

DAILY TIME RECORD

Name: LIJUERAJ J. CUADRA

For the month of November 2021

Official hour for (Regular days) _____

Arrival _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	:Holiday :	:	:	:	:	:
2	:7:55 :	12:00 :	1:00 :	5:15 :	:	:
3	:7:50 :	12:00 :	1:00 :	5:05 :	:	:
4	:8:00 :	12:00 :	1:00 :	5:15 :	:	:
5	:7:45 :	12:00 :	1:00 :	5:20 :	:	:
6	:Saturday :	:	:	:	:	:
7	:Sunday :	:	:	:	:	:
8	:7:40 :	12:00 :	1:00 :	5:15 :	:	:
9	:7:50 :	12:00 :	1:00 :	5:00 :	:	:
10	:8:00 :	12:00 :	1:00 :	5:20 :	:	:
11	:8:00 :	12:00 :	1:00 :	5:15 :	:	:
12	:7:55 :	12:00 :	1:00 :	5:00 :	:	:
13	:Saturday :	:	:	:	:	:
14	:Sunday :	:	:	:	:	:
15	:8:00 :	12:00 :	1:00 :	5:25 :	:	:
16	:8:00 :	12:00 :	1:00 :	5:15 :	:	:
17	:7:50 :	12:00 :	1:00 :	5:00 :	:	:
18	: WFH :	:	:	:	:	:
19	: WFH :	:	:	:	:	:
20	: Saturday :	:	:	:	:	:
21	: Sunday :	:	:	:	:	:
22	:45 :	12:00 :	1:00 :	5:15 :	:	:
23	: WFH :	:	:	:	:	:
24	: WFH :	:	:	:	:	:
25	: WFH :	:	:	:	:	:
26	: WFH :	:	:	:	:	:
27	:Saturday :	:	:	:	:	:
28	:Sunday :	:	:	:	:	:
29	:55 :	12:00 :	1:00 :	5:00 :	:	:
30	:Holiday :	:	:	:	:	:
31	:	:	:	:	:	:

TOTALS

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



VERIFIED as to the prescribed office hours.


KAREN LUZ P. YAP
 In-Charge/Dept. Head



ACCOMPLISHMENT REPORT

NOVEMBER 18-19, 24-26, 2021

(Period covered)

This is to certify that the undersigned LIJUERAJ J. CUADRA **was approved on a "work from home" scheme** during the period covered and that she accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
November 18	Attended Virtual Thesis Outline Defense of Mr. Marwin Diocampo (4 hours) Prepare narrative profile for Area 5- 2hours Checking of submitted activities and updating student records- 2 hours	8.00
November 19	Send and Follow-up questionnaires for the GTS (2 hours) Prepare Narrative Profile (2 hours) Prepare weekly tasks for all subjects handled this semester (8 preps x .33)- 2.64 hours Prepare narrative profile for Area 5- 2hours/day	8.64
November 23-26	Send and Follow-up questionnaires for the GTS (2hours/day=8 hours) Student consultation (4 hours) Checking of submitted learning tasks and updating students records (8 hours) Prepare narrative profile for Area V(3 hours/day = 12 hours) Attended virtual DAEEX meeting (1.5 hours) Attended virtual AACCUP meeting (2.5 hours)	36.00
	TOTAL OUTPUT POINTS DELIVERED	52.64

Total Points to be delivered during WFH (6 days x 8 hrs) = 48

Less: Total Output Points accomplished/delivered = 52.64

Number of hours (overtime/undertime) = 4.64

Submitted by:

LIJUERAJ J. CUADRA
Name of Employee/Faculty

Recommending Approval:


KAREN LUZ P. YAP

Head, Dept. of Agricultural Education & Extension

Approved:

VICTOR B. ASIO

Dean, College of Agriculture & Food Science

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

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FM-VSU-13
v2 06-11-2020

No. DAEx-21-252



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