

Civil Service Form No. 49

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

(NAME)

For the month of November 1-30, 2021

Official hours for arrival (Regular days: \_\_\_\_\_)

And Departure (Saturdays: \_\_\_\_\_)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1		NON-WORKING LEGAL HOLIDAY				
2	7:45	12:00	1:00	5:30		
3	7:44	12:00	1:00	5:00		
4	7:35	12:00	1:00	5:30		
5	7:40	12:00	1:00	5:00		
6			1:00-4:00			
7		SUNDAY				
8		NONWORKING LEGAL HOLIDAY				
9	7:35	12:00	1:00	5:30		
10	7:55	12:00	1:00	5:00		
11	7:58	12:00	1:00	5:30		
12	7:55	12:00	1:00	5:00		
13			1:00-4:00			
14		SUNDAY				
15	8:00	12:00	1:00	5:00		
16	7:40	12:00	1:00	5:30		
17	7:55	12:00	1:00	5:00		
18	7:35	12:00	1:00	5:30		
19	8:00	12:00	1:00	5:00		
20			1:00-4:00			
21		SUNDAY				
22	7:35	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:30		
24	7:35	12:00	1:00	5:00		
25	7:30	12:00	1:00	5:30		
26	7:42	12:00	1:00	5:00		
27			1:00-4:00			
28		SUNDAY				
29	8:00	12:00	1:00	5:00		
30		NONWORKING LEGAL HOLIDAY				
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

[November 1-30, 2021]

1. Signed the October 1-31, 2021 DTRs and WFH accomplishments of DoPAC Faculty and Staff, report of Grade Completion (No Grade) 2<sup>nd</sup> Semester AY 2019-2020 and Completion of INC Grade Sheets of chemistry courses 1<sup>st</sup> Semester AY 2020-2021 for submission to the University Registrar's Office
2. Attended the virtual meeting via Zoom of CAS EXECOM, OVPA, closing of the 3<sup>rd</sup> ISO Internal Quality Audit and via Google Meet of the DoPAC Faculty and Staff
3. Continued the evaluation, monitoring of the virtual classrooms of chemistry courses offering for 1<sup>st</sup> Semester AY 2021-2022 and observation of online classes of DoPAC Faculty
4. Facilitated the preparation of the supporting documents for OFI and NCs of DoPAC reported during the 3<sup>rd</sup> ISO Internal Quality Audit 2021.
5. Prepared the OPCR monitoring of accomplishments for 2021
6. Issued memoranda designating Ms. Vivian P. Lina as member of the DoPAC DPC in lieu of Dr. Alice M. Acabal who is on mandatory retirement and Mr Yssakhar A. Salas as DoPAC Fitness Coordinator.

Submitted By:

**ELIZABETH S. QUEVEDO**  
Head, DoPAC

Recommending Approval:

**MA. THERESA P. LORETO**  
Dean, CAS

Approved:

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs