



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

February

MONTH

7:30 - 11:30 - 1:00 - 5:00

Official Hour Of Arrival And Departure

DAY	AM		PM		NO. OF HOURS	TASKS/ ASSIGNMENTS PERFORMED
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE		
1						
2						
3						
4						
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20						
21						
22						
23						
24						
25						
26	7:33	11:32	1:02	5:03	8	Orientation, Disemminating Communications, Sending Mails within campus
27	7:40	11:42	1:00	5:00	8	Filing 201 Documents, Photocopying VPAF's archives, Writing Obsolete in Work Procedure and Work Instructions Folders
28	8:00	12:00	1:05	5:05	8	Photocopying of Memorandums, Sorting Documents by Number, Disseminating Communications, Sorting Folders Alphabetically, Writing Obsolete in Work Procedure and Work Instructions Folders
29	7:45	11:45	1:02	5:03	8	Disemminating Communications, Writing Obsolete in Work Procedure and Work Instructions Folders, Sorting Folders
30						
31						

TOTAL NO. OF HOURS: 32

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

HTE Supervisor's Name & Signature



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GREEN CHMSU ExCELSIOR!

Excellence • Compassion • Environmentalism • Love of Country • Social Responsibility • Integrity • Openness • Resilience