



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL IRRIGATION ADMINISTRATION**  
SORSOGON-MASBATE IRRIGATION MANAGEMENT OFFICE



May 21, 2025

**FOR : ENGR. GAUDENCIO JOHN M. DE VERA**  
Regional Manager A  
National Irrigation Administration  
Region V, Naga City

**ATTN : MR. EDUARDO G. YU**  
Chief, Administrative Section

**SUBJECT : SUBMISSION COPIES OF DAILY TIME RECORD FOR THE PERIOD OF  
MAY 1-15, 2025**

Respectfully submitted herewith are copies of Daily Time Record and Quincena Accomplishment Report of the undersigned for the period of May 1-15, 2025

For your information and approval.

  
**ENGR. EDMUNDO T. VILLALUZ**  
Acting Manager





Republic of the Philippines  
**NATIONAL IRRIGATION ADMINISTRATION**  
Buhatan, Sorsogon City

## DAILY TIME RECORD

NAME: VILLALUZ, Edmundo Tudio (ETV) (112)

For the month of MAY, 2025

Official hours for arrival ( Regular days 11 )  
and departure ( Saturdays 2 )

D A Y	MORNING		AFTERNOON		OVERTIME		ABS	UT
	IN	OUT	IN	OUT	IN	OUT		
01	:	:	:	:			1.0	0
02	:	:	:	:			1.0	0
03	S	-	A	-	T	-	0.0	0
04	S	-	U	-	N	-	0.0	0
05	07:43A	12:04P	:	05:09P			0.5	219
06	:	12:04P	12:48P	05:20P			0.5	208
07	07:43A	12:05P	01:03P	08:16P			0.0	(215)
08	:	:	:	:			1.0	0
09	07:55A	:	:	:			1.0	480
10	S	-	A	-	T	-	0.0	0
11	S	-	U	-	N	-	0.0	0
12	:	:	:	:			1.0	0
13	:	:	:	:			1.0	0
14	06:55A	12:30P	12:33P	07:35P			0.0	(277)
15	07:13A	:	:	:			0.0	0

OVERTIME: **0.00** **7.0** **415**

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 at and departure from office.

Signature

Verified as to prescribed office hours.

CYNTHIA E. ANIMPOT

Timekeeper

GAUDENCIO JOHN M. DE VERA

Regional Manager



Republic of the Philippines  
**NATIONAL IRRIGATION ADMINISTRATION**  
Buhatan, Sorsogon City

## DAILY TIME RECORD

NAME: VILLALUZ, Edmundo Tudio (ETV) (112)

For the month of MAY, 2025

Official hours for arrival ( Regular days 11 )  
and departure ( Saturdays 2 )

D A Y	MORNING		AFTERNOON		OVERTIME		ABS	UT
	IN	OUT	IN	OUT	IN	OUT		
01	:	:	:	:			1.0	0
02	:	:	:	:			1.0	0
03	S	-	A	-	T	-	0.0	0
04	S	-	U	-	N	-	0.0	0
05	07:43A	12:04P	:	05:09P			0.5	219
06	:	12:04P	12:48P	05:20P			0.5	208
07	07:43A	12:05P	01:03P	08:16P			0.0	(215)
08	:	:	:	:			1.0	0
09	07:55A	:	:	:			1.0	480
10	S	-	A	-	T	-	0.0	0
11	S	-	U	-	N	-	0.0	0
12	:	:	:	:			1.0	0
13	:	:	:	:			1.0	0
14	06:55A	12:30P	12:33P	07:35P			0.0	(277)
15	07:13A	:	:	:			0.0	0

OVERTIME: **0.00** **7.0** **415**

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 at and departure from office.

Signature

Verified as to prescribed office hours.

CYNTHIA E. ANIMPOT

Timekeeper

GAUDENCIO JOHN M. DE VERA

Regional Manager



# QUINCENA ACCOMPLISHMENT REPORT

Republic of the Philippines  
OFFICE OF THE PRESIDENT  
NATIONAL IRRIGATION ADMINISTRATION  
SORSOGON-MASBATE IRRIGATION MANAGEMENT OFFICE



NAME: EDMUNDO T. VILLALUZ

POSITION: Principal Engineer C/Acting IMO Manager (SMIMO)

Period from May 1, 2025 to May 15, 2025

DAY	TASKS COMPLETED / ACTIVITIES UNDERTAKEN	QUANTITY	REMARKS
1	HOLIDAY		
2	ON LEAVE		
3	SATURDAY		
4	SUNDAY		
5	Reviewed & Signed various documents		
6	Reviewed & Signed various documents Attended virtual meeting Re: Agenda for the nationwide assessment of the status of project implementation for operations department monitored projects on May 8, 2025		
7	Reviewed & Signed various documents		
8	Reviewed & Signed various documents Attended Nationwide assessment of the status of project implementation for operations department monitored projects at NIA large conference room, Regional Office V		
9	Reviewed & Signed various documents Coordinate with officer of LAFAPARA IA, Buluan Sorsogon Project inspection at Catan-agan SPIP Juban, Sorsogon		
10	SATURDAY		
11	SUNDAY		
12	HOLIDAY (NATIONAL & LOCAL ELECTION DAY)		
13	Reviewed & Signed various documents		
14	Reviewed & Signed various documents Presided Engineering & OM meeting		
15	Reviewed & Signed various documents Conducted & assisted System management Committee Meeting at Paraiso Garden Santa Remedios, Buluan Sorsogon		

SUBMITTED BY:

EDMUNDO T. VILLALUZ

Employee's Signature over Printed Name

NOTED BY:

ENGR. GAUDENCIO JOHN M. DE VERA

REGIONAL MANAGER A





## CERTIFICATION

This is to certify that the undersigned was present/reported to office on May 5, 2025 as reflected in the Daily Attendance Logbook's relevant page as hereto attached.

This is to certify further that the time entry/ies specifically his/her 12:26 NN / 12:26 NN did not reflect in the Daily Record (afternoon entry) due to Biometric Error in the (morning entry) (lunch break) (afternoon entry) (DTR) due to (cite reason)

This certification is being issued in support to my FSR for the month of May, 2025 2025 (Month) (Year)

EDMUNDO T. VILLALUZ  
(Employee's Signature over Printed Name)/(Date)

Noted by:

ENGR. GAUDENCIO JOHN M. DE VERA  
(Supervisor's Signature over Printed Name)/(Date)  
REGIONAL MANAGER A  
(Designation)  
NIA- REGIONAL OFFICE V  
(Office)





## CERTIFICATION

*This is to certify* that the undersigned was present/reported to office on **May 6, 2025** as reflected in the Daily Attendance Logbook's relevant page as <sup>(date)</sup> hereto attached.

This is to certify further that the time entry/ies specifically his/her  
6:50 AM / (lunch break) / (afternoon entry) did not reflect  
in the Daily Time Record (DTR) due to  
**Biometric Error**

This certification is being issued in support to my FSR for the month of \_\_\_\_\_, CY \_\_\_\_\_.  
(Month) (Year)

EDMUNDO T. VILLALUZ

(Employee's Signature over Printed Name)/ (Date)

Noted by:

**ENGR. GAUDENCIO JOHN M. DE VERA**

(Supervisor's Signature over Printed Name)/ (Date)

### REGIONAL MANAGER A

(Designation)

**NIA- REGIONAL OFFICE V**

(Office)

Office of IMO Manager/ CDR

Buhatan, Sorsogon City, Philippines

Telephone No.: (056) 211-0700

Email: [r5.sorsogonmasbateimo@nia.gov.ph](mailto:r5.sorsogonmasbateimo@nia.gov.ph) • Facebook: [www.facebook.com/NIASorsogonMasbate IMO](https://www.facebook.com/NIASorsogonMasbateIMO)

TIN: 000916415097000

NIA-SMIMO-AFD-ADM-INT-Form40Rev04

Master Doc ID:

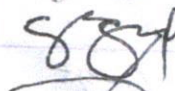

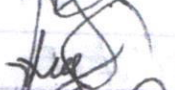

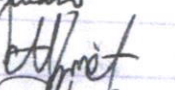
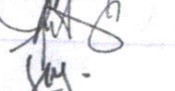
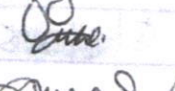
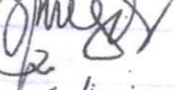
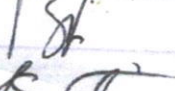
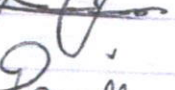
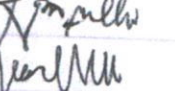
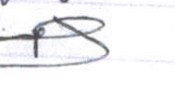
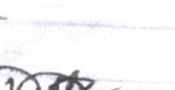
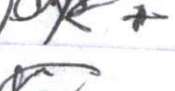
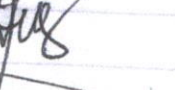
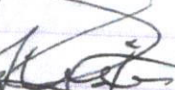
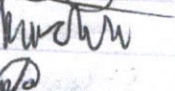
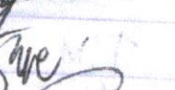
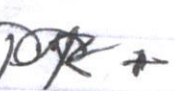

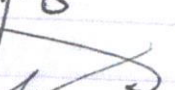

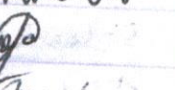
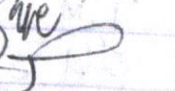







May 5, 2015

Signature

5/25

Name	IN	OUT	Signature
SC Gumbal	12:23	5:07	
C. Raquid	12:23	5:13	
AB Gma	12:24	5:19	
PN <del>RAPODAR</del>	12:25	5:19	
<del>ETVUYUR</del>	12:26	5:09	
KATHLEEN MAR DRON	12:30	5:02	
CYNTHIA E. APINIPOT	12:31	5:17	
JULIET ANDREA ULNIDO	12:31	5:13	
Chloe Carpon	12:32	7:53	
M.A. Balbedina	12:33	5:12	
JMSESCANDOR	12:35	5:18	
V. Mariano	12:41	4:30	
ANNIE N. Fami	12:41	5:19	
E. ELIZABETH	12:43		
F. Lopez	12:49		
RAPHAEL D. BORILLA	12:50	11:16	
ARMANDO DANCHELO		3:01	
K. PEUPU	10:38	7:02	
<hr/>			
MAY 6 - 2015 AM			
ALVIN A. ISANON	6:31		
S. DOMANICO	6:31	12:10	
ETVUYUR	6:50	12:05	
C. Raquid	6:59	12:23	
E. ELIZABETH	6:59	12:00	
ARMANDO DANCHELO	7:00	3:00	
C. Espora	7:04	12:08	
ARLENE MAYE	7:15	12:27	
S. Lopez	7:17	12:58	
R. BORILLA	7:27	12:10	





RUSH PLA. M  
12

## NOTICE OF MEETING

Meeting No.	1	
Date	May 8, 2025 (Thursday)	Time: 8:00 AM onwards
Venue	NIA LARGE CONFERENCE ROOM	
Agenda	NATIONWIDE ASSESSMENT OF THE STATUS OF PROJECT IMPLEMENTATION FOR OPERATIONS DEPARTMENT MONITORED PROJECTS (via Virtual Teleconference with Operations Dept.)	
From	THE REGIONAL MANAGER	
To	ALL IMO MANAGERS Ms. DIOGEMMA C. RODRIGUEZ - Division Manager, EOD Ms. MARIVIC R. DE LIMA- Acting Chief, Construction section Mr. EDUARDO A. BALONDO -Acting Chief, Equipment section ALL ENGINEERING HEAD OF IMOS Ms. MA. SARAH E. SARMIENTO-Engineer A Mr. ACE B. BUENA- Engineer A Ms. LYCA BARBARA M. ACABADO - Engineer A Ms. JESSICA C. TAULE - Engineer A Ms. ANELIE L. LAYNES - Legal Researcher III	

You are hereby notified and required to attend the meeting face to face with the undersigned and via Virtual Teleconference with Operations Dept., NIA CO.

The Matters to be discussed are the following:

1. Assessment of Physical Targets and Accomplishments -Evaluate the Progress and Achievements of Physical targets of ongoing projects.
2. Status of Carry over projects and catch-up plans.
3. Implementation Status of CY 2025 projects and Construction schedule.
4. Also, the Status of CY 2025 POW submission, Procurement and ASA release.

Please prepare updated data and justifications.

Your attendance is a must and please come on time.

For your strict compliance.

ENGR. GAUDENCIO JOHN M. DE VERA

Date: MAY 02 2025

ace - dv  
mrol - M





# CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that EDUARDO T. YILLALUZ from the  
office of NIA, Sorsogon-Masbate IMO, Sorsogon City, had reported to this office of  
Cataganan SLP, Urban for the purpose of :  
Project inspection

ARRIVAL FROM STATION

Date: 09 MAY 2025

Time: \_\_\_\_\_

DEPARTURE

Date: 09 MAY 2025

Time: \_\_\_\_\_

Issued this 9th day of May, 2025

Lucilla Brizante  
Pump leader no. 7



CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that EDMUNDO T. VILLALBA from the office of NIA, Sorsogon-Masbate IMO, Sorsogon City, had reported to this office of LaJapara A, INC coordinate with the officer for the purpose of :

ARRIVAL FROM STATION

Date: May 9, 2025

Time:

issued this 9th day of May

2025

Date: May 9, 2025

Time:

DEPARTURE

*James K. ...*  
SA 24 A. LACITAO  
/IA - President

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that EDMUNDO T. VILLALBA from the office of NIA, Sorsogon-Masbate IMO, Sorsogon City, had reported to this office of LaJapara A, INC coordinate with the officer for the purpose of :

ARRIVAL FROM STATION

Date: May 9, 2025

Time:

issued this 9th day of May

2025

Date: May 9, 2025

Time:

DEPARTURE

*James K. ...*  
SA 24 A. LACITAO  
/IA - President



MALACAÑAN PALACE  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

PROCLAMATION NO. 878

**DECLARING MONDAY, 12 MAY 2025, A SPECIAL (NON-WORKING) HOLIDAY  
THROUGHOUT THE COUNTRY**

**WHEREAS**, the National and Local Elections shall be held on Monday, 12 May 2025;

**WHEREAS**, there is a need to declare Monday, 12 May 2025, as a special (non-working) holiday to enable the people to properly exercise their right to vote;

**NOW, THEREFORE, I, FERDINAND R. MARCOS, JR.**, President of the Philippines, by virtue of the powers vested in me by law, do hereby declare Monday, 12 May 2025, a special (non-working) holiday throughout the country for the National and Local Elections.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the Republic of the Philippines to be affixed.

Done in the City of Manila, this 6<sup>th</sup> day of May, in the year of Our Lord, Two Thousand and Twenty Five.

By the President:

  
**LUCAS P. BERSAMIN**  
Executive Secretary

  
7 

THE PRESIDENT OF THE PHILIPPINES

