

## DAILY TIME RECORD

Donna Christene Q. Ramos

(Name)

For the Month of January 2022

Official hours for arrival: Regular Day \_\_\_\_\_

and departure Saturdays \_\_\_\_\_

Day	A.M.		P.M.		Undertime	
	Arrival	Depart	Arrival	Depart	Hour	Min
1. Saturday	New Year's Day					
2. Sunday						
3.	Teacher's	Leave				
4.	Teacher's	Leave				
5.	Teacher's	Leave				
6.	Teacher's	Leave				
7.	Teacher's	Leave				
8. Saturday						
9. Sunday						
10.	(Home Isolation due to COVID-19)					
11.	(Home Isolation due to COVID-19)					
12.	(Home Isolation due to COVID-19)					
13.	(Home Isolation due to COVID-19)					
14.	(Home Isolation due to COVID-19)					
15. Saturday						
16. Sunday						
17.	WFH					
18.	WFH					
19.	WFH					
20.	WFH					
21.	WFH					
22. Saturday						
23. Sunday						
24.	WFH					
25.	WFH					
26.	WFH					
27.	WFH					
28.	WFH					
29. Saturday						
30. Sunday						
31.	WFH					

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

DONNA CHRISTENE Q. RAMOS

Verified to the prescribed office hours.

KYZA MAE M. RAMONEDA

OIC-Head, Biotechnology

DEPARTMENT OF  
BIOTECHNOLOGY

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: None

Email: biotech@vsu.edu.ph

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## PERFORMANCE REPORT

January 31, 2022

(Covered)

**CHRISTENE Q. RAMOS** was approved on a \_\_\_\_\_  
covered and that I accomplished and delivered \_\_\_\_\_

Accomplished and delivered/submitted	Equivalent Points
COVID-19 (Reporting documents)	-
Biotech students) affected by	5
Follow-up of lacking outputs) and	30
Recommend Biotech Head (00AM- 01:00 PM)	2
Accomplishments (Aug- Dec)	3
Biotech students) affected by	5
Follow-up of lacking outputs) and	28
Monthly Meeting (Jan 27, 2022;	5
Development plan (Jan 24)	2
for new obedized course	6
Syllabus (InBt 122)	2
<b>DELIVERED</b>	

4 days x 8 hrs) = 88  
 /delivered = 88  
 ( 0 )