

## Daily Time Record

Nietes, Karin Louise Q.  
(Name)

For the period of: March 01 - 15, 2024

DAY	AM		PM		UnderTime	
	Time In	Time Out	Time In	Time Out	Hours	Minutes
01	08:52 AM	12:02 PM	12:07 PM	05:57 PM		
02	SATURDAY					
03	SUNDAY					
04	07:56 AM	12:05 PM	12:30 PM	05:05 PM		
05	08:27 AM	12:06 PM	12:29 PM	05:29 PM		
06	OB	RSD - 000012				
07	OB: TO-2024-03-7093					
08	OB: TO-2024-03-7098					
09	SATURDAY					
10	SUNDAY					
11	08:00 AM	12:03 PM	12:28 PM	05:51 PM		
12	OB	RSD - 000012				
13	OB	RSD - 000012				
14	08:49 AM	12:04 PM	12:42 PM	05:53 PM		
15	OB	RSD - 000012				

[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.

NIETES, KARIN LOUISE Q.

Verified as to the prescribed office hours.

ALDIE MAE A. ANDOY, SWO IV

Chief, Disaster Response  
Management Division

GREEN

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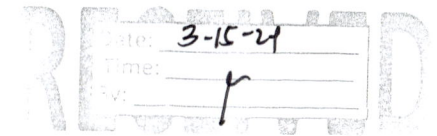
ALDIE MAE A. ANDOY, SWO IV

Chief, Disaster Response  
Management Division

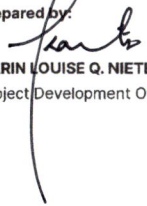
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**ACCOMPLISHMENT REPORT**  
(March 01 - 15, 2024)

Name : **KARIN LOUISE Q. NIETES**  
Position : **Project Development Officer II**  
Division / Unit / Project : **Disaster Response Management Division**  
Area of Assignment : **Field Office Caraga**



DATE / PERIOD	PLACE/S VISITED	ACCOMPLISHMENTS / OUTPUT
March 01	Office Works	Assisted in the sorting of AICS documents
March 02	Saturday	Saturday
March 03	Sunday	Sunday
March 04	Office Works	Made Work Plan; Assisted in the sorting of AICS documents
March 05	Office Works	Follow up LGUs re proposed projects; Assisted in the sorting of AICS documents
March 06	Jabonga	Conducted Consultation meeting with Barangay Captain of Brgy. San Vicente, Bunga and San Pablo
March 07	San Luis	Conducted Payout to ECT beneficiaries of Barangay Dona Flavia
March 08	Bunawan	Conducted Payout to ECT beneficiaries of Barangay San Teodoro
March 09	Saturday	Saturday
March 10	Sunday	Sunday
March 11	Office Works	Sorted ECT payout document of Bunawan and San Luis
March 12	Jabonga	Conducted Site Validation at Barangay San Vicente
March 13	Jabonga	Conducted Site Validation at Barangay Bunga and San Pedro
March 14	Office Works	Consolidated findings and documentation and made feedback report re site validation at Jabonga; Sorted ECT payout document of Bunawan and San Luis
March 15	Santiago	Conducted Site Validation at Poblacion 2- Sitio Cadahon-dahonan and Brgy. Tagbuyacan

Prepared by:  
  
**KARIN LOUISE Q. NIETES**  
Project Development Officer II

Noted by:  
  
**ALICIA T. MARQUIISO**  
Head, Disaster Response and Rehabilitation Sector