

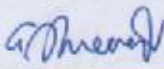
DAILY TIME RECORD**QUEVEDO, ELIZABETH S.**

(NAME)

For the month of
February 1 - 28, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:33	12:03	12:16	5:03		8hrs
2-THU	7:20	12:07	12:23	5:02		8hrs
3-FRI	7:03	12:07	12:25	5:04		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:36	12:06	12:18	5:04		8hrs
7-TUE	7:38	12:02	12:31	5:02		8hrs
8-WED	7:40	12:02	12:19	5:01		8hrs
9-THU	7:49	12:09	12:25	5:07		8hrs
10-FRI	7:47	12:12	12:24	5:01		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:49	12:14	12:21	5:03		8hrs
14-TUE	7:46	12:13	12:23	5:04		8hrs
15-WED	7:43	12:29	12:51	5:05		8hrs
16-THU	7:48	12:02	12:10	5:05		8hrs
17-FRI	7:43	12:10	12:18	5:02		8hrs
18-SAT						Off
19-SUN						Off
20-MON	6:10	12:05	12:11	5:13		8hrs
21-TUE	7:43	12:01	12:09	5:04		8hrs
22-WED	7:29	12:00	12:28	5:18		8hrs
23-THU	6:34	12:00	12:25	5:01		8hrs
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	6:27	12:12	12:40	5:13		8hrs
28-TUE	7:20	12:03	12:27	5:19		8hrs

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.


ELIZABETH S. QUEVEDO

VERIFIED as to prescribed office hours

MA. THERESA P. LORETO

College Dean
 College of Arts and Sciences



ACCOMPLISHMENTS REPORT

[February 1-28, 2023]

1. Signed the February 1-28, 2023 DTRs of DoPAC Faculty and Admin Staff (regular, Part-time Instructors and JOs) and payroll of JOs; report on completion of INC grades 1st Semester/ 2nd Semester AY 2021-2022/1st sem AY 2022-2023; leave application of DoPAC Faculty; time log appeals of DoPAC Faculty and Staff; request hiring/job contract of emergency clerk and job requests for repair, installation of tarpaulins (DoPAC Citizen Charter, VMG, QPS); job posting for replacement of AAVasquez (Instructor I); reinstatement letter of GCAIbarico; letter request for in-house syllabi-making writeshop; grade sheets for 1st Semester AY 2022-2023; clearances of Parttime Instructors and students; OBE Course syllabi; request for change of grades
2. Conducted the monthly face to face meeting with DoPAC Faculty and Staff (February 20, 2023).
3. Attended the blended in-house syllabi-making writeshop.
4. Attended the virtual meeting of CAS Executive Committee via Zoom (February 16, 2023); ISO awareness webinar via Google Meet (February 15, 2023); Faculty On-boarding (February 17, 2023)
5. Participated in the interview of applicants to the Admin Aide V (Clerk III) job posting.
6. Facilitated in the interview of applicants to the emergency clerk hiring.
7. Submitted supporting documents of the action plans for CAR-22-188 (low Percentage PRC Passing of BS Chemistry graduates) during the verification visit of the Director of Quality Assurance Center.
8. Lead in the preparation of required documents and followed up requests for repair of DoPAC facilities in preparation for ISO-recertification.
9. Checked thesis outlines of BS Chemistry major students.

Submitted by:

ELIZABETH S. QUEVEDO
Head, DoPAC