

Daily Time Record**Acido , John Mark Agustin E.**
(Name)For the period of: **April 01 - 15, 2024**

DAY	AM		PM		UnderTime	
	Time In	Time Out	Time In	Time Out	Hours	Minutes
01	07:01 AM	12:04 PM	12:38 PM	05:06 PM		
02	08:30 AM	12:01 PM	12:34 PM	08:18 PM		
03	08:23 AM	12:03 PM	12:40 PM	05:48 PM		
04	08:26 AM	12:29 PM	12:36 PM	06:10 PM		
05	08:03 AM	12:11 PM	12:49 PM	07:19 PM		
06	SATURDAY					
07	SUNDAY					
08	07:43 AM	12:01 PM	12:08 PM	05:11 PM		
09	H	H	H	H		
10	H	H	H	H		
11	07:15 AM	12:03 PM	12:30 PM	05:45 PM		
12	08:33 AM	12:01 PM	12:33 PM	05:41 PM		
13	SATURDAY					
14	SUNDAY					
15	07:14 AM	12:16 PM	12:42 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.

Acido , John Mark Agustin E.

Verified as to the prescribed office hours.

ALDIE MAE A. ANDOY, SWO IV

Chief, Disaster Response
Management Division

GREEN



ACCOMPLISHMENT REPORT
(April 01 - 15, 2024)

Name : **JOHN MARK AGUSTIN E. ACIDO**
 Position : **Project Development Officer I**
 Division / Unit / Project : **Disaster Response Management Division**
 Area of Assignment : **Field Office Caraga**

DATE / PERIOD	PLACE/S VISITED	ACCOMPLISHMENTS / OUTPUT
April 01	•FO	•Attended RRP MER Fill-out Meeting •Prepared the online Attendance Confirmation form for RRP PLGU Forum
April 02	•FO	•Performed other tasks such as complying the AOMS regarding RRP payouts
April 03	•FO	•Updated and submitted the Financial Report for the 1st quarter in the MER platform via email •Submitted the COA GPPA Report for the 1st quarter via email
April 04	•FO	•Performed other tasks such as complying the AOMS regarding RRP payouts
April 05	•FO	•Performed other tasks such as complying the AOMS regarding RRP payouts
April 06	•Saturday	•N/A
April 07	•Sunday	•N/A
April 08	•FO	•Filled out the necessary fields of the project completion report for the Central Office
April 09	•Holiday	•N/A
April 10	•Holiday	•N/A
April 11	•FO	•Consolidated the partially submitted MEBs from PDOs
April 12	•FO	•Performed other tasks such as complying the AOMS regarding RRP payouts
April 13	•Saturday	•N/A
April 14	•Sunday	•N/A
April 15	•FO	•Performed other tasks such as complying the AOMS regarding RRP payouts

Prepared by:

JOHN MARK AGUSTIN E. ACIDO
Project Development Officer I

Noted by:

Alicia T. Marquiso, SWO II
Head, Disaster Response & Rehabilitation Section