

**DAILY TIME RECORD**

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**VINCENT PHILIP A. MORASTIL**

(Name)

For the month of January 3 – 15, 2024Official hours for arrival and departure Regular days 8-5  
Saturdays \_\_\_\_\_

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3	7:57	12:04	12:05	5:02		
4	8:06	12:00	12:02	6:13		
5	7:59	12:58	12:59	5:06		
6	SPECIAL ORDER NO. 003 SERIES OF 2024					
7	SUNDAY					
8	8:08	12:57	12:58	5:59		
9	8:01	12:57	12:58	6:07		
10	7:56	12:58	12:59	5:01		
11	7:44	12:57	12:58	7:51		
12	8:09	12:59	1:00	5:42		
13	SATURDAY					
14	SUNDAY					
15	7:53	12:05	12:07	5:04		
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
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.

  
 VINCENT PHILIP A. MORASTIL

VERIFIED as to the prescribed office hours:

ROWENA P. VINEGAS

In Charge



Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
Region VIII, Tacloban City, Leyte

**ACCOMPLISHMENT REPORT**  
For the period January 3 – 15, 2024

Activities	Expected Output for the Month	Actual Accomplishment	(%)
To take part or participate in the management of hardware and software resources.	100% of EMB RO8's Hardware & Software Resources Managed	> Created Firewall appliance configuration backup > Updated Sophos XG Firmware to latest version > Performed Network Troubleshooting to PCs unable to connect to the Sophos Portal due to IP Conflict EMED: 2, ORD: 1	100%
To design and develop systems crucial to the operation of the office;	Adding report module on Industry Information Management System	>Troubleshoot ignore CMR tick box button in IIMS. >Updated universe 2023 CMR export/generate	100%
To perform maintenance activity of firewall appliance	1 Firewall Maintained	>1 Firewall Maintained (Sophos)	100%
To perform system maintenance of the Industry Information Management System, the Property Management System, the Online Daily Attendance and Accomplishment System and the Human Resource Management System	Checking the office systems	>Maintained existing office systems	100%
To perform all other functions assigned by immediate supervisor without prejudice to the above-mentioned primary tasks	Other ICT functions	>Maintain daily data analysis on tv at office data center. >Submitted Contract and Attachments FY 2024 >Assisted technical on audit. >Installed MS-Office on Laurente's laptop. >Crimp legal unit switch hub for network connectivity. >Troubleshoot RD computer's mouse function and connectivity. >Installed MS-Office and Nitro PDF Legal-Contillo laptop	100%

Prepared by:

  
**VINCENT PHILIP A. MORASTIL**  
Computer Programmer

Approved:

**ROWENA P. VINEGAS**  
Chief, PISMU



Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
Regional Office No. VIII  
DENR 8 Compound, Brgy. 2, Jones Extension, Tacloban City



JANUARY 16, 2024

## EMPLOYEE ACCOMPLISHMENT REPORT


JANUARY 03, 2024 TO JANUARY 15, 2024

In compliance with EMB Region 8 Memorandum dated January 25, 2022, directing all EMB R08 personnel to submit an accomplishment report during their work-from-home schedule, the undersigned was able to perform the following activities from **January 03, 2024 - January 15, 2024**:

Date Undertaken	Activities Undertaken	Remarks/Status
January 03, 2024 - January 15, 2024	Processed 8 IIS transactions: <ul style="list-style-type: none"> <li>• OTHERS (4)</li> <li>• MEMO (1)</li> <li>• SWM COMMUNICATION (1)</li> <li>• MEMORANDUM (1)</li> <li>• CONTRACT OF SERVICE (1)</li> </ul>	<u>Done</u>
January 03, 2024	Assisted legal unit network connectivity	<u>Done</u>
January 03, 2024	Updating of universe auto-fill	<u>Ongoing</u>
January 03, 2024	Troubleshoot 1 firm in universe uploading problem	<u>Done</u>
January 04, 2024	Updating of universe	<u>Ongoing</u>
January 04, 2024	Provided technical assistance on EMED staff meeting with PEMU	<u>Done</u>
January 04, 2024	Setup office data center	<u>Done</u>
January 04, 2024	Troubleshoot Legal-Avestruz printer connectivity stop services	<u>Done</u>
January 04, 2024	Installed MS-Office and NitroPDF Legal-Contillo laptop	<u>Done</u>
January 08, 2024	Recrimp the legal unit rj45 lan switch	<u>Done</u>
January 08, 2024	Troubleshoot RD-Wilson wireless mouse click and connectivity	<u>Done</u>
January 08, 2024	Updating of universe	<u>Ongoing</u>
January 09, 2024	Troubleshoot client satisfactory system label	<u>Done</u>
January 09, 2024	Inventory at MIS-Supply and maximize available space	<u>Done</u>
January 09, 2024	Assisted Records section printer connectivity	<u>Done</u>
January 10, 2024	Installed MS-Office on Laurente's laptop	<u>Done</u>
January 10, 2024	Updating of universe	<u>Ongoing</u>
January 11, 2024	Assisted Admin-Escarlan pdf document edit and retrieval	<u>Done</u>
January 11, 2024	Assisted S. Lauzon Client Satisfactory System	<u>Done</u>
January 12, 2024	Updating of CMR export at Industry Information Management System (Universe)	<u>Ongoing</u>
January 12, 2024	Assisted Legal-Contillo printer connectivity	<u>Done</u>
January 12, 2024	Assisted EMED-Sudaria printer connectivity	<u>Done</u>
January 15, 2024	Assisted technical audit	<u>Done</u>
January 15, 2024	Assisted client satisfaction system officer of the day	<u>Done</u>
January 15, 2024	Troubleshoot CMR generated IIMS bug	<u>Done</u>

For information and record.

Submitted by:

  
VINCENT PHILIP A. MORASTIL  
Programmer II

Conforme:

ROWENA P. VINEGAS  
OIC, Chief







Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
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**EMB Regional  
Special Order No. 003  
Series of 2024**

**SUBJECT : AUTHORIZING THE CONDUCT OF THE COASTAL CLEAN-UP  
IN TACLOBAN CITY ON JANUARY 6, 2024**

In the interest of service, the conduct of the **Tacloban City Coastal Clean-up** is hereby authorized. The Tacloban City Coastal Clean-up is in support of the celebration of **the Zero Waste Month, the Kalinisan sa Bagong Pilipinas Program and the National Plan of Action for the Prevention, Reduction, and Management of Marine Litter (NPOA-ML)**. The activity will be held in **Brgys. 89 & 90, Baybay Area, Tacloban City, Leyte** at **6:00 am on Saturday, January 6, 2024**.

**All EMB R8 Regional Office Personnel, EMB8 Regional Environmental Laboratory Personnel including PEMO Leyte and Leyte-based EnMOs are authorized to attend.**

Compensatory time-off shall be granted to the employees who will render overtime services, provided that they shall record their attendance on the attendance sheet/logbook to be provided at the venue.

The Order shall take effect on the date specified herein.

  
**WILSON L. TRAJECO, PME. PhD**  
Regional Director





ENVIRONMENTAL MANAGEMENT BUREAU R08  
DENR 8 Compound, Brgy. 2, Jones Extension, Tacloban City

Tel. Nos. (053)832-2319

**Daily Time Record**

for the period of to January 3-15 2024

Code/Name : Vincent Philip A. Morastil

Date	In	Out	In	Out	Remarks
3 - Jan(Wed)	7:57 am	12:04 pm	12:05 pm	5:02 pm	
4 - Jan(Thu)	8:06 am	12:00 pm	12:02 pm	6:13 pm	
5 - Jan(Fri)	7:59 am	12:58 pm	12:59 pm	5:06 pm	
6 - Jan(Sat)					
7 - Jan(Sun)					
8 - Jan(Mon)	8:08 am	12:57 pm	12:58 pm	5:59 pm	
9 - Jan(Tue)	8:01 am	12:57 pm	12:58 pm	6:07 pm	
10 - Jan(Wed)	7:56 am	12:58 pm	12:59 pm	5:01 pm	
11 - Jan(Thu)	7:44 am	12:57 pm	12:58 pm	7:51 pm	
12 - Jan(Fri)	8:09 am	12:59 pm	1:00 pm	5:42 pm	
13 - Jan(Sat)					
14 - Jan(Sun)					
15 - Jan(Mon)	7:53 am	12:05 pm	12:07 pm	5:04 pm	

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.

  
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VERIFIED as to the prescribed office hours:

\_\_\_\_\_  
Immediate Supervisor



Dear Sir,

Subject: Landbank Loan Application

Cloning Floor Esberlas Bldg. 2nd Fl. Tacloban City  
Tacloban Real Branch  
Landbank of the Philippines  
Branch Head  
MARIBON M. GOSOCO

(Date)



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