

Daily Time Record

Nietes, Karin Louise Q.  
(Name)

For the period of: April 01 - 15, 2024

DAY	AM		PM		UnderTime	
	Time In	Time Out	Time In	Time Out	Hours	Minutes
01	08:00 AM	12:02 PM	12:15 PM	05:09 PM		
02	OB	RSO	000012			
03	OB: TO-2024-03-7497					
04	OB: TO-2024-04-7606					
05	09:27 AM	12:06 PM	12:26 PM	06:15 PM		
06	SATURDAY					
07	SUNDAY					
08	07:58 AM	12:20 PM	12:21 PM	05:09 PM		
09	H					
10	H					
11	OB	7 RSO	000012			
12	OB	5				
13	SATURDAY					
14	SUNDAY					
15	OB	RSO	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

**ACCOMPLISHMENT REPORT**  
(April 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
April 01	Office Works	Follow up submission of MEBs; Made Feedback Report
April 02	ADN Capitol	Attended Committee Meeting for MOA approval
April 03	Loreto, ADS	Conducted ECT Payout to Brgy. San Mariano Beneficiaries
April 04	Esperanza, ADS	Conducted ECT Payout to Brgy. Poblacion Beneficiaries
April 05	Office Works	Sorted ECT payout documents; attended Fun and Frolics activities
April 06	Saturday	Saturday
April 07	Sunday	Sunday
April 08	Office Works	Sorted ECT payout documents; Check and Validate RRP CFTW Master list of Eligible Beneficiaries
April 09	Holiday	Holiday
April 10	Holiday	Holiday
April 11	Las Nieves	Conduct Site Validation at Barangay Lingayao and Bocbocon Proper
April 12	Las Nieves	Conduct Site Validation at Barangay Casiklan and Bocbocon and sitio Salamin
April 13	Saturday	Saturday
April 14	Sunday	Sunday
April 15	Tubay	Conduct Site Validation at Barangay Lawigan and sitio Sua

Prepared by:

**KARIN LOUISE Q. NIETES**  
Project Development Officer II

Noted by:

**ALICIA T. MARQUIZO**  
Head, Disaster Response and Rehabilitation Section