

DAILY TIME RECORD

VINCENT PHILIP A. MORASTIL
(Name)

For the month of February 1 – 15, 2024
Official hours for Regular days 8-5
arrival and departure Saturdays

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	8:49	12:57	12:58	6:05		
2	8:04	12:58	12:59	6:13		
3	SATURDAY					
4	SUNDAY					
5	7:54	12:00	12:01	5:00		
6	8:25	12:13	12:14	5:39		
7	7:42	12:55	12:56	6:23		
8	8:02	12:58	12:59	6:38		
9	HOLIDAY					
10	SATURDAY					
11	SUNDAY					
12	8:09	12:06	12:07	6:45		
13	7:50	12:57	12:58	5:09		
14	7:53	12:55	12:56	6:52		
15	7:56	12:22	12:23	5:06		
16						
17						
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19						
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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

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VINCENT PHILIP A. MORASTIL


VERIFIED as to the prescribed office hours:

ROWENA P. VINEGAS
In Charge



ACCOMPLISHMENT REPORT
For the period February 1 – February 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: 4, FAD: 4	100%
To design and develop systems crucial to the operation of the office;	Adding report module on Industry Information Management System	>Conducted system analysis and design. >Ongoing survey system development. >With CRUD operations done. >Troubleshooting system vulnerability	100%
To perform maintenance activity of firewall appliance	1 Firewall Maintained	>1 Firewall Maintained (Deployed)	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	>Conducted technical support on office network and hardware issue. >Daily management of Environmental Management Data Center >Assist in the Data Center during meeting	100%

Prepared by:

VINCENT PHILIP A. MORASTIL
Comp. Programmer/ MIS Staff

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



FEBRUARY 16, 2024

EMPLOYEE ACCOMPLISHMENT REPORT

FEBRUARY 01, 2024 TO FEBRUARY 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 **February 01, 2024 - February 15, 2024**:

Date Undertaken	Activities Undertaken	Remarks/Status
February 01, 2024 - February 15, 2024	Processed 1 IIS transaction: • DAILY TIME RECORD (1)	<u>Done</u>
February 01, 2024 - February 15, 2024	*Conducted system analysis and design *Ongoing survey system development. *With CRUD operations done. *Troubleshooting system vulnerability	<u>Ongoing</u>
February 01, 2024 - February 15, 2024	*Conducted technical support on office network and hardware issue. *Daily management of Environmental Management Data Center	<u>Done</u>

For information and record.

Submitted by:


VINCENT PHILIP A. MORASTIL
Computer Programmer

Conforme:

ROWENA P. VINEGAS
OIC, Chief





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 February 1-15 2024

Code/Name : Vincent Philip A. Morastil

Date	In	Out	In	Out	Remarks
1 - Feb(Thu)	8:49 am	12:57 pm	12:58 pm	6:05 pm	
2 - Feb(Fri)	8:04 am	12:58 pm	12:59 pm	6:13 pm	
3 - Feb(Sat)					
4 - Feb(Sun)					
5 - Feb(Mon)	7:54 am	12:00 pm	12:01 pm	5:00 pm	
6 - Feb(Tue)	8:25 am	12:13 pm	12:14 pm	5:39 pm	
7 - Feb(Wed)	7:42 am	12:55 pm	12:56 pm	6:23 pm	
8 - Feb(Thu)	8:02 am	12:58 pm	12:59 pm	6:38 pm	
9 - Feb(Fri)					
10 - Feb(Sat)					
11 - Feb(Sun)					
12 - Feb(Mon)	8:09 am	12:06 pm	12:07 pm	6:45 pm	
13 - Feb(Tue)	7:50 am	12:57 pm	12:58 pm	5:09 pm	
14 - Feb(Wed)	7:53 am	12:55 pm	12:56 pm	6:52 pm	
15 - Feb(Thu)	7:56 am	12:22 pm	12:23 pm	5:06 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.

VERIFIED as to the prescribed office hours:

Immediate Supervisor



MA. CORAZON G. DUCUYAN
Chief, EAD

PASTOR L. MONTEN
Assistant Chief, EAD

REGINE V. MACALALAD
Data Controller