



Reporting Schedule of Skeleton Workforce

Name of Staff	Year 2022			
	Jan. 24-28	Jan. 31- Feb. 4	Feb. 7-11	Feb. 14-18
1. Kyza Mae M. Ramoneda	/	/	/	/
2. Ma. Theresa P. Loreto	/	/	/	/
3. Lourd Franz M. Gabunada	/		/	
4. Marciana B. Galambao		/	/	
5. Donna Christene Q. Ramos		/	/	
6. Caren G. Alianza	/	/	/	/
7. Genalyn M. Apas	/	/	/	/

Ms. Kyza Mae Ramoneda and Dr. Ma. Theresa P. Loreto is the Head of the Department of Biotechnology and the Dean of the College of Arts and Sciences, respectively. They have to sign documents daily, particularly grade sheets.

Mr. Lourd Franz M. Gabunada, Ms. Marciana B. Galambao & Ms. Donna Christene Q. Ramos are faculty on alternative schedule. Ms. Galambao and Ms. Ramos are on quarantine period for the first week.


Caren G. Alianza is the project staff for the VSU-DA Biotech scholarship and is the one who will bring the documents to the Administration building for processing.

Ms. Genalyn M. Apas is the dDRC/Clerk of the department and needs to report daily for documents and records control.

Submitted by:


KYZA MAE M. RAMONEDA
Head, Biotechnology

Recommending Approval:


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

BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:

EDGARDO E. TULIN
President