

# **DAILY TIME RECORD** **JADINA, ELIA MAURY C.** (NAME)

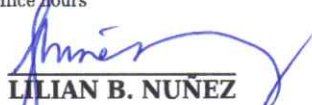
For the month of  
**April 1 - 30, 2025**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:32	12:21	12:43	5:08		8hrs
3-THU	7:53	12:08	12:51	10:06		8hrs
4-FRI	8:00	12:11	1:10	6:45	10mins	7hrs 50mins
5-SAT						Off
6-SUN						Off
7-MON	7:58	12:05	12:36	5:21		8hrs
8-TUE	8:02	12:32	12:42	7:20	2mins	7hrs 58mins
9-WED						Holiday
10-THU	8:03	12:04	12:21	5:23	3mins	7hrs 57mins
11-FRI	7:49	12:08	12:44	5:15		8hrs
12-SAT						Off
13-SUN						Off
14-MON	WORK FROM HOME					Absent
15-TUE	WORK FROM HOME					Absent
16-WED	7:51	12:06				4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	7:20	12:02	12:19	5:20		8hrs
22-TUE	7:40	12:01	12:41	7:46		8hrs
23-WED	7:55	12:05	12:45	8:32		8hrs
24-THU	7:55	12:10	12:40	7:15		8hrs
25-FRI	8:00	12:37	12:51	5:27		8hrs
26-SAT						Off
27-SUN						Off
28-MON	8:00	12:10	12:41	5:10		101ST VSU ANNIVERSARY
29-TUE	8:00	12:05	12:31	5:05		101ST VSU ANNIVERSARY
30-WED	8:00	12:03	12:50	5:08		101ST VSU ANNIVERSARY

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.

  
**ELIA MAURY C. JADINA**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUÑEZ**  
Department Head

Institute for Strategic Research and Development Studies

# **DAILY TIME RECORD** **JADINA, ELIA MAURY C.** (NAME)

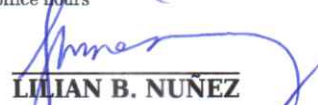
For the month of  
**April 1 - 30, 2025**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:32	12:21	12:43	5:08		8hrs
3-THU	7:53	12:08	12:51	10:06		8hrs
4-FRI	8:00	12:11	1:10	6:45	10mins	7hrs 50mins
5-SAT						Off
6-SUN						Off
7-MON	7:58	12:05	12:36	5:21		8hrs
8-TUE	8:02	12:32	12:42	7:20	2mins	7hrs 58mins
9-WED						Holiday
10-THU	8:03	12:04	12:21	5:23	3mins	7hrs 57mins
11-FRI	7:49	12:08	12:44	5:15		8hrs
12-SAT						Off
13-SUN						Off
14-MON	WORK FROM HOME					Absent
15-TUE	WORK FROM HOME					Absent
16-WED	7:51	12:06				4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	7:20	12:02	12:19	5:20		8hrs
22-TUE	7:40	12:01	12:41	7:46		8hrs
23-WED	7:55	12:05	12:45	8:32		8hrs
24-THU	7:55	12:10	12:40	7:15		8hrs
25-FRI	8:00	12:37	12:51	5:27		8hrs
26-SAT						Off
27-SUN						Off
28-MON	8:00	12:10	12:41	5:10		101ST VSU ANNIVERSARY
29-TUE	8:00	12:05	12:31	5:05		101ST VSU ANNIVERSARY
30-WED	8:00	12:03	12:50	5:08		101ST VSU ANNIVERSARY

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.

  
**ELIA MAURY C. JADINA**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUÑEZ**  
Department Head

Institute for Strategic Research and Development Studies

**ACCOMPLISHMENT REPORT**

April 14-15, 2025  
(Period covered)

This is to certify that the undersigned ELIA MAURY C. JADINA was approved on a "work from home" scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
April 14, 2025	<ul style="list-style-type: none"> <li>- preparation of e-learning portal (2hrs)</li> <li>- checked students quizzes and other written outputs (3hours)</li> <li>- coordinated with the student intern from the University of San Carlos as immediate supervisor</li> <li>- prepared slides and lecture contents of classes the following week (2hrs)</li> <li>- data transcription and translation of data from FGD conducted during the previous month (2hrs)</li> </ul>	8
April 15, 2025	<ul style="list-style-type: none"> <li>- editing the layout for BIDANI PowerPoint and submitted for approval by the Project leader (2hrs)</li> <li>- coordinated with Ms. Edullantes for the photos to be incorporated into the BIDANI PowerPoint</li> <li>- continued editing the draft of BS in Development Studies proposal (1hr)</li> <li>- online class Soci 11 and Scio11 (3pts)</li> <li>- continued enhancing lecture contents of classes for the following week (2hrs)</li> </ul>	8
	<b>TOTAL OUTPUT POINTS DELIVERED</b>	

Total Points to be delivered during WFH (No. of days x 8 hrs) =

Less: Total Output Points accomplished/delivered = \_\_\_\_\_

Number of hours (undertime) ( 0 )

Submitted by:

  
ELIA MAURY C. JADINA  
Name of Employee/Faculty

Recommending Approval:

  
**LILIAN B. NUÑEZ**  
Director, ISRDS

Approved:

  
**MARIA VANESSA E. GABUNADA**  
Dean, FHSS

**Vision:** A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

**Mission:** To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.