

Daily Time Record**Salvan, Maria Diovelle P.**
(Name)For the period of: **April 01 - 15, 2024**

DAY	AM		PM		UnderTime	
	Time In	Time Out	Time In	Time Out	Hours	Minutes
01	07:46 AM	12:04 PM	12:30 PM	05:06 PM		
02	OB: TO-2024-03-7469					
03	OB: TO-2024-03-7497					
04	OB: TO-2024-04-7606					
05	07:56 AM	12:33 PM	12:53 PM	06:13 PM		
06	SATURDAY					
07	SUNDAY					
08	- OB - RSD 000044					
09	- HOLIDAY -					
10	- HOLIDAY -					
11	- OB - RSD 000044					
12	- OB - RSD 000044					
13	SATURDAY					
14	SUNDAY					
15	- OB - RSD 000044					

[T]-Travel

[L]-Leave

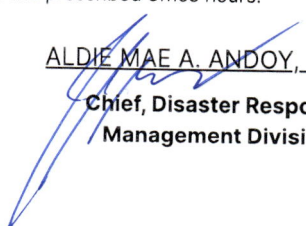

[H]-Holiday

[OB]-Official Business

I CERTIFY on my honor that 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.


SALVAN, MARIA DIOVELLE P.

Verified as to the prescribed office hours.


ALDIE MAE A. ANDOY, SWO IVChief, Disaster Response
Management Division 



ACCOMPLISHMENT REPORT
(April 01 - 15, 2024)

Name : MARIA DIOVELLE P. SALVAN
Position : Project Development Officer I
Division / Unit / Project : Disaster Response Management Division
Area of Assignment : Agusan Del Sur - Patin-ay

DATE / PERIOD	PLACE/S VISITED	ACCOMPLISHMENTS / OUTPUT
April 01	F.O. Caraga	Attended MER fill out virtual meeting and assisted in sorting General Intake Sheets
April 02	Sta. Josefa, ADS	Conducted ECT Payout
April 03	Loreto, ADS	Conducted ECT Payout
April 04	Esperanza, ADS	Conducted ECT Payout
April 05	F.O. Caraga	Participated in Annual Fun and Frolics Sports Festival 2024/Sorted and filed Emergency Cash Transfer liquidation documents of Brgy. Nato, LGU of Esperanza ADS
April 08	Prosperidad, ADS	Coordinated with Municipal Focal re preparation of initial listing of ADS MEB
April 09	Holiday	Holiday
April 10	Holiday	Holiday
April 11	Prosperidad, ADS	Attended ADS Coordination meeting with Provincial Administrator
April 12	Talacogon, ADS	Conducted technical assistance in MEBIS to Brgy. Secretaries of Brgy. Zamora and Brgy. Del Monte
April 15	San Luis, ADS	Conducted technical assistance in MEBIS to Brgy. Secretaries of Brgy. Mahapag and Brgy. Weggum

Prepared by:

MARIA DIOVELLE P. SALVAN
Project Development Officer I

Noted by:

ALICIA T. MARQUISO, SWO II
Head, Disaster Response and Rehabilitation Sector