010037924
20244181010039914	20244181010037934
20244181010035034	20244181010040974
20244181010040224	20244181010040954
20244181010037574	20244181010023101
20244181010040564	20244181010038014
20244181010041064	20244181010037974
20244181010039734	20244181010038064
20244181010040804	20244181010038054
20244181010040724	20244181010038044
20244181010040514	20244181010037904
20244181010040704	20244181010037824
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20244181010039934	20244181010023211
20244181010037884	20244181010040714
20244181010040924	20244181010023431
20244181010041244	20244181010037894
20244181010039804	20244181010041194
20244181010039374	20244181010041224
20244181010040024	20244181010040664
20244181010039824	20244181010030144
20244181010040944	20244181010040914
20244181010040754	20244181010041164
20244181010040964	20244181010041144
20244181010040554	20244181010041134

-Apoyé en la organización por consecutivo de los expedientes 1 y 2 / 2 TRD 4181.010.14.38 que contiene 510 folios que llegan a la unidad para el área de Servicios Públicos durante el periodo comprendido entre 050124- 300424

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

20244181010022341	20244181010022311	20244181010022091
20244181010022421	20244181010022771	20244181010022841

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

20244181010022221	20244181010023211	20244181010022271

-Apoyé con las planillas de control de tutelas radicados judiciales Unidad Administrativa Especial de Gestión de Bienes y Servicios

20244181010021291	Respuesta	CONTESTACION DE TUTELA RADICADO: 76001-4003-021-2024-00811-00	20/08/2024
20244181010021361	CONTESTACION	CONTESTACION DE TUTELA RADICADO: 76001 41 05 004 2024 00462 00	21/08/2024
20244181010021411	Respuesta	CONTESTACION DE TUTELA RADICADO: 76001-40-03-030-2024-00834-00	22/08/2024
20244181010021601	Respuesta	CONTESTACION ACCION DE TUTELA RADICADO: 46-001-40-71-004-2024-00217-00	22/08/2024
20244181010021951	Respuesta	CONTESTACIO ACCION DE TUTELA RADICADO: 2024-00244	26/08/2024
20244181010022231	Respuesta	CONTESTACION VINCULACION ACCION DE TUTELA RADICADO: 76001400301620240091500	28/08/2024
20244181010022331	CONTESTACION	CONTESTACIÓN REMISION CUMPLIMIENTO SENTENCIA No.233 DEL 28/08/2024 RADICADOCION: 76-001-40-71-004-2024-00217-00	30/08/2024
20244181010022621	Respuesta	REMISION CUMPLIMIENTO SENTENCIA T-0265 RADICADO: 76001-40-03-030-2024-00834-00	02/09/2024
20244181010022731	Respuesta	RESPUESTA OFICIO No 239 RADICADO: 76-001-31-03-008-2024-00209-00	03/09/2024
20244181010023411	Respuesta	CONTESTACION DE TUTELA RADICADO: 760014003006 2024 00897 00	06/09/2024

- Apoyé con las consultas de Radicados por medio del ORFEO, imprimiendo documentación necesaria la ser archivada de la Unidad Administrativa Especial de Gestión de Bienes y Servicios.

20244181010012124	20244181010004084	20244181010006131
20244181010004991	20244181010009994	20244181010009484
20244181010009814	20244181010010164	20244181010010184
20244181010005451	20244181010010274	20244181010005381
20244181010010284	20244181010005611	20244181010005391
20244181010010294	20244181010005711	20244181010010304
20244181010010274	20244181010005691	20244181010007021
20244181010011334	20244181010010784	20244181010007091
20244181010011854	20244181010006721	20244181010007061
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20244181010012264	20244181010007051	20244181010010931
20244181010010851	20244181010018284	20244181010018324
20244181010018344	20244181010018364	20244181010018874
20244181010018314	20244181010018824	20244181010019634
20244181010019644	20244181010019474	20244181010019624
20244181010011854	20244181010011764	20244181010007061
20244181010007091	20244181010007011	20244181010007071
20244181010012264	20244181010007051	20244181010012514
20244181010012664	20244181010012674	20244181010012684
20244181010012704	20244181010012744	20244181010012844
20244181010012774	20244181010012854	20244181010013394
20244181010013354	20244181010013614	20244181010008071
20244181010014564	20244181010013854	20244181010013844
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20244181010014654	20244181010015134	20244181010015584
20244181010015864	20244181010009481	20244181010016024
20244181010015914	20244181010016224	20244181010009721
20244181010016144	20244181010016504	20244181010017284
20244181010010441	20244181010010451	20244181010010571
20244181010010671	20244181010010751	20244181010017804
20244181010010681	20244181010017844	20244181010017924
20244181010010741	20244181010010851	20244181010018284
20244181010010931	20244181010018344	20244181010018364
20244181010018324	20244181010018314	20244181010018824
20244181010018874	20244181010019634	20244181010019644
20244181010019474	20244181010019624	20244181010019744

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

2024	PLANILLAS	OFICIOS	*ALFONSO*	*FRANCISCO*	*RICHARD*	*JENNY*
ENERO	20	212	94		118	44
FEBRERO	37	585	464		121	
MARZO	20	1065	1065			
ABRIL	38	506	361	145		
MAYO	25	314	297	17		
JUNIO	37	461	331	130		
JULIO	40	641	457	184		
AGOSTO	41	536	394	142		

AGOSTO	5 AL 9	12 AL 16	19 AL 23	26 AL 30	TOTAL
RICHARD					
ALFONSO	63	102	104	87	356
FRANCISCO	27	35	34	34	130
CORREO	27	26	70	29	152
OTROS		5	23	6	34

SEPTIEMBRE	2 AL 6	09 AL 13	16 AL 20	23 AL 27	TOTAL
RICHARD					
ALFONSO	92				
FRANCISCO	39				
CORREO	12				
OTROS	2				

-Apoyé con el recibiendo la correspondencia para formar expediente.

	RADICADO	RADICADO PADRE	FECHA	GRUPO DE TRABAJO
2	20244181010035394	20244181010035394	20/08/2024	SERVICIOS PUBLICOS
3	20244181010035414	20244181010035414	20/08/2024	SERVICIOS PUBLICOS
4	20244181010035354	20244134010006044	20/08/2024	SERVICIOS PUBLICOS
5	20244181010035314	20244146040002844	20/08/2024	SERVICIOS PUBLICOS
6	20244181010020131	20244181010020131	20/08/2024	SERVICIOS PUBLICOS
7	20244181010019831	20244173010168872	20/08/2024	SERVICIOS PUBLICOS
8	20244181010019781	20244181010019781	20/08/2024	SERVICIOS PUBLICOS
9	20244181010034834	20244173020008014	20/08/2024	SERVICIOS PUBLICOS
10	20244181010034284	20244112010002184	20/08/2024	SERVICIOS PUBLICOS
11	20244181010033784	20244181010033784	20/08/2024	SERVICIOS PUBLICOS
12	20244181010018991	20244181010018991	20/08/2024	SERVICIOS PUBLICOS
13	20244181010036384	20244181010036384	02/09/2024	SERVICIOS PUBLICOS
14	20244181010037544	20244143020013234	02/09/2024	SERVICIOS PUBLICOS
15	20244181010021581	20244181010021581	02/09/2024	SERVICIOS PUBLICOS
16	20244181010021611	20244181010021611	02/09/2024	SERVICIOS PUBLICOS
17	20244181010037184	20244143040006364	02/09/2024	SERVICIOS PUBLICOS
18	20244181010038194	20244131040047934	02/09/2024	SERVICIOS PUBLICOS
19	20244181010038184	20244112010002634	02/09/2024	SERVICIOS PUBLICOS
20	20244181010038354	20244173020009304	02/09/2024	SERVICIOS PUBLICOS
21	20244181010036094	20244124010008164	02/09/2024	SERVICIOS PUBLICOS
22	20244181010031044	20244182010010784	02/09/2024	SERVICIOS PUBLICOS
23	20244181010036984	20244181010036984	02/09/2024	SERVICIOS PUBLICOS
24	20244181010019711	20244173010165463 2	02/09/2024	SERVICIOS PUBLICOS
25	20244181010039024	20244146020007074	11/09/2024	SERVICIOS PUBLICOS
26	20244181010021721	20244173010176460 2	11/09/2024	SERVICIOS PUBLICOS
27	20244181010038374	20244148020001151 4	11/09/2024	SERVICIOS PUBLICOS
28	20244181010021711	20244181010021711	11/09/2024	SERVICIOS PUBLICOS
29	20244181010038854	20244131010001708 4	11/09/2024	SERVICIOS PUBLICOS
30	20244181010038874	20244134010006884	11/09/2024	SERVICIOS PUBLICOS
31	20244181010019831	20244173010168887 2	11/09/2024	SERVICIOS PUBLICOS
32	20244181010020971	20244181010020971	11/09/2024	SERVICIOS PUBLICOS
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-Asistí en la capacitación de la presentación de grupos, equipos de trabajos.



CAROLINA PRECIADO

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