



ACCOMPLISHMENTS REPORT

[January 1-31, 2023]

1. Signed the December 1-30, 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; leave application of DoPAC Faculty; time log appeals of DoPAC Faculty and Staff; TOS for the Final Examinations; job contract of JO staff; permits to hold classes and examination outside class schedule; job posting for replacement of TPapas (Admin Aide VI) and JGFJansalin (Assoc Prof V); DoPAC Working Committees; DoPAC SWOT, ROAM, OTP, WFP, NEIP; request replacement of AAVasquez
2. Conducted the monthly face to face meeting and workshop of DoPAC 2023 ROAM, OTP and others.
3. Attended the virtual meeting of CAS Executive Committee via Zoom (January 18, 2023); virtual Orientation-Workshop on New Communication Platform (January 11, 2023); VSU CAT 2023 preparation (January 23, 2023); awareness seminar on Proper Application of ARTA Whole-of-Government Reengineering Manual (January 26, 2023); face to face meeting with VP for Academic Affairs (January 06, 2023), consultation meeting in the selection of Department Head with the CAS Dean (January 10, 2023);

Submitted by:

ELIZABETH S. QUEVEDO
Head, DoPAC

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved:

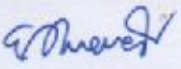
BEATRIZ S. BELONIAS
VP for Academic Affairs

DAILY TIME RECORD
QUEVEDO, ELIZABETH S.
(NAME)

For the month of
January 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE	7:41	12:05	12:19	5:03		8hrs
4-WED	7:50	12:07	12:15	5:02		8hrs
5-THU	7:50	12:11	12:26	5:01		8hrs
6-FRI	7:26	12:02	12:26	5:02		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:27	12:03	12:18	5:04		8hrs
10-TUE	7:40	12:02	12:37	5:35		8hrs
11-WED	7:46	12:06	12:11	5:03		8hrs
12-THU	7:45	12:16	12:26	5:04		8hrs
13-FRI	7:45	12:14	12:25	5:02		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:42	12:02	12:14	5:06		8hrs
17-TUE	7:51	12:05	12:19	5:37		8hrs
18-WED	7:46	12:01	12:44	5:16		8hrs
19-THU	7:23	12:08	12:37	5:35		8hrs
20-FRI	7:30	12:10	12:28	5:18		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:47	12:11	12:41	5:03		8hrs
24-TUE	7:48	12:03	12:24	5:50		8hrs
25-WED	7:52	12:03	12:15	5:08		8hrs
26-THU	7:18	12:22	12:30	5:06		8hrs
27-FRI	7:17	12:03	12:21	5:05		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:21	12:16	12:43	5:02		8hrs
31-TUE	6:49	12:00	12:22	5:25		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

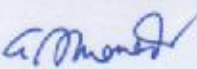
MA. THERESA P. LORETO
College Dean
College of Arts and Sciences

DAILY TIME RECORD
QUEVEDO, ELIZABETH S.
(NAME)

For the month of
January 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE	7:41	12:05	12:19	5:03		8hrs
4-WED	7:50	12:07	12:15	5:02		8hrs
5-THU	7:50	12:11	12:26	5:01		8hrs
6-FRI	7:26	12:02	12:26	5:02		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:27	12:03	12:18	5:04		8hrs
10-TUE	7:40	12:02	12:37	5:35		8hrs
11-WED	7:46	12:06	12:11	5:03		8hrs
12-THU	7:45	12:16	12:26	5:04		8hrs
13-FRI	7:45	12:14	12:25	5:02		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:42	12:02	12:14	5:06		8hrs
17-TUE	7:51	12:05	12:19	5:37		8hrs
18-WED	7:46	12:01	12:44	5:16		8hrs
19-THU	7:23	12:08	12:37	5:35		8hrs
20-FRI	7:30	12:10	12:28	5:18		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:47	12:11	12:41	5:03		8hrs
24-TUE	7:48	12:03	12:24	5:50		8hrs
25-WED	7:52	12:03	12:15	5:08		8hrs
26-THU	7:18	12:22	12:30	5:06		8hrs
27-FRI	7:17	12:03	12:21	5:05		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:21	12:16	12:43	5:02		8hrs
31-TUE	6:49	12:00	12:22	5:25		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