

Civil Service Form No. 49

DAILY TIME RECORD
ELIZABETH S. QUEVEDO

(NAME)

For the month of February 1-28, 2022

Official hours for arrival (Regular days: _____)

And Departure (Saturdays: _____)

D A Y	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1		Nonworking	Legal Holiday			
2	7:52	12:00	1:00	5:00		
3	7:50	12:00	1:00	5:00		
4	7:30	12:00	1:00	5:00		
5	SATURDAY					
6	SUNDAY					
7	7:41	12:00	1:00	5:00		
8	8:00	12:00	1:00	5:00		
9	7:45	12:00	1:00	5:00		
10	7:50	12:00	1:00	5:00		
11	7:55	12:00	1:00	5:00		
12	SATURDAY					
13	SUNDAY					
14	7:55	12:00	1:00	5:00		
15	7:50	12:00	1:00	5:00		
16	7:40	12:00	1:00	5:00		
17	7:25	12:00	1:00	5:00		
18	7:20	12:00	1:00	5:00		
19	7:00	10:00				
20	SUNDAY					
21	7:15	12:00	1:00	5:00		
22	7:50	12:00	1:00	5:00		
23	7:40	12:00	1:00	5:00		
24	7:53	12:00	1:00	5:00		
25	7:42	12:00	1:00	5:00		
26	7:00	10:00				
27	SUNDAY					
28	7:42	12:00	1:00	5:00		
29						
30						
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

 In-Charge

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ACCOMPLISHMENTS REPORT

[February 1-28, 2022]

1. Signed the January 1-31, 2022 DTRs and WFH accomplishments of DoPAC Faculty and Staff, Grade Sheets 2nd Semester AY 2021-2022, clearance of part time instructors, enrollment/registration permit of BS Chemistry major students, and requested ESci 115 subject,
2. Conducted the virtual meetings with the DoPAC Faculty and Staff via Google Meet on February 10 & 18, 2022
3. Attended the Faculty On-boarding (February 11 & 24, 2022) for 2nd Semester AY 2021-2022, Opening of the CAS Month Anniversary Celebration (February 2, 2022), UAC virtual meeting via Zoom (February 21, 2022), ViChemSoc sponsored virtual seminars (February 17 & 18, 2022)

Submitted By:

ELIZABETH S. QUEVEDO
Head, DoPAC

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS