

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

(NAME)

For the month of

**August 1 - 31, 2022**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:28	12:11	12:23	5:09		8hrs
2-TUE	7:28	12:29	12:45	5:04		8hrs
3-WED	7:04	12:06	12:25	5:58		8hrs
4-THU	7:22	12:05	12:37	5:02		8hrs
5-FRI	7:21	12:07	12:26	5:01		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:17	12:09	12:44	5:04		8hrs
9-TUE	7:25	12:06	12:34	5:06		8hrs
10-WED	7:29	12:02	12:32	5:04		8hrs
11-THU	7:44	12:15	12:30	7:20		8hrs
12-FRI	7:48	12:09	12:25	7:45		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:31	12:06	12:52	5:09		8hrs
16-TUE	7:38	12:02	12:15	5:01		8hrs
17-WED	7:27	12:21	12:34	5:00		8hrs
18-THU	7:24	12:07	12:16	5:04		8hrs
19-FRI	7:25	12:06	12:26	5:04		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:28	12:08	12:21	5:02		8hrs
23-TUE						Absent
24-WED						Absent
25-THU						Absent
26-FRI						Absent
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	7:41	12:05	12:23	5:06		8hrs
31-WED	7:25	12:09	12:17	5:07		8hrs

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.


**ELIZABETH S. QUEVEDO**

VERIFIED as to prescribed office hours

**MA. THERESA P. LORETO**

College Dean  
College of Arts and Sciences

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**ELIZABETH S. QUEVEDO**

VERIFIED as to prescribed office hours

**MA. THERESA P. LORETO**

College Dean  
College of Arts and Sciences



## ACCOMPLISHMENTS REPORT

[August 1-31, 2022]

1. Signed the July 1-31, 2022 DTRs of DoPAC Faculty and Admin Staff (regular & JOs) and payroll of Jos; Grade Sheets 2<sup>nd</sup> Semester AY 2021-2022; report on completion of "deferred" and INC grades 1<sup>st</sup> Semester/ 2<sup>nd</sup> Semester AY 2021-2022; clearance and leave application of DoPAC Faculty on teacher's leave; dropping/shifting of BS Chemistry 1 students to other school or degree programs; evaluated and approved the application for admission of prospective graduate students; time log appeals of DoPAC Faculty and Staff,
2. Attended the face to face opening of the In-House review @ OVPREI on August 1, 2022, DoPAC Tribute BS Chemistry Graduates 2020-2021-2022 and their graduation ceremony/rites, the DoPAC Teaching Demonstration and Interview of Applicants for 1<sup>st</sup> Sem AY 2022-2023, and ISO 9001:2015 Awareness and Reawareness Seminar 2022 at RDEI Hall
3. Served as member of TWG during the In-House Review of NCRC on-going and completed researches (August 2, 2022) and APB representative for Teaching Demonstration and Interview of applicants @Tolosa Campus
4. Attended the virtual webinar on GAD via Zoom (August 3, 2022) meeting with CAS Execom (August 16, 2022) via Zoom.
5. Conducted Post-Qualification for Camprock Analytika Ezzentialez Trading through an on-site visit to their workshop at 1255 Mira Monte Subd Ph3, Brgy Tinamnan, Lucban, Quezon Province

Submitted by:

**ELIZABETH S. QUEVEDO**

Head, DoPAC

Recommending Approval:

**MA. THERESA P. LORETO**

Dean, CAS