

Civil Service Form No. 49

DAILY TIME RECORD
ELIZABETH S. QUEVEDO

(NAME)

For the month of April 1-30, 2022

Official hours for arrival (Regular days: _____)

And Departure (Saturdays: _____)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	7:45	12:00	1:00	5:00		
2	6:40	10:00				
3		SUNDAY				
4	7:10	12:00	1:00	5:00		
5	7:45	12:00	1:00	5:00		
6	7:20	12:00	1:00	5:00		
7	7:30	12:00	1:00	5:00		
8	7:55	12:00	1:00	5:00		
9	6:30	10:28				
10		SUNDAY				
11	Suspension of work & classes due to Tropical depression Agaton					
12	Suspension of work & classes due to Tropical depression Agaton					
13	Suspension of work & classes due to Tropical depression Agaton					
14		NONWORKING LEGAL HOLIDAY				
15		NONWORKING LEGAL HOLIDAY				
16		SATURDAY				
17		SUNDAY				
18	7:35	12:00	1:00	5:00		
19	7:55	12:00	1:00	5:00		
20	7:35	12:00	1:00	5:00		
21	7:55	12:00	1:00	5:00		
22	7:58	12:00	1:00	5:00		
23	6:30	11:00				
24		SUNDAY				
25	7:45	12:00	1:00	5:00		
26	7:45	12:00	1:00	5:00		
27	7:45	12:00	1:00	5:00		
28	7:35	12:00	1:00	5:00		
29	7:35	12:00	1:00	5:00		
30	6:30	10:25				
31						

TOTAL

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

MA. THERESA P. LORETO

In-Charge

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MA. THERESA P. LORETO

In-Charge



ACCOMPLISHMENTS REPORT

[April 1-30, 2022]

1. Signed the March 1-31, 2022 DTRs, WFH accomplishments of DoPAC Faculty, Staff, JOs and emergency laborer; payroll for cultural allowance of DoPAC Faculty, Staff; completion of "deferred" grades 2nd Semester AY 2021-2022; clearance of part time instructors; nomination and appointments of Thesis Adviser and SRC of BS Chemistry 3 students; Leave of Absence (LOA)/clearance of BS Chem students; purchase requests for laboratory and office supplies; job requests for repair of laboratory stools, request for small value purchase of DO probe and thesis outline of BS Chemistry students.
2. Conducted the virtual meeting with the DoPAC Faculty and Staff via Google Meet on April 20, 2022.
3. Participated in the Alay Linis of the surrounding of the DoPAC building.
4. Attended the webinar on Data Privacy Act (April 7, 2022) and refresher orientation on Biometric Time Recording System (BTRS) (April 29, 2022)
5. Conducted virtual classroom monitoring and class observations.

Submitted By:

ELIZABETH S. QUEVEDO

Head, DoPAC

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS