

DAILY TIME RECORD

VINCENT PHILIP A. MORASTIL

For the month of January 16 – 31, 2024

Official hours for arrival and departure Regular days Saturdays

| Day | A.M. | | P.M. | | Undertime | |
|-------|----------|-----------|---------|-----------|-----------|---------|
| | Arrival | Departure | Arrival | Departure | Hours | Minutes |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | 8:00 | 12:57 | 12:58 | 6:00 | | |
| 17 | 7:35 | 1:33 | 1:34 | 4:51 | | |
| 18 | 8:39 | 12:03 | 12:05 | 6:07 | | |
| 19 | 7:47 | 12:57 | 12:58 | 5:03 | | |
| 20 | SATURDAY | | | | | |
| 21 | SUNDAY | | | | | |
| 22 | 7:24 | 12:02 | 12:03 | 4:36 | | |
| 23 | 8:32 | 12:01 | 12:02 | 5:54 | | |
| 24 | 8:41 | 12:56 | 12:57 | 6:28 | | |
| 25 | 8:45 | 12:58 | 12:59 | 6:01 | | |
| 26 | 8:57 | 12:55 | 12:56 | 6:31 | | |
| 27 | SATURDAY | | | | | |
| 28 | SUNDAY | | | | | |
| 29 | 8:10 | 12:06 | 12:07 | 6:18 | | |
| 30 | 8:43 | 1:51 | 12:52 | 5:50 | | |
| 31 | 8:42 | 12:00 | 12:01 | 6:26 | | |
| 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 16 – 31, 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. >Conduct system planning, analysis, and design for new survey system. | 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 | >Updated universe 2023 CMR export/generate. >Troubleshoot the unreachable property management system online. | 100% |
| To perform all other functions assigned by immediate supervisor without prejudice to the above-mentioned primary tasks | Other ICT functions | >Installed MS-Office and Nitro PDF Legal-Contillo laptop >Perform daily manage of data center. >Assisted office network connectivity | 100% |

Prepared by:


VINCENT PHILIP A. MORASTIL
Computer Programmer

Approved:

ROWENA P. VINEGAS
Chief, PISMU



FEBRUARY 01, 2024

EMPLOYEE ACCOMPLISHMENT REPORT

JANUARY 16, 2024 TO JANUARY 31, 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 16, 2024 - January 31, 2024**:

| Date Undertaken | Activities Undertaken | Remarks/Status |
|-------------------------------------|--|----------------|
| January 16, 2024 - January 31, 2024 | Processed 5 IIS transactions: <ul style="list-style-type: none">• CONTRACT OF SERVICE (2)• DAILY TIME RECORD (1)• MEMO (1)• OTHERS (1) | <u>Done</u> |
| January 16, 2024 | Provided technical assistance on EMED staff meeting with PEMU | <u>Done</u> |
| January 16, 2024 | Submitted Contract and Attachments | <u>Done</u> |
| January 16, 2024 | Adding CMR field on generating of Firms/Establishment in Industry Information Management System (Universe) | <u>Ongoing</u> |
| January 17, 2024 | Added CMR field on generating of Firms/Establishment in Industry Information Management System (Universe) | <u>Done</u> |
| January 17, 2024 | Ongoing designing of Generating/Exporting of PDF raw file in Client Satisfactory System | <u>Ongoing</u> |
| January 18, 2024 | Ongoing designing of Generating/Exporting of PDF raw file in Client Satisfactory System | <u>Ongoing</u> |
| January 19, 2024 | Ongoing designing of Generating/Exporting of PDF raw file in Client Satisfactory System | <u>Ongoing</u> |
| January 19, 2024 | Troubleshoot host domain of Property Management System unreachable online. | <u>Done</u> |
| January 22, 2024 | Deploy new design of Client Satisfactory System exporting of PDF file | <u>Done</u> |
| January 23, 2024 | Conducted system planning, analysis and development for survey system | <u>Ongoing</u> |
| January 24, 2024 | Conducted system planning, analysis and development for survey system | <u>Ongoing</u> |
| January 25, 2024 | Conducted system planning, analysis and development for survey system | <u>Ongoing</u> |
| January 26, 2024 | Conducted system planning, analysis and development for survey system | <u>Ongoing</u> |
| January 29, 2024 | Conducted system planning, analysis and development for survey system | <u>Ongoing</u> |
| January 30, 2024 | Conducted system planning, analysis and development for survey system | <u>Ongoing</u> |
| January 31, 2024 | Conducted system planning, analysis and development for survey system | <u>Ongoing</u> |

For information and record.

Submitted by:

VINCENT PHILIP A. MORASTIL
Computer Programmer

Conforme:

ROWENA P. VINEGAS
OIC, Chief





Daily Time Record
for the period of to January 16-31 2024
Code/Name : Vincent Philip A. Morastil

| Date | In | Out | In | Out | Remarks |
|---------------|---------|----------|----------|---------|---------|
| 16 - Jan(Tue) | 8:00 am | 12:57 pm | 12:58 pm | 6:00 pm | |
| 17 - Jan(Wed) | 7:35 am | 1:33 pm | 1:34 pm | 4:51 pm | |
| 18 - Jan(Thu) | 8:39 am | 12:03 pm | 12:05 pm | 6:07 pm | |
| 19 - Jan(Fri) | 7:47 am | 12:57 pm | 12:58 pm | 5:03 pm | |
| 20 - Jan(Sat) | | | | | |
| 21 - Jan(Sun) | | | | | |
| 22 - Jan(Mon) | 7:24 am | 12:02 pm | 12:03 pm | 4:36 pm | |
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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

CERTIFIED

DATE:

BY:

11/2024

[Signature]