

**Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
DENR Cmpd. Visayas Ave., Diliman,
Quezon City**

November 16, 2021

CERTIFICATE OF ACCEPTANCE

This is to certify that **Mr. Charles Eric A. Sajul** had functioned as **Information Technology Specialist** of the **Environmental Management Bureau** as per Contract of Agreement herewith attached.

That the performance of his services for the **period of November 1 to 15 ,2021** is hereby:

- ☐ Accepted in accordance with the terms of reference
- ☐ Not accepted for following reasons:

**CONSOLACION P. CRISOSTOMO
Chief, PPPDD**

TERMS OF REFERENCE

- Report errors encountered in the existing information system/ EIA online system (CMR online, ECC online and CNC online) to PPPDD-SISMS and ensure rectification thereof.
- Provides technical support on issues encountered by users of the EIA online system.
- Assist PPPDD-SISMS in the propose EIA database (developed in CY 2010) upgrading.
- Maintain the EIA webpage in coordination with EEID and PPPDD-SISMS.
- Provide data on EIA statistics on monthly basis to PPPDD-SISMS to be uploaded in the EMB Dashboard.
- In charge in posting of public hearing and public scoping notices in the EMB website for ECC application.



NOVEMBER 16, 2021

EMPLOYEE ACCOMPLISHMENT REPORT

NOVEMBER 01, 2021 TO NOVEMBER 15, 2021

In compliance with EMB Central Office Memorandum dated August 16, 2021, directing all EMB Central Office personnel to lodge daily accomplishment at the EMB Central Office IIS Daily Accomplishment Report System, the undersigned was able to perform the following activities for the period of **November 01, 2021 - November 15, 2021**:

Date Undertaken	Activities Undertaken	Remarks/Status
November 02, 2021 <i>ref. no.: D-ER3555624</i>	Processed the transaction no.: R4A-2021-008467 : MONITORING REPORT	<u>Accomplished</u>
November 02, 2021 <i>ref. no.: D-ER3563503</i>	Processed the transaction no.: CO-2021-040378 : ACCOMPLISHMENT REPORTS	<u>Accomplished</u>
November 02, 2021 <i>ref. no.: D-ER3567869</i>	Processed the transaction no.: CO-2021-040378 : ACCOMPLISHMENT REPORTS	<u>Accomplished</u>
November 03, 2021 <i>ref. no.: D-R024305</i>	CEMS Data Monitoring and Recording	<u>Accomplished</u> ECC-CO-1805-0010 - Updating ECC-CO-1310-0033 - Not Updating ECC-CO-9406-003-206 - Updating ECC-CO-1308-0025 - Updating
November 03, 2021 <i>ref. no.: D-ER3577920</i>	Processed the transaction no.: CO-2021-040645 : ACCOMPLISHMENT REPORTS	<u>Accomplished</u>
November 03, 2021 <i>ref. no.: D-ER3581931</i>	Processed the transaction no.: R10-2021-008238 : AIR	<u>Accomplished</u>
November 04, 2021 <i>ref. no.: D-ER3585876</i>	Processed the transaction no.: CO-2021-040645 : ACCOMPLISHMENT REPORTS	<u>Accomplished</u>
November 04, 2021 <i>ref. no.: D-ER3590169</i>	Processed the transaction no.: R8-2021-017181 : CERTIFICATION	<u>Accomplished</u>
November 05, 2021 <i>ref. no.: D-R024307</i>	CEMS Data Monitoring and Recording	<u>Accomplished</u> ECC-CO-1605-0016 - Not Updating 0901-001-4021(A) - Updating ECC-CO-9607-001-104 - Not Updating ECC-CO-1409-0022 - Not Updating
November 08, 2021		<u>Accomplished</u> ECC-CO-1701-0001 - Not Updating ECC-CO-1605-0015 -

November 08, 2021 <i>ref. no.: D-R024309</i>	CEMS Data Monitoring and Recording	Not Updating ECC-CO-9605-004-207 - Updating ECC-CO-1307-0023 - Updating
November 08, 2021 <i>ref. no.: D-ER3616967</i>	Processed the transaction no.: R8-2021-017172 : CERTIFICATION	<u>Accomplished</u>
November 09, 2021 <i>ref. no.: D-R024310</i>	CEMS Data Monitoring and Recording	<u>Accomplished</u> ECC-CO-1111-0020 - Not Updating ECC-R4A-1301-0038 - Not Updating ECC-CO-1303-0006 - Pending ECC-CO-1311-0037 - Updating
November 09, 2021 <i>ref. no.: D-ER3635498</i>	Processed the transaction no.: CAR-2021-011113 : MEMORANDUM	<u>Accomplished</u>
November 10, 2021 <i>ref. no.: D-R024312</i>	CEMS Data Monitoring and Recording	<u>Accomplished</u> ECC-CO-1107-0010 - Not Updating ECC-CO-9402-004-302C - Pending ECC-CO-1001-0002 - Pending ECC-CO-9607-001-104 - Not Updating
November 11, 2021 <i>ref. no.: D-ER3656418</i>	Processed the transaction no.: R13-2021-010031 : MEMORANDUM	<u>Accomplished</u>
November 12, 2021 <i>ref. no.: D-R024313</i>	CEMS Data Monitoring and Recording	<u>Accomplished</u> ECC-CO-1205-0011 - Not Updating ECC-CO-0710-022-4021 - Updating ECC-CO-1309-0029 - Pending ECC-CO-1304-0012 - Updating
November 15, 2021 <i>ref. no.: D-R024314</i>	CEMS Data Monitoring and Recording	<u>Accomplished</u> ECC-CO-1202-0005 - Not Updating ECC-CO-0101-028-120 - Updating ECC-CO-0804-011-4021 - Not Updating ECC-CO-0508-009-105C - Not Updating
November 15, 2021 <i>ref. no.: D-ER3686021</i>	Processed the transaction no.: R13-2021-010028 : MEMORANDUM	<u>Accomplished</u>

For information and record.

Submitted by:

Submitted by:


CHARLES A. SAJUL

Information Tech Specialist

Conforme:

CONSOLACION P. CRISOSTOMO

PPPD Division Chief



DAILY TIME RECORD
(Environmental Management Bureau CO)

DAILY TIME RECORD
(Environmental Management Bureau CO)

CHARLES A. SAJUL
Name

CHARLES A. SAJUL
Name

For the month of: **Nov. 01, 2021 - Nov. 15, 2021**
Office Hours (regular days): _____
Arrival and Departure: _____
Saturdays: _____

For the month of: **Nov. 01, 2021 - Nov. 15, 2021**
Office Hours (regular days): _____
Arrival and Departure: _____
Saturdays: _____

AM			PM		UNDERTIME	
DAY	IN	OUT	IN	OUT	HRS	MINS
1						
2	07:33 AM	12:01 PM	12:02 PM	04:52 PM	WFH	
3	07:47 AM	12:22 PM	12:23 PM	05:55 PM	WFH	
4	07:52 AM	12:17 PM	12:18 PM	04:51 PM	SKELETAL	
5	07:25 AM	12:26 PM	12:28 PM	05:31 PM	SKELETAL	
6	Saturday					
7	Sunday					
8	08:17 AM	01:06 PM	01:07 PM	05:40 PM	SKELETAL	
9	08:17 AM	01:06 PM	01:07 PM	05:40 PM	WFH	
10	09:14 AM	12:17 PM	12:17 PM	05:39 PM	WFH	
11	07:57 AM	12:21 PM	12:21 PM	05:05 PM	SKELETAL	
12	08:58 AM	12:30 PM	12:30 PM	05:43 PM	SKELETAL	
13	Saturday					
14	Sunday					
15	09:16 AM	12:05 PM	12:05 PM	05:51 PM	SKELETAL	
16						
17						
18						
19						
20	Saturday					
21	Sunday					
22						
23						
24						
25						
26						
27	Saturday					
28	Sunday					
29						
30						
31						


AM			PM		UNDERTIME	
DAY	IN	OUT	IN	OUT	HRS	MINS
1						
2	07:33 AM	12:01 PM	12:02 PM	04:52 PM	WFH	
3	07:47 AM	12:22 PM	12:23 PM	05:55 PM	WFH	
4	07:52 AM	12:17 PM	12:18 PM	04:51 PM	SKELETAL	
5	07:25 AM	12:26 PM	12:28 PM	05:31 PM	SKELETAL	
6	Saturday					
7	Sunday					
8	08:17 AM	01:06 PM	01:07 PM	05:40 PM	SKELETAL	
9	08:17 AM	01:06 PM	01:07 PM	05:40 PM	WFH	
10	09:14 AM	12:17 PM	12:17 PM	05:39 PM	WFH	
11	07:57 AM	12:21 PM	12:21 PM	05:05 PM	SKELETAL	
12	08:58 AM	12:30 PM	12:30 PM	05:43 PM	SKELETAL	
13	Saturday					
14	Sunday					
15	09:16 AM	12:05 PM	12:05 PM	05:51 PM	SKELETAL	
16						
17						
18						
19						
20	Saturday					
21	Sunday					
22						
23						
24						
25						
26						
27	Saturday					
28	Sunday					
29						
30						
31						


TOTAL _____

TOTAL _____

I hereby certify on my honor that the above is a true and correct report of work performed, record of which was made daily at the time and departure from office.

I hereby certify on my honor that the above is a true and correct report of work performed, record of which was made daily at the time and departure from office.


CHARLES ERIC A. SAJUL
Employee Signature


CHARLES ERIC A. SAJUL
Employee Signature

Verified as to the prescribed office hours:

Verified as to the prescribed office hours:

CONSOLACION P. CRISOSTOMO
In-charge

CONSOLACION P. CRISOSTOMO
In-charge

