

DAILY TIME RECORD

—o0o—

LOMILSON B. MENDOZA

(Name)

For the month of January 10, 31, 2022

Official hours for Regular days
arrival and departure Saturdays

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
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					
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 Permitting Div

In Charge

DAILY TIME RECORD

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In Charge**DAILY TIME RECORD**

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ENGR. HENNENCY G. HAYAGChief, Clearance and Permitting Div
In Charge

ACCOMPLISHMENT REPORT for January 10-31, 2022

Activities	Actual Unit of Work Received	Actual Accomplishment	Percentage
1. To update regional office website	Updated	Updated	100%
2. To conduct repairs of all EMB computers/laptops	1	1	100%
3. To maintain/operate computer units, accessories, software's hardware's and files of all computers	1	1	100%
4. To assist the Planning Officer on Database Development and all other activities for the implementation of the Performance Based Bonus;	Assisted	Assisted	100%
5. To upload data entries of all ECC/CNC applications received and acted on the Phil. Envi.Impact Statement Online as required by the	4	4	100%
6. To record/encode/file documents pertaining to ECC/CNC applications received, processed and issued	4	4	100%
7. Assist the Records Unit in the maintenance of records of all communications, permit applications and issuances, and all other pertinent documents;	Assisted	Assisted	100%
8. Takes initiative in maintaining electronic data of all files that are being received and released by the office 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.

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Prepared by:

LOMILSON B. MENDOZA
Records Assistant

Approved by:


ENGR. HENNENCY G. HAYAG
OIC, Chief, Clearance & Permitting Div.

DATE	CHECK IN	BREAK OUT	BREAK IN	CHECK OUT	ACCOMPLISHMENT
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2022-01-25	06:33	12:14	12:15	17:13	<p>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).</p> <p>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</p>
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2022-01-26	07:28	12:28	12:34	17:37	<p>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).</p> <p>Outgoing Documents as of 2019 IIS. No. R8-2022-004972, R8-2022-004973, R8-2022-004975, R8-2022-004976, R8-2022-004977, R8-2022-004979, R8-2022-004980, R8-2022-004981, R8-2022-004982, R8-2022-004984, R8-2022-004985, R8-2022-004987, R8-2022-004988, R8-2022-004989, R8-2022-004990</p>
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PREPARED BY:


Lomilson B. Mendoza
Records Management Assistant

NOTED BY:

Engr. Hennency G. Hayag
OIC Chief, CPD

DATE	CHECK IN	BREAK OUT	BREAK IN	CHECK OUT	ACCOMPLISHMENT
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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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IIS. No. R8-2022-004972, R8-2022-004973,
R8-2022-004975, R8-2022-004976,
R8-2022-004977, R8-2022-004979,
R8-2022-004980, R8-2022-004981,
R8-2022-004982, R8-2022-004984,
R8-2022-004985, R8-2022-004987,
R8-2022-004988, R8-2022-004989,
R8-2022-004990

PREPARED BY:


Lomilson B. Mendoza
Records Management Assistant

NOTED BY:

Engr. Hennency G. Hayag
OIC Chief, CPD



EMB8 DAILY ATTENDANCE

(For Work From Home Employees)

January 01 2022 - January 31 2022

DATE	CHECK IN	BREAK OUT	BREAK IN	CHECK OUT	ACCOMPLISHMENT
2022-01-10	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).
2022-01-17	07:49	12:21	12:21	17:00	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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2022-01-24	07:39	13:37	13:37	17:50	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



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[illegible]

[illegible]

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DATE 1-19-2022

NAME	IN	OUT	AM	PM	SEC. NAME
J. INQUIA	8:00	12:40			
B. LARSEN	8:00	12:44			
N. PARAGUAY	8:00				
PERAZA	8:00				
J. CULIK	8:05	12:20			

1-20-2022

L. DRAZ	6:16	6:00			
F. ENGELMAN	6:59	12:24			
P. MOKANO	7:01				
F. MOKANO	7:10				
J. ALUE	7:30	12:14			
N. DEAN	7:46				
J. INQUIA	7:48				
B. LARSEN	7:55	12:20			
J. P. C.	7:55	12:02			
KAT. GENTILE	7:59	12:25			
Kenny P.	8:00				
J. SALVADU	8:00				
Montalvo H.	8:00	12:11			
N. PARAGUAY	8:05				
J. CULIK	8:15	12:10			

1-21-2022

5:43

[Handwritten notes and signatures on the left margin, including "SEC. NAME" and various illegible scribbles.]

2202-12-1

NAME	AM	PM	SILVAHUAPE
J. A. W. T.	7:59	12:15	7:06
KAT WORTH	7:59	12:20	6:57
13. P. C.	9:59	12:04	13:36
VERNON RAY	8:08	12:39	5:07
WILSON MORTON	8:00		
KRANZ	8:00		
J. SALVADORE	8:00		
W. L.	8:00		
U. (MORTON)	8:00		

1-24-2022

Activity	Start Time	End Time	Duration
E. ENGR/M	6:10	6:10	0:00
L. DITK	6:10	6:10	0:00
A. MORANO	7:08	7:10	0:02
F. WAIN	7:10	7:15	0:05
A.C.T.	7:15	7:16	0:01
B.P.C.	7:16	7:17	0:01
J. INOPIA	7:17	7:54	0:37
B. LACABO	7:54	7:55	0:01
S. L. L.	7:55	7:59	0:04
N. DEAN	7:59	12:22	4:23
	12:22	12:50	0:28
	12:50	6:54	6:04
	6:54	5:10	1:44

1-24-2022

28/04/2021

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