


# **DAILY TIME RECORD** **GUARTE, DONNA M.** (NAME)

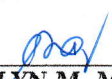
For the month of  
**November 1 - 30, 2021**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON		HOLIDAY				Absent
2-TUE						Absent
3-WED						Absent
4-THU						Absent
5-FRI						Absent
6-SAT						Off
7-SUN						Off
8-MON		HOLIDAY				Absent
9-TUE						Absent
10-WED						Absent
11-THU						Absent
12-FRI						Absent
13-SAT						Off
14-SUN						Off
15-MON	0720	1210	1300	1730		Absent
16-TUE	0700	1200	1300	1730		Absent
17-WED	0650	1200	1300	1850		Absent
18-THU	0610	1200	1300	1810		Absent
19-FRI	0745	1200	1300	1700		Absent
20-SAT						Off
21-SUN						Off
22-MON	0600	1200	1300	1815		Absent
23-TUE	0700	1200	1300	1820		Absent
24-WED	0600	1200	1300	1820		Absent
25-THU	0630	1200	1300	1820		Absent
26-FRI	0620	1200	1300	1748		Absent
27-SAT						Off
28-SUN						Off
29-MON						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.

  
**DONNA M. GUARTE**

VERIFIED as to prescribed office hours

  
**ANALYN M. MAZO**  
Department Head  
Department of Biological Sciences



**ACCOMPLISHMENT REPORT**

November 2021

**(Period covered)**

This is to certify that the undersigned Donna M. Guarte **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	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
November 1, 2021	HOLIDAY	
November 2, 2021	Graded Zool 11 E008 Midterm Part 2 (essay) Exam (OFFLINE)	3
	Attended the Discussion on DBM-CHED Guidelines on Reclassification of Faculty Positions	3
	Graded Zool 11 E010 Midterm Part 2 (essay) Exam (OFFLINE)	2
	<b>TOTAL OUTPUT POINTS DELIVERED</b>	<b>8</b>
November 3, 2021	Graded Zool 11 E010 Midterm Part 2 (essay) Exam (OFFLINE)	1.5
	Student Consultation: Ella Gloria and Joyce Melendrez (MarB 131 E385) clarified some information regarding laboratory exercise number 3	0.5
	Updated and computed Midterm Grades for Zool 11 E007 students and posted grades in GC	2.5
	Prepared and posted video recording for MarB 131 E385 Laboratory Exercise number 3 discussion	0.5
	Graded Zool 11 E283 Midterm Part 2 (essay) Exam (OFFLINE)	3