

**DAILY TIME RECORD**  
**QUEVEDO, ELIZABETH S.**  
(NAME)

For the month of  
May 1 - 31, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN		12:02				Off
2-MON	7:05	10:00	12:36	5:02	39mins	7hrs 21mins
3-TUE						Holiday
4-WED	7:26	12:03	12:25	5:04		8hrs
5-THU	7:18	12:02	12:24	5:03		8hrs
6-FRI	7:27	12:05	12:24	5:02		8hrs
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE						Absent
11-WED						Absent
12-THU						Absent
13-FRI						Absent
14-SAT						Off
15-SUN						Off
16-MON	7:28	12:03	12:28	5:17		8hrs
17-TUE	7:30	12:19	12:32	5:04		8hrs
18-WED	7:36	12:02	12:45	5:02		8hrs
19-THU	7:11	12:10	12:18	5:01		8hrs
20-FRI	7:31	12:17	12:34	5:36		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:30	12:09	12:29	5:05		8hrs
24-TUE	7:22	12:05	12:17	5:03		8hrs
25-WED	7:22	12:12	12:33	5:05		8hrs
26-THU	7:12	12:00	12:26	5:11		8hrs
27-FRI	7:18	12:04	12:30	5:02		8hrs
28-SAT	6:27	10:17				3hrs 50mins
29-SUN						Off
30-MON	7:13	12:15	12:50	5:05	2hrs 38mins	5hrs 2mins
31-TUE	7:23	12:04	12:30	17:04	8hrs	

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

  
**ELIZABETH S. QUEVEDO**

VERIFIED as to prescribed office hours

**MA. THERESA P. LORETO**

College Dean  
College of Arts and Sciences

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**ELIZABETH S. QUEVEDO**

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**MA. THERESA P. LORETO**

College Dean  
College of Arts and Sciences



## ACCOMPLISHMENTS REPORT

[May 1-31, 2022]

1. Signed the April 1-30, 2022 DTRs of the DoPAC Faculty and Admin Staff (regular and JOs), replenishment/reimbursement of petty cash, completion of "deferred" grades 2<sup>nd</sup> Semester AY 2021-2022; nomination and appointments of Thesis Adviser and SRC of BS Chemistry 3 students; job requests for the repair/cleaning of laboratory stools & air-conditioning unit; request for small value purchase of standard solutions for multiparameter unit, checked and approved thesis outline of BS Chemistry students, PASUC Common Criteria for Evaluation of Faculty NBC Cycle 8 (2016-20219) and request to use laboratory rooms, glasswares and instruments of the research BS Chemistry 4 students ;
2. Attended the virtual meeting with CAS Execom (May 19, 2022), opening of the institutional AACCUP accreditation (May 23, 2022) and thesis outline defense of the BS Chemistry 3 students (May 18-20, 2022);
3. Submitted supporting documents for the minor requirements in the COPC application of the BS Chemistry program and for Area 3 and Area 8 of the Institutional AACCUP accreditations.

Submitted By:

**ELIZABETH S. QUEVEDO**  
Head, DoPAC

Recommending Approval:

**MA. THERESA P. LORETO**  
Dean, CAS