

Civil Service Form No. 49

Daily Time Record**ARGINA M. POMIDA**

(NAME)

For the month of:

Dec 1-31

2021

Official hours of arrival
and departureRegular days
Saturdays

DAY	A.M		P.M		Undertime	
	Arrival	Departure	Arrival	Departure	Hrs.	Minutes
1	8:00	12:00	1:00	5:00		
2	8:00	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		in class
5	Sunday					
6	8:00	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	Holiday					
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		in class
12	Sunday					
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	8:00	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:00		
18	Saturday					
19	Sunday					
20	8:00	12:00	1:00	5:00		
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	Leave					
25	Holiday					
26	Sunday					
27	Leave					
28	Leave					
29	Leave					
30	Holiday					
31	Leave					

TOTAL

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 and at departure from office.

VERIFIED as to the prescribed office hours

ANGELITA PARADERO

In-Charge



ACCOMPLISHMENT REPORT

December 1-31, 2021

1. Assisted and assessed student's needs.
2. Evaluated and approved monthly IGP projects reports.
3. Checked and signed payrolls for IGP JO's.
4. Conducted classes and checked requirements for MM classes.
5. Prepared materials for MM classes.
6. Entertained and assisted IGP concessionaires, clients and stakeholders.
7. Managed the daily IGP operations and made solutions to problems encountered.
8. Conducted final exams for MM students.
9. Attended DBM meetings and other meetings in the university.
10. Prepared and submitted documents for ISO requirements.
11. Conducted the Annual IGP Projects Review.

Submitted by:

ARGINA M. POMIDA

Recommending Approval:

ANGELITA L. PARADERO
HEAD, DBM

Approved by:

MOISES NEIL V. SERIO
DEAN, CME



VISAYAS
STATE UNIVERSITY

OFFICE OF THE DIRECTOR FOR RESOURCE
GENERATION AND AUXILIARY SERVICES
Visayas State University
Visca, Baybay City, Leyte
Tel #: (053) 525-0191

CERTIFICATE OF REPRESENTATION AND TRANSPORTATION ALLOWANCES

DECEMBER 2021

I hereby certify that the amount of **TEN THOUSAND PESOS ONLY**
(**₱10,000.00**) representing **RATA** for the month of **DECEMBER 2021** was fully
expended.

I further certify:

- ☒ 1. That the amount was incurred in the performance of my official duties.
- ☒ 2. That I did not use any government vehicle within my official station for the said month.
- ☒ 3. That all trips referred to exclude those from home to office and vice-versa.
- ☐ 4. That I used a government vehicle for _____ (indicate here number of travel) official travel within fifty (50) kilometers for **NOVEMBER 2021** (previous month).

Submitted by:

ARGINA M. POMIDA

Name of official

Director, ODRGAS