

Daily Time Record

Gotinga , Apple 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	08:00 AM	12:05 PM	12:30 PM	05:38 PM		
02	OB: TO-2024-03-7469					
03	OB: TO-2024-03-7497					
04	OB: TO-2024-04-7606					
05	08:39 AM	12:10 PM	12:32 PM	05:51 PM		
06	10:35 AM	12:06 PM	12:31 PM	04:26 PM		
07	SUNDAY					
08	07:48 AM	12:05 PM	12:22 PM	05:19 PM		
09	H	H	H	H		
10	H	H	H	H		
11	08:50 AM	12:03 PM	12:19 PM	05:54 PM		
12	CTPD - 2024-04-0875					
13	SATURDAY					
14	SUNDAY					
15	07:43 AM	12:07 PM	12:17 PM	05:12 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.

Gotinga Apple 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 : **APPLE E. GOTINGA**
 Position : **Administrative Assistant I**
 Division / Unit / Project : **Disaster Response Management Division**
 Area of Assignment : **Field Office Caraga**

DATE / PERIOD	PLACE/S VISITED	ACCOMPLISHMENTS / OUTPUT
April 01	FO Caraga	Facilitated outgoing documents.
April 02	San Francisco, ADS	Conducted ECT payout in San Francisco, ADS
April 03	Loreto, ADS	Conducted ECT payout in Loreto, ADS
April 04	Esperanza, ADS	Conducted ECT payout in Esperanza, ADS
April 05	FO Caraga	Participated in DSWD Fun and Frolics 2024. Facilitated incoming documents.
April 06	FO Caraga	Participated in general cleaning of DRMD office in compliance to 7S of good housekeeping (OT)
April 07	Sunday	Sunday
April 08	FO Caraga	Facilitated incoming and outgoing documents
April 09	Holiday	Holiday
April 10	Holiday	Holiday
April 11	FO Caraga	Prepared travel orders, requested vehicle, facilitated TEVs and send invitation emails for LGU Forum.
April 12	CTDO	CTDO-2024-04-0875
April 13	Saturday	Saturday
April 14	Sunday	Sunday
April 15	FO Caraga	Prepared travel orders, justifications, requested vehicles and facilitated outgoing documents.

Prepared by:


APPLE E. GOTINGA
 Administrative Assistant I

Noted by:


Alicia T. MARQUISO, SWS II
 Head, DRMS