

## DAILY TIME RECORD

VIVIAN P. LINA

(Name)

For the month of: NOVEMBER 1-30, 2021

Official hours for arrival  
and departureRegular days \_\_\_\_\_  
Saturdays \_\_\_\_\_

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1	HOLIDAY					
2	6:59	12:00	1:00	5:26		
3	8:00	12:00	1:00	6:18		
4	7:00	12:00	1:00	5:20		
5	W	F	H			
6	SATURDAY					
7	SUNDAY					
8	WORK SUSPENDED (VOLUNTARY)					
9	6:59	12:00	1:00	5:10		
10	6:57	12:00	1:00	6:24		
11	7:00	12:00	1:00	5:20		
12	8:00	12:00	1:00	5:10		
13	SATURDAY					
14	SUNDAY					
15	8:00	12:00	1:00	6:32		
16	8:00	12:00	1:00	5:30		
17	6:50	12:00	1:00	6:35		
18	6:58	12:00	1:00	5:35		
19	8:00	12:00	1:00	5:07		
20	SATURDAY					
21	SUNDAY					
22	6:55	12:00	1:00	6:35		
23	6:58	12:00	1:00	5:30		
24	6:50	12:00	1:00	6:32		
25	6:58	12:00	1:00	5:20		
26	8:00	12:00	1:00	5:16		
27	SATURDAY					
28	SUNDAY					
29	W	F	H			
30	HOLIDAY					
31						

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which made duly at the time of arrival and departure from office.

*Signature*

VERIFIED as to the prescribed office hours.

ELIZABETH S. QUEVEDO

In - Charge

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ELIZABETH S. QUEVEDO

In - Charge





## ACCOMPLISHMENT REPORT

**Nov 5, 2021 and 29, 2021**

(Period covered)

This is to certify that the undersigned **VIVIAN P. LINA** was approved on a "work from home" scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
November 5, 2021	<ul style="list-style-type: none"> <li>Attended meeting with DoPAC Student Internship Coordinator (AVasquez) re Resource Speakers for Chem200B</li> </ul>	1
	<ul style="list-style-type: none"> <li>Prepared and set-up Assessment 3.2 and Learning Tasks 3.2 in VSUEE for Chem 130 R215</li> </ul>	3
	<ul style="list-style-type: none"> <li>Drafted communication letter for Chem200B Resource Speakers</li> <li>Contacted possible resource speakers: Ms Kris Villarin from DA, Ms Danas from DENR and Ms Pobadora from EDC.</li> </ul>	2
	<ul style="list-style-type: none"> <li>Continued preparing PowerPoint presentations for Chem 120 Module Lesson 2.2 Organic Reactions Mechanisms and Chem 131 Lesson 5 Lipids.</li> </ul>	3
November 29, 2021	<ul style="list-style-type: none"> <li>Conducted online classes for the following classes: Chem 130, Chem 120 and Chem 131 R162</li> </ul>	4
	<ul style="list-style-type: none"> <li>Prepared Powerpoint presentation for Chem 131 Module 7.3 Central Dogma</li> </ul>	3
	<ul style="list-style-type: none"> <li>Consolidated the scores of the Assessments in Chem 131 Module 2 to 4 and updated class records for Chem 131 (R161, R163, R165 and R261)</li> </ul>	2
<b>TOTAL OUTPUT POINTS DELIVERED</b>		<b>19</b>

**Total Points to be delivered during WFH (No. of days x 8 hrs) = 16**

**Less: Total Output Points accomplished/delivered = 19**

**Number of hours (undertime) ( 0 )**



Submitted by:

**VIVIAN P. LINA**

Name of Employee/Faculty

Recommending Approval:

**ELIZABETH S. QUEVEDO**

Head, DoPAC

Approved:

**MA. THERESA P. LORETO**

Dean, CAS