48 Ending September 1-15, 2025

Name: **Fidelino, Maria Donna D.**

Position: Project Technical Assistant II

Agency: DOST-MIMAROPA

| Dept. | Position |
|---|---|
| | |

| Rate/day | Work day | Overtime | Deduction | Balance due |
|---|---|---|---|---|
| | | | | |

# Attendance Record

| Month | Year |
|---|---|
| | |

| Date | A.M. | | P.M. | | Overtime | | Total |
|---|---|---|---|---|---|---|---|
| | In | Out | In | Out | In | Out | |
| 1 | work suspension | | | | | | |
| 2 | 08:55 | 12:07 | 12:08 | 18:30 | | | |
| 3 | 08:07 | 12:01 | 12:01 | 18:33 | | | |
| 4 | 08:33 | 12:08 | 12:08 | 17:45 | | | |
| 5 | 08:17 | 12:23 | 12:23 | 17:23 | | | |
| 6 | SATURDAY | | | | | | |
| 7 | SUNDAY | | | | | | |
| 8 | 08:45 | 12:00 | 12:01 | 17:15 | | | |
| 9 | 08:26 | 12:04 | 12:04 | 18:17 | | | |
| 10 | 08:29 | 12:04 | 12:04 | 18:05 | | | |
| 11 | 08:52 | 12:45 | 12:45 | 18:27 | | | |
| 12 | 08:59 | 12:05 | 12:05 | 17:19 | | | |
| 13 | SATURDAY | | | | | | |
| 14 | SUNDAY | | | | | | |
| 15 | FC | 12:13 | 12:13 | 17:29 | | | |

Balance due shown above is correct and receipt is Acknowledged.

Signature _____

48 Ending September 16-30, 2025

Name: **Fidelino, Maria Donna D.**

Position: Project Technical Assistant II

Agency: DOST-MIMAROPA

| | | | |
|---|---|---|---|
| Reg Hrs. | | Overtime | |
| Absence | | Subsidy | |
| Leave | times | Deduction | |
| Late | times | Pay ending | |

Month | Year

| Date | A.M. In | A.M. Out | P.M. In | P.M. Out | Overtime In | Overtime Out | Total |
|---|---|---|---|---|---|---|---|
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | — OB | | — | | | |
| 19 | — OB — | | | | | | |
| 20 | SATURDAY | | | | | | |
| 21 | SUNDAY | | | | | | |
| 22 | WORK SUSPENSION | | | | | | |
| 23 | | | | | | | |
| 24 | — OB — | | | | | | |
| 25 | | | | | | | |
| 26 | WORK SUSPENSION | | | | | | |
| 27 | SATURDAY | | | | | | |
| 28 | SUNDAY | | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| 31 | | | | | | | |

Remarks

Statistician | Auditior | Supervisor

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
**MIMAROPA Region**

*"Hatid ay makabagong solusyon!"*

# PERSONNEL PASS SLIP

September 16, 2025
Date

| | | | |
|---|---|---|---|
| Name: | MA. DONNA D. FIDELINO | | |
| Designation: | PTA II | Division/Unit/Section: | TSD / MIS |
| Departure (Date and Time): | SEPTEMBER 18, 2025 11:00 AM | Expected Time of Return (Date & Time): | SEPTEMBER 19, 2025 1:00 PM |
| **Destination:** | Berjaya Makati Hotel-7835, Makati Avenue Corner Eduque St., Makati City, 1209 | | |
| Purpose: | Attending the DOST InfoSerbilis Stakeholder's General Assembly. | | |
| ■ OFFICIAL | | ☐ PERSONAL | |
| Recommended by:<br><br>ENGR. AARON C. ESCLAMADO<br>Unit / Section Head | | Approved by:<br><br>JELYN E. DOCTOR<br>OIC-TSD | |

# JUSTIFICATION

This letter is to justify the issue with my attendance record on September 23, 2025. I was present within the premises during the required hours. However, after finishing my lunch in the afternoon, I immediately focused my attention on debugging some error of my code, which caused me to forget to have attendance for time out and time in.

`I sincerely apologize and assure you that I will be more mindful moving forward to prevent this from happening again

Thank you for your time and consideration.

Prepared by:

**MA. DONNA D. FIDELINO**
**PROJECT TECHNICAL ASSISTANT II**

Noted by:

**ENGR.AARON C. ESCLAMADO**
**SCIENCE RESEARCH SPECIALIST II**



| | | | |
|---|---|---|---|
| **Postal Address** | DOST-MIMAROPA<br>4/F PTRI Bldg. Gen. Santos Ave.,<br>Bicutan, Taguig City | **E-mail Address** | official@mimaropa.dost.gov.ph |
| **Telefax** | 837-3755 | **URL** | http://www.region4b.dost.gov.ph |
| **Trunkline** | 837-2071 loc 2092/2093 | | |

| | | | |
|---|---|---|---|
| **Postal Address** | DOST-MIMAROPA<br>4/F PTRI Bldg. Gen. Santos Ave.,<br>Bicutan, Taguig City | **E-mail Address** | official@mimaropa.dost.gov.ph |
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Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
**MIMAROPA Region**
*"Hatid ay makabagong solusyon!"*

## PERSONNEL PASS SLIP

September 24, 2025
Date

| | | | |
|---|---|---|---|
| Name: | MA. DONNA D. FIDELINO | | |
| Designation: | PTA II | Division/Unit/Section: | TSD / MIS |
| Departure (Date and Time): | September 24, 2025 8:00 AM | Expected Time of Return (Date & Time): | September 24, 2025 5:00 PM |
| Destination: | 5th Floor NEX 54 Building, 778 Boni Avenue corner EDSA, Barangka Ilaya, Mandaluyong City | | |
| Purpose: | To Attend Meeting with DOT MIMAROPA | | |
| | ■ OFFICIAL | ☐ PERSONAL | |
| Recommended by:<br><br>ENGR. AARON C. ESCLAMADO<br>Unit / Section Head | | Approved by:<br><br>JELYN E. DOCTOR<br>Division Chief/PSTD | |


## PERSONNEL PASS SLIP

September 24, 2025
Date

| | | | |
|---|---|---|---|
| Name: | MA. DONNA D. FIDELINO | | |
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| Recommended by:<br><br>ENGR. AARON C. ESCLAMADO<br>Unit / Section Head | | Approved by:<br><br>JELYN E. DOCTOR<br>Division Chief/PSTD | |