DAILY TIME RECORD

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LOMILSON B. MENDOZA

(Name)

For the month of	January 10, 31, 2022	
Official hours for arrival and departure	Regular days Saturdays	

Day	A	.М.	P	.M.	Undertime	
	Arrival	Depar- ture	Arrival	Depar- ture	Hours	Min- utes
1	Sat					
2	Sun					
3	7:55	12:00	12:10	17:00		
4						
5						
6	8:00	12:00	12:10	17:00		
7	8:00	12:00	12:20	17:00		
8	Sat			1		
9	Sun					
10	7:10	12:34	12:35	17:56	WFH	
11						
12	8:00	12:00	12:10	17:00		
13						
14	7:25	12:00	12:10	17:00		
15	Sat					
16	Sun					
17	7:49	12:21	12:21	17:00	WFH	
18	7:36	12:35	12:45	17:17	WFH	
19						
20	8:00	12:00	12:10	17:00		
21	8:00	12:00	12:10	17:00		
22	Sat					
23	Sun					
24	7:39	13:37	13:37	17:50	WFH	
25	6:33	12:14	12:15	17:13	WFH	
26	7:28	12:28	12:34	17:37	WFH	
27	7:30	12:10	12:15	17:10		
28	8:00	12:00	12:10	17:00		
29	Sat					
30	Sun					
31	WFH					
-				Total		

I certify on my honor that the 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.

VERIFIED as to the prescribed office hours:

ENGR. HENNENCY G. HAYAG Chief Clearance and Permiting Div In Charge

DAILY TIME RECORD

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LOMILSON B. MENDOZA

(Name)

For the month of January 10, 31, 2022

Official hours for arrival and departure

Regular days Saturdays

Day	A	.M.	P.	.М.	Undertime	
	Arrival	Depar- ture	Arrival	Depar- ture	Hours	Min- utes
1	Sat					
2	Sun					
3	7:55	12:00	12:10	17:00		
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6	8:00	12:00	12:10	17:00		
7	8:00	12:00	12:20	17:00		
8	Sat					
9	Sun					
10	7:10	12:34	12:35	17:56	WFH	
11						
12	8:00	12:00	12:10	17:00		
13						
14	7:25	12:00	12:10	17:00		
15	Sat					
16	Sun					
17	7:49	12:21	12:21	17:00	WFH	
18	7:36	12:35	12:45	17:17	WFH	
19						
20	8:00	12:00	12:10	17:00		
21	8:00	12:00	12:10	17:00		
22	Sat					
23	Sun					
24	7:39	13:37	13:37	17:50	WFH	
25	6:33	12:14	12:15	17:13	WFH	
26	7:28	12:28	12:34	17:37	WFH	
27	7:30	12:10	12:15	17:10		
28	8:00	12:00	12:10	17:00		
29	Sat					
30	Sun					
31	WFH					
				Total		

I certify on my honor that the 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.

VERIFIED as to the prescribed office hours:

ENGR. HENNENCY G. HAYAG

Chief, Clearance and Permiting Div.

Civil Service Form No. 48

DAILY TIME RECORD

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LOMILSON B. MENDOZA

(Name)

For the month of January 10, 31, 2022

Official hours for arrival and departure Regular days Saturdays

Day	A	М.	P	.M.	Undertime	
	Arrival	Depar- ture	Arrival	Depar- ture	Hours	Min- utes
1	Sat					
2	Sun					
3	7:55	12:00	12:10	17:00		
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6	8:00	12:00	12:10	17:00		
7	8:00	12:00	12:20	17:00		
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14	7:25	12:00	12:10	17:00		
15	Sat					
16	Sun					
17	7:49	12:21	12:21	17:00	WFH	
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27	7:30	12:10	12:15	17:10		
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31	WFH					
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VERIFIED as to the prescribed office hours:

ENGR. HENNENCY G. HAYAG Chief Clearance and Permiting Div

ACCOMPLISHMENT R	EPORT for Januar	y 10-31, 2022		
Activities	Actual Unit of Work Received	Actual Accomplishment	Percentage	
To update regional office website To conduct repairs of all EMB	Updated	Updated	100%	
computers/laptops	1	1	100%	
3. To maintain/operate computer units, accessories, software's hardware's and files of all computers 4. To positive and the property of the	1	1	100%	
4. To assist the Planning Officer on Database Development and all other activities for the mplementation of the Performance Based Bonus;	Assisted	Assisted	100%	
To upload data entries of all ECC/CNC pplications received and acted on the Phil. nvi.lmpact Statement Online as required by the	4	4	100%	
To record/encode/file documents pertaining to CC/CNC applications received, processed and sued	4	4	100%	
Assist the Records Unit in the maintenance of cords of all communications, permit applications ad issuances, and all other pertinent documents;	Assisted	Assisted	100%	
Takes initiative in maintaining electronic data of files that are being reveived and released by the fice and to maintain up on all files; and	maintained	maintained	100%	

Prepared by:

LOMILSON B. MENDOZA

Records Assistant

Approved by:

ENGR. HENNENCY G. HAYAG

OIC, Chief, Clearance & Permitting Div.

ACCOMPLISHMENT REPORT for January 10-31, 2022								
Activities	Actual Unit of Work Received	Actual Accomplishment	Percentage					
To update regional office website To conduct repairs of all EMB	Updated	Updated	100%					
computers/laptops	1	1	100%					
3. To maintain/operate computer units, accessories, software's hardware's and files of all computers 4. To assist the Planning Officers 4. To assist the Planning Officers	1	1	100%					
4. To assist the Planning Officer on Database Development and all other activities for the Implementation of the Performance Based Bonus; To upload data entries of all ECC/CNC	Assisted	Assisted	100%					
invi.Impact Statement Online as required by the	4	4	100%					
CC/CNC applications received, processed and ssued	4	4	100%					
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Takes initiative in maintaining electronic data of I files that are being reveived and released by the fice and to maintain up on all files; and	maintained	maintained	100%					

Prepared by:

Approved by:

LOMILSON B MENDOZA

Records Assistant

ENGR. HENNENCY G. HAYAG

OIC, Chief, Clearance & Permitting Div.

ACCOMPLISHMENT R	EPORT for Januar	y 10-31, 2022		
Activities	Actual Unit of Work Received	Actual Accomplishment	Percentage	
To update regional office website To conduct repairs of all EMB	Updated	Updated	100%	
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3. To maintain/operate computer units, accessories, software's hardware's and files of all computers 4. To assist the plant of the points.	1	1	100%	
4. To assist the Planning Officer on Database Development and all other activities for the mplementation of the Performance Based Bonus; 5. To upload data entries of all ECC/CNC	Assisted	Assisted	100%	
invi.Impact Statement Online as required by the	4	4	100%	
CC/CNC applications received, processed and	4	4	100%	
Assist the Records Unit in the maintenance of ecords of all communications, permit applications and issuances, and all other pertinent documents;	Assisted	Assisted	100%	
Takes initiative in maintaining electronic data of I files that are being reveived and released by the fice and to maintain up on all files; and	maintained	maintained	100%	

Prepared by:

Approved by:

LOMILSON B. MENDOZA Records Assistant

ENGR. HENNENCY G. HAYAG

OIC, Chief, Clearance & Permitting Div.

DATE	CHECK IN	BREAK OUT	BREAK IN	CHECK OUT	ACCOMPLISHMENT
2022-01-25	06:33	12:14	12:15	17:13	THIS IS IN COMPLIANCE TO MEMO DTD 24 SEPTEMBER 2021 RE: DIRECTIVE TO PROVIDE STATUS OF ACCOMPLISHMENT OF THE DIGITIZATION OF ALL DOCUMENTS/FILES ALREADY UPLOADED TO THE INTEGRATED INFORMATION SYSTEM (IIS). Outgoing Documents as of 2019 IIS. No. R8-2022-004872, R8-2022-004871, R8-2022-004870, R8-2022-004868, R8-2022-004867, R8-2022-004866, R8-2022-004865
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PREPARED BY:

Lomilson B. Mendoza Records Management Assistant

NOTED BY:

Engr. Hennency G. Hayag OIC Chief, CPD

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PREPARED BY

Lomilson B. Mendoza

Records Management Assistant

NOTED BY:

Engr. Hennency G. Hayag OIC Chief, CPD



Republic of the Philippines Department of Environment and Natural Resources ENVIRONMENTAL MANAGEMENT BUREAU Regional Office No. VIII



EMB8 DAILY ATTENDANCE

(For Work From Home Employees)

January 01 2022 - January 31 2022

DATE	CHECI	BREAK OUT	BREAK IN	CHECK OUT	ACCOMPLISHMENT
2022-01-1	0 07:10	12:34	12:35	17:56	THIS IS IN COMPLIANCE TO MEMO DTD 24 SEPTEMBER 2021 RE: DIRECTIVE TO PROVIDE STATUS OF ACCOMPLISHMENT OF THE DIGITIZATION OF ALL DOCUMENTS/FILES ALREADY UPLOADED TO THE INTEGRATED INFORMATION SYSTEM (IIS).
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Republic of the Philippines Department of Environment and Natural Resources ENVIRONMENTAL MANAGEMENT BUREAU Regional Office No. VIII

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EMB8 DAILY ATTENDANCE

(For Work From Home Employees)

January 01 2022 - January 31 2022

DATE	CHECK IN	BREAK OUT	BREAK IN	CHECK OUT	ACCOMPLISHMENT
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