

Daily Time Record

Salvan, Maria Diovelle P.  
(Name)

For the period of: March 01 - 15, 2024

DAY	AM		PM		UnderTime	
	Time In	Time Out	Time In	Time Out	Hours	Minutes
01	07:49 AM	12:18 PM	12:50 PM	05:12 PM		
02	SATURDAY					
03	SUNDAY					
04	OB: RSO NO.	0000	44			
05	OB: RSO NO.	0000	44			
06	OB: RSO NO.	0000	44			
07	OB: TO-2024-03-7093					
08	OB: TO-2024-03-7098					
09	SATURDAY					
10	SUNDAY					
11	07:44 AM	12:04 PM	12:15 PM	05:24 PM		
12	08:01 AM	12:02 PM	12:41 PM	05:09 PM		
13	07:51 AM	OB: RSO NO.		05:15 PM	HOME FOR GIRLS	
14	07:57 AM	OB: RSO NO.			HOME FOR GIRLS	
15	07:56 AM	12:05 PM	12:25 PM	05:08 PM		

[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 IV

Chief, Disaster Response  
Management Division

**ACCOMPLISHMENT REPORT**  
(March 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
March 01	FO CARAGA	Prepared DTR, accomplishment report, monthly workplan for March and other repotorials
March 04	Prosperidad, ADS	Followed up letter for consideration, dialogue and courtesy call with Provincial Administrator of ADS
March 05	Prosperidad, ADS	Distributed briefer of Project LAWA at BINHI RRP-CFT/W to MTWG( Sibagat, Esperanza, San Luis, Talacogon and Loreto)
March 06	Prosperidad, ADS	Dialogue with USAD Head and followed up letter for consideration of ADS to C.O for RRP-CFTW
March 07	San Luis, ADS	Assisted in Emergency Cash Transfer at Brgy. Doña Maxima, Municipality of San Luis
March 08	Bunawan, ADS	Assisted in Emergency Cash Transfer at Brgy. San Marcos, Municipality of Bunawan
March 11	FO Caraga	Sorted and filed Emergency Cash Transfer liquidation documents of LGU Bunawan, ADS
March 12	FO Caraga	Sorted and filed Emergency Cash Transfer liquidation documents of LGU San Luis, ADS
March 13	HFG,Bonbon, Butuan City	Assisted in the recovery of 2021 General Intake Sheets documents
March 14	HFG,Bonbon, Butuan City	Assisted in the recovery of 2021 General Intake Sheets documents
March 15	FO Caraga	Sorted and filed Emergency Cash Transfer liquidation documents of LGU Trento, ADS

Prepared by:

**MARIA DIOVELLE P. SALVAN**  
Project Development Officer I

Noted by:

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

