



Carlos Hilado Memorial State University

Alijis Campus • Binalbagan Campus • Fortune Towne Campus • Talisay (Main) Campus

A leading GREEN institution of higher learning in the global community by 2030

(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development, and Nation-building)

College of Computer Studies

DAILY TIME & TASKS RECORD (DTTR)

Jan Rusell G. Engracial

NAME

CHMSU – Records Management Office

INDUSTRY / AGENCY NAME / DEPARTMENT

March

MONTH

Official Hour Of Arrival And Departure




DAY	AM		PM		NO. OF HOURS	TASKS/ ASSIGNMENTS PERFORMED
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE		
1	7:35	11:38	1:00	5:00	8	Disseminating Communications, Sending Mails within campus, Posting Announcement in RMO Bulletins
2	7:45	11:47	1:05	5:10	8	Disseminating Communications, Developing the Archive's Filing System
3						
4	8:00	12:00	1:07	5:10	8	Disseminating Communications,Sorting Folders Alphabetically and Sorting Documents by number
5	7:50	11:55	1:00	5:00	8	Disseminating Communications, Sorting Documents by number and Labeling of File Folders and Boxes
6	7:34	11:36	1:00	5:02	8	Disseminating Communications, Stamping Documents, Sorting Documents by number, Posting Announcement in RMO Bulletins
7	7:39	11:40	1:05	5:05	8	Filing 201 Files, Disseminating Communications
8	7:45	11:50	1:10	5:05	8	Photocopying of Documents, Disseminating Communications
9	7:38	11:40	1:02	5:00	8	Disseminating Communications, Developing the Archive's Filing System
10						
11	7:42	11:45	1:08	5:10	8	Photocopying of Documents, Disseminating Communications, Sending Mails within Campus
12	7:35	11:35	1:00	5:00	8	Photocopying of Documents, Disseminating Communications, Sending Mails within Campus, Filing 201 Files
13	7:41	11:40	1:10	5:05	8	Photocopying of Documents, Disseminating Communications, Sending Work Documented Information
14	8:02	12:00	1:04	5:06	8	Sending Mails within Campus, Filing Memorandums, Recording Time Received and Time Release of Documents
15	7:37	11:45	1:05	5:00	8	Disseminating Communications, Sending Mails within Campus
16	7:47	11:50	1:03	5:05	8	Developing the Archive's Filing System, Digitizing Archives
17						
18	7:50	11:50	1:00	5:02	8	Disseminating Communications, Sending Mails within Campus, Developing the Archive's Filing System
19	7:25	11:30	1:05	5:00	8	Disseminating Communications, Sending Mails within Campus, Developing the Archive's Filing System
20	7:34	11:35	1:05	5:04	8	Disseminating Communications, Developing the Archive's Filing System
21	7:42	11:45	1:05	5:03	8	Disseminating Communications, Developing the Archive's Filing System
22	8:00	12:00	1:00	5:00	8	Disseminating Communications, Sending Mails within Campus, Developing the Archive's Filing System
23	7:46	12:00	1:10	5:05	8	Developing the Archive's Filing System, Digitizing Archives
24						
25	8:00	12:02	1:12	5:10	8	Disseminating Communications, Sending Mails within Campus, Developing the Archive's Filing System
26	7:45	11:45	1:05	5:07	8	Disseminating Communications, Sending Mails within Campus, Developing the Archive's Filing System, Photocopying of Control Documented Information
27	7:41	11:43	1:00	5:03	8	Disseminating Communications, Sending Mails within Campus, Photocopying of Control Documented Information
28						
29						
30						
31						

TOTAL NO. OF HOURS: 184

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

Student's Signature



 college.computerstudies@chmsc.edu.ph
 (034) 434 8148
 chmsc.edu.ph

GREEN CHMSU ExCELSIOR!
Excellence · Compassion · Environmentalism · Love of Country · Social Responsibility · Integrity · Openness · Resilience