

**DAILY TIME RECORD****TOLIBAS, MICHELLE C.**

(NAME)

For the month of  
**November 1 - 30, 2021**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	HOLIDAY					Absent
2-TUE	8:00	12:00	1:00	5:00		Absent
3-WED	8:00	12:00	1:00	5:00		Absent
4-THU	8:00	12:00	1:00	5:00		Absent
5-FRI	WFH					Absent
6-SAT						Off
7-SUN						Off
8-MON	HOLIDAY					Absent
9-TUE	WFH					Absent
10-WED	WFH					Absent
11-THU	WFH					Absent
12-FRI	WFH					Absent
13-SAT						Off
14-SUN						Off
15-MON	WFH					Absent
16-TUE	WFH					Absent
17-WED	WFH					Absent
18-THU	WFH					Absent
19-FRI	WFH					Absent
20-SAT	8:00	12:00	1:00	5:00	RUE	Off
21-SUN						Off
22-MON	8:00	12:00	1:00	5:00		Absent
23-TUE	8:00	12:00	1:00	5:00		Absent
24-WED	8:00	12:00	1:00	5:00		Absent
25-THU	8:00	12:00	1:00	5:00		Absent
26-FRI	WFH					Absent
27-SAT	8:00	12:00	1:00	5:00	RUE	Off
28-SUN						Off
29-MON	8:00	12:00	1:00	5:00		Absent
30-TUE	HOLIDAY					Absent

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.


  
**MICHELLE C. TOLIBAS**

VERIFIED as to prescribed office hours


  
**JOEL REY U. ACOB**

College Dean  
 College of Nursing



## ACCOMPLISHMENT REPORT

**November 5, 9-11, 12, 15-19, 26, 2021**

This is to certify that the undersigned MICHELLE C. TOLIBAS 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:

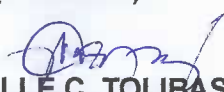
Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
November 5, 2021	Checked students' output (case studies)	8
November 9-11, 2021	Attended webinar on extension	24
November 12, 2021	Checked students' output (case studies)	8
November 15, 2021	Attended webinar on extension and presented extension proposal	8
November 16, 2021	NuCM 107: preparation of ppt and virtual class	8
November 17-19, 2021	Checked students' output (case studies)	24
November 26, 2021	Checked students' output (case studies)	8
	<b>TOTAL OUTPUT POINTS DELIVERED</b>	<b>88</b>

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

**Less: Total Output Points accomplished/delivered =** \_\_\_\_\_

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

Submitted by:

  
**MICHELLE C. TOLIBAS**  
Name of Employee/Faculty

Recommending Approval:

  
**JOEL REY U. ACOB**  
Dean

Approved:

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