



Republic of the Philippines

**DON MARIANO MARCOS MEMORIAL STATE UNIVERSITY**

**North La Union Campus | Bacnotan, La Union**

**COLLEGE OF INFORMATION SYSTEMS**

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<https://www.facebook.com/cisnluc>  
 +639195810092  
 Sapilang, Bacnotan, La Union

**DAILY LOG**  
**February 5-8, 2024**

DAY	DATE	TIME	DETAILS OF TRANSACTION/ ACTIVITIES	PERSONS INVOLVED	STATUS
Monday	February 5, 2024	8:00-10:00 AM	Checked and filed documents.	Nena A. Cacayurin	Completed
		10:00-10:30 AM	Scanned documents.	Noel R. de Guzman	Completed
		10:30 AM-12:00 NN	Verified 200 clients' PhilHealth numbers.	Nena A. Cacayurin	Completed
		1:00-5:00 PM	Verified 250 clients' PhilHealth numbers.	Nena A. Cacayurin	Completed
Tuesday	February 6, 2024	8:00 AM-12:00 NN	Verified 200 clients' PhilHealth numbers	Nena A. Cacayurin	Completed
		1:00-2:30 PM	Verified 200 clients' PhilHealth numbers	Nena A. Cacayurin	Completed
Wednesday	February 7, 2024	8:00-10:30 AM	Assisted 15 clients' in PACD area.	Nena A. Cacayurin	Completed
		10:30 AM-12:00 NN	Verified 150 clients' PhilHealth numbers	Nena A. Cacayurin	Completed
		1:00-2:00PM	Sorted forms alphabetically (Clients' Forms)	Herminio G. Tabaco, Jr.	Completed
		2:00-2:30 PM	Stamped signatory on documents.	Herminio G. Tabaco, Jr.	Completed
		2:30-5:00 PM	Assisted 15 clients' in PACD area.	Nena A. Cacayurin	Completed
Thursday	February 8, 2024	8:00-9:00 AM	Verified 100 clients' PhilHealth numbers.	Nena A. Cacayurin	Completed
		9:00 AM-12:00 NN	Arranged and filled documents.	Nena A. Cacayurin	Completed
		1:00-3:30 PM	Assisted 20 clients' in PACD area.	Nena A. Cacayurin	Completed
		3:30-5:00 PM	Verified 150 clients' PhilHealth numbers.	Nena A. Cacayurin	Completed
Friday	February 9, 2024		HOLIDAY		



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I hereby certify that the above entry is  
true and correct report of the hours of  
work performed

Certified by:

  
\_\_\_\_\_  
**REYCHELLE S. OLER**  
Trainee

  
\_\_\_\_\_  
**NENA A. CACAYURIN**  
Cash Clerk III

Noted by:

  
\_\_\_\_\_  
**RAYMUND O. MANINGDING**  
Immediate Supervisor