

**H. AYUNTAMIENTO CONSTITUCIONAL
DE XOXOCOTLA, VER.
2014- 2017**



**13. CENTROS COMUNITARIOS
DE APRENDIZAJE**



PLAN OPERATIVO ANUAL 2015

MUNICIPIO DE XOXCOTLA, VER.

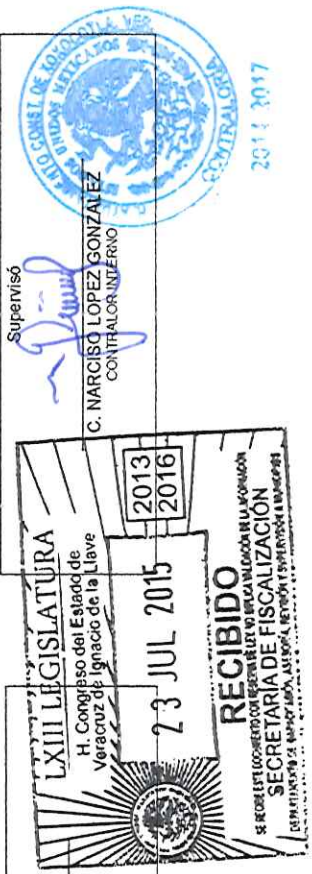


Control y seguimiento al Programa Operativo Anual 2015

| UNIDAD RESPONSABLE : | | CENTRO COMUNITARIO DE APRENDIZAJE (TENEXAPA) | | | | | | | | | | | | | | | | | | | | | | | | Comentarios |
|----------------------|---|--|------------|-----------|-------------|---------|---------|-------------|---------|---------|-------------|-----------|---------|-------------|---------|-----------|---------|---------------|------------|---------|---------|-----------|------|----|-----|-------------|
| OBJETIVO : | | ACTIVIDADES GENERALES | | | | | | | | | | | | | | | | | | | | | | | | |
| VISIÓN : | | DAR SERVICIOS INFORMATICOS A LA COMUNIDAD PARA DIFUSION DEL CONOCIMIENTO | | | | | | | | | | | | | | | | | | | | | | | | |
| No. ACT. | ACTIVIDAD | UNIDAD DE MEDIDA | META ANUAL | AVANCE | 1 TRIMESTRE | | | 2 TRIMESTRE | | | 3 TRIMESTRE | | | 4 TRIMESTRE | | | | Acumulado (%) | Avance (%) | | | | | | | |
| | | | | | ENE (%) | FEB (%) | MAR (%) | TOTA L (%) | ABR (%) | MAY (%) | JUN (%) | TOTAL (%) | JUL (%) | AGO (%) | SEP (%) | TOTAL (%) | OCT (%) | | | NOV (%) | DIC (%) | TOTAL (%) | | | | |
| 1 | Revisar diariamente los equipos de computo y material de consulta | Actividad | 12 | PLANEADO | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 100 | 100 |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | | | | | | | | | | 0 | 0 |
| 2 | Realizar inventario fisico de bienes muebles | Inventario | 12 | PLANEADO | 50 | 0 | 0 | 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 100 |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | | | | | | | | | | 0 | 0 |
| 3 | Realizar trabajos de limpieza en general | Actividad | 12 | PLANEADO | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 100 | 100 |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | | | | | | | | | | 0 | 0 |
| 4 | Dar servicios informaticos a usuarios | Actividad | 12 | PLANEADO | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 100 | 100 |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | | | | | | | | | | 0 | 0 |
| 5 | Registro y control de usuarios nuevos y permanentes | Actividad | 12 | PLANEADO | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 8.33 | 8.33 | 8.34 | 25 | 100 | 100 |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | | | | | | | | | | 0 | 0 |
| 6 | Asistir a cursos de actualizacion | Curso | 1 | PLANEADO | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 100 |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | | | | | | | | | | 0 | 0 |
| 7 | Proporcionar mantenimiento preventivo a equipos de computo | Mantenimiento | 2 | PLANEADO | 50 | 0 | 0 | 60 | 0 | 0 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 100 |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | | | | | | | | | | 0 | 0 |

Formuló

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ENCARGADA DE CCA TENEXAPA



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C. NARCISO LOPEZ GONZALEZ
CONTRALOR INTERNO



Autorizó

C. MARGARITA GARCIA HERNANDEZ
PRESIDENTE MUNICIPAL



MUNICIPIO DE XOXOCOTLA, VER.

Control y seguimiento al Programa Operativo Anual 2015

| UNIDAD RESPONSABLE : | | CENTRO COMUNITARIO DE APRENDIZAJE (CABECERA MUNICIPAL) | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------|---|--|------------|-----------|-------------|---------|---------|-------------|---------|---------|-------------|---------|---------|-------------|---------|---------|---------------|------------|-------------|-----------|-----------|-----------|-----------|----|-----|-----|--|--|
| OBJETIVO : | | ACTIVIDADES GENERALES | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VISIÓN : | | DAR SERVICIOS INFORMATICOS A LA COMUNIDAD PARA DIFUSION DEL CONOCIMIENTO | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No. ACT. | ACTIVIDAD | UNIDAD DE MEDIDA | META ANUAL | AVANCE | 1 TRIMESTRE | | | 2 TRIMESTRE | | | 3 TRIMESTRE | | | 4 TRIMESTRE | | | Acumulado (%) | Avance (%) | Comentarios | | | | | | | | | |
| | | | | | ENE (%) | FEB (%) | MAR (%) | ABR (%) | MAY (%) | JUN (%) | JUL (%) | AGO (%) | SEP (%) | OCT (%) | NOV (%) | DIC (%) | | | | TOTAL (%) | TOTAL (%) | TOTAL (%) | TOTAL (%) | | | | | |
| 1 | Revisar diariamente los equipos de computo y material de consulta | Actividad | 12 | PLANEADO | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 100 | 100 | | |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | 0 | | | | | | | | 0 | 0 | | | |
| 2 | Realizar inventario fisico de bienes muebles | Inventario | 12 | PLANEADO | 50 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 100 | | |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | 0 | | | | | | | | 0 | 0 | | | |
| 3 | Realizar trabajos de limpieza en general | Actividad | 12 | PLANEADO | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 100 | 100 | | |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | 0 | | | | | | | | 0 | 0 | | | |
| 4 | Dar servicios informaticos a usuarios | Actividad | 12 | PLANEADO | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 100 | 100 | | |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | 0 | | | | | | | | 0 | 0 | | | |
| 5 | Registro y control de usuarios nuevos y permanentes | Actividad | 12 | PLANEADO | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 8.33 | 8.33 | 8.34 | 26 | 100 | 100 | | |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | 0 | | | | | | | | 0 | 0 | | | |
| 6 | Asistir a cursos de actualizacion | Curso | 1 | PLANEADO | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 100 | | |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | 0 | | | | | | | | 0 | 0 | | | |
| 7 | Proporcionar mantenimiento preventivo a equipos de computo | Mantenimiento | 2 | PLANEADO | 50 | 0 | 0 | 60 | 0 | 0 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 | 100 | 100 | | |
| | | | | EJECUTADO | | | | 0 | | | | 0 | | | | 0 | | | | | | | | 0 | 0 | | | |

Formuló

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CONTRALOR INTERNO

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