

DAILY TIME RECORD **DE LOS SANTOS, JANET ALEXIS A.** (NAME)

For the month of
November 1 - 30, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	HOLIDAY					Absent
2-TUE	WFH					Absent
3-WED	8:00	12:00	1:00	5:00		Absent
4-THU	8:00	12:00	1:00	5:00		Absent
5-FRI	WFH					Absent
6-SAT						Off
7-SUN						Off
8-MON	HOLIDAY					Absent
9-TUE	8:00	12:00	1:00	5:00		Absent
10-WED	8:00	12:00	1:00	5:00		Absent
11-THU	8:00	12:00	1:00	5:00		Absent
12-FRI	8:00	12:00	1:00	5:00		Absent
13-SAT	8:00	12:00	1:00	5:00		Off RLE
14-SUN						Off
15-MON	WFH					Absent
16-TUE	WFH					Absent
17-WED	WFH					Absent
18-THU	8:00	12:00	1:00	5:00		Absent
19-FRI	8:00	12:00	1:00	5:00		Absent
20-SAT	8:00	12:00	1:00	5:00		Off RLE
21-SUN						Off
22-MON	8:00	12:00	1:00	5:00		Absent
23-TUE	8:00	12:00	1:00	5:00		Absent Vaccination
24-WED	8:00	12:00	1:00	5:00		Absent
25-THU	8:00	12:00	1:00	5:00		Absent
26-FRI	8:00	12:00	1:00	5:00		Absent
27-SAT	8:00	12:00	1:00	5:00		Off RLE
28-SUN						Off
29-MON	8:00	12:00	1:00	5:00		Absent
30-TUE	HOLIDAY					Absent

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.


JANET ALEXIS A. DE LOS SANTOS

VERIFIED as to prescribed office hours


JOEL REY U. ACOB

College Dean
College of Nursing



ACCOMPLISHMENT REPORT

November 2, 5, 15, 16, & 17

This is to certify that the undersigned **JANET ALEXIS A. DE LOS SANTOS** 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
2	Preparation of e-classroom	4
	Reading and creation of learning materials for lecture	4
5	Faculty Meeting	4
	Checking of Students' requirements/ Attendance to I-SUCCEED Training	4
15	Preparation of e-classroom	4
	Checking of Students' requirements	4
16	Reading and creation of learning materials for lecture	4
	Checking of Students' requirements	4
17	Checking of Students' requirements	4
	Conduct of Classes (NRES 1)	6
	TOTAL OUTPUT POINTS DELIVERED	42

Total Points to be delivered during WFH (No. of days x 8 hrs) = 40 hours
Less: Total Output Points accomplished/delivered = 42 hours
Number of hours (undertime) ()

Submitted by:


JANET ALEXIS A. DE LOS SANTOS
Name of Employee/Faculty

Recommending Approval:


JOEL REY U. JACOB
Dean, College of Nursing

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs