

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	8:07:55	8:12:07	8:12:08	8:18:10			
3	8:09:07	8:12:01	8:12:01	8:18:31			
4	8:08:33	8:12:08	8:12:08	8:17:45			
5	8:08:17	8:12:23	8:12:23	8:17:23			
6	SATURDAY						
7	SUNDAY						
8	8:08:45	8:12:00	8:12:01	8:17:15			
9	8:07:26	8:12:04	8:12:04	8:18:17			
10	8:08:29	8:12:04	8:12:04	8:18:05			
11	8:08:52	8:12:45	8:12:45	8:18:27			
12	8:07:59	8:12:05	8:12:05	8:17:19			
13	SATURDAY						
14	SUNDAY						
15	FC	8:12:13	8:12:13	8:17:29			

Balance due shown above is correct and receipt is Acknowledged.

Signature

[Handwritten Signature]

[Handwritten Initials]

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.		P.M.		Overtime		Total
	In	Out	In	Out	In	Out	
16	8:55	12:10	12:10	1:16			
17	8:53	12:02	12:03	1:08			
18	8:18	—	OB	—			
19	—	OB	—	12:53	1:06		
20	SATURDAY						
21	SUNDAY						
22	WORK SUSPENSION						
23	8:12			1:59			
24	—	OB	—	12:44	1:02		
25	8:09	12:12	12:13	1:40			
26	WORK SUSPENSION						
27	SATURDAY						
28	SUNDAY						
29	8:47	12:00	12:00	1:13			
30	8:56	12:02	12:02	1:10			
31							

Remarks Statistician Auditor Supervisor

mfidelino

jr



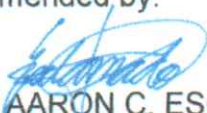

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
MIMAROPA Region

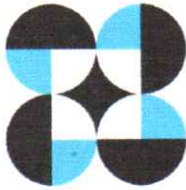
"Hatid ay makabagong solusyon!"



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.		
<input checked="" type="checkbox"/> OFFICIAL <input type="checkbox"/> PERSONAL			
Recommended by:	Approved by:		
 ENGR. AARON C. ESCLAMADO	 JELYN E. DOCTOR		
Unit / Section Head	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:

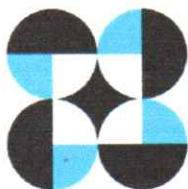

MA. DONNA D. FIDELINO
PROJECT TECHNICAL ASSISTANT II

Noted by:


ENGR. AARON C. ESCLAMADO
SCIENCE RESEARCH SPECIALIST II

"Hatid ay makabagong solusyon!"

Postal Address	DOST-MIMAROPA 4/F PTRI Bldg. Gen. Santos Ave., 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		



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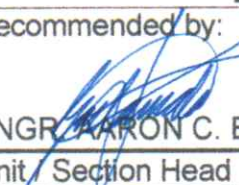
URL <http://www.region4b.dost.gov.ph>



PERSONNEL PASS SLIP

September 24, 2025

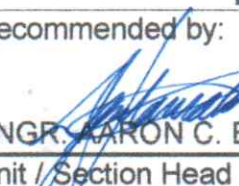
Date

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		
<input checked="" type="checkbox"/> OFFICIAL <input type="checkbox"/> PERSONAL			
Recommended by:	Approved by:		
 ENGR. AARON C. ESCLAMADO	JELYN E. DOCTOR		
Unit / Section Head	Division Chief/PSTD		

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		
<input checked="" type="checkbox"/> OFFICIAL <input type="checkbox"/> PERSONAL			
Recommended by:	Approved by:		
 ENGR. AARON C. ESCLAMADO	JELYN E. DOCTOR		
Unit / Section Head	Division Chief/PSTD		