

Civil Service Form No. 49

DAILY TIME RECORD
ELIZABETH S. QUEVEDO

(NAME)

For the month of March 1-31, 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	8:00	12:00	1:00	5:00		
2	7:51	12:00	1:00	5:00		
3	7:55	12:00	1:00	5:00		
4	7:58	12:00	1:00	5:00		
5	6:30	10:00				
6	SUNDAY					
7	7:32	12:00	1:00	5:00		
8	7:46	12:00	1:00	5:00		
9	7:14	12:00	1:00	5:00		
10	7:46	12:00	1:00	5:00		
11	7:55	12:00	1:00	5:00		
12	6:30	10:00				
13	SUNDAY					
14	7:45	12:00	1:00	5:00		
15	7:50	12:00	1:00	5:00		
16	7:10	12:00	1:00	5:00		
17	6:55	12:00	1:00	5:00		
18	7:55	12:00	1:00	5:00		
19	6:30	10:25				
20	SUNDAY					
21	7:30	12:00	1:00	5:00		
22	7:57	12:00	1:00	5:00		
23	7:43	12:00	1:00	5:00		
24	7:48	12:00	1:00	5:00		
25	8:00	12:00	1:00	5:00		
26	6:30	10:55				
27	SUNDAY					
28	7:30	12:00	1:00	5:00		
29	7:50	12:00	1:00	5:00		
30	7:46	12:00	1:00	5:00		
31	7:40	12:00	1:00	5:00		
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

MA. THERESA P. LORETO
In-Charge

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MA. THERESA P. LORETO
In-Charge



ACCOMPLISHMENTS REPORT

[March 1-31, 2022]

1. Signed the February 1-28, 2022 DTRs and WFH accomplishments of DoPAC Faculty, Staff and emergency laborer; creation of virtual classrooms; completion of "deferred" grades 2nd Semester AY 2021-2022; clearance of part time instructor; nomination and appointments of Thesis Adviser and SRC of BS Chemistry 3 students; changed of grades request; Leave of Absence (LOA)/clearance of BS Chem students; purchase requests for laboratory and office supplies; job requests for installation of signages, DoPAC Citizen Charter, cubicle doors in Comfort Rooms, restoration of water pipes in the laboratory; request for the hiring of three (3) regular Chemical Technicians and approved the thesis outline of BS Chemistry students.
2. Conducted the virtual meetings with the DoPAC Faculty and Staff via Google Meet on March 8 & 18, 2022.
3. Facilitated the reprinting of supporting documents for compliance of the minor deficiencies reported during the 2018 RQAT evaluation of the BS Chemistry program to be submitted to CHED R8 office.
4. Attended the virtual meeting with UAC (March 3, 2022), CAS ExeCom (March 9, 2022), OVPA (March 11, 2022), dry run 2nd ISO Surveillance Audit (March 10, 2022), 2nd ISO Surveillance Audit via Zoom (March 15, 2022), and Turnitin virtual retraining (March 16, 2022)

Submitted By:

ELIZABETH S. QUEVEDO
Head, DoPAC

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS