

Name : LAT, MARY JANE T.

Employee No. : 2353867

Office/Department :

Position :

Division : Re assigned Personnel

Status : PERMANENT/ RE-ASSIGNED

Machine ID : 2353867

Daily Time Record for the period 09/01/2021 to 09/30/2021

Date	Day	Morning		Afternoon		Overtime		LOW	OT	LT	UT	Others	
		In	Out	In	Out	In	Out					Status	Holidays
1	Wed	07:30	<sup>1</sup>		17:26	<sup>1</sup>		08:00					
2	Thu	07:41	<sup>1</sup>		17:14	<sup>1</sup>		08:00					
3	Fri	07:27	<sup>1</sup>		17:24	<sup>1</sup>		08:00					
4	Sat											RestDay	Sat
5	Sun											RestDay	Sun
6	Mon	07:37	<sup>1</sup>		17:15	<sup>1</sup>		08:00					
7	Tue	07:31	<sup>1</sup>		17:20	<sup>1</sup>		08:00					
8	Wed	07:37	<sup>1</sup>		16:56	<sup>1</sup>		08:00					
9	Thu	07:32	<sup>1</sup>		17:13	<sup>1</sup>		08:00					
10	Fri	06:53	<sup>3</sup>		DISINFECTION							Incomplete	
11	Sat											RestDay	Sat
12	Sun											RestDay	Sun
13	Mon	07:28	<sup>2</sup>		18:04	<sup>1</sup>		08:00					
14	Tue	07:11	<sup>3</sup>		18:57	<sup>2</sup>		08:00					
15	Wed	07:20	<sup>1</sup>		19:13	<sup>1</sup>		08:00					
16	Thu	07:01	<sup>1</sup>		16:49	<sup>3</sup>		08:00					
17	Fri	07:17	<sup>1</sup>		19:22	<sup>1</sup>		08:00					
18	Sat											RestDay	Sat
19	Sun											RestDay	Sun
20	Mon	06:58	<sup>1</sup>		17:28	<sup>1</sup>		08:00					
21	Tue	07:11	<sup>4</sup>		18:10	<sup>1</sup>		08:00					
22	Wed	07:00	<sup>3</sup>		18:17	<sup>2</sup>		08:00					
23	Thu	07:06	<sup>1</sup>		18:47	<sup>2</sup>		08:00					
24	Fri	07:08	<sup>1</sup>		17:11	<sup>1</sup>		08:00					
25	Sat											RestDay	Sat
26	Sun											RestDay	Sun
27	Mon	07:31	<sup>2</sup>		17:09	<sup>2</sup>		08:00				MC 90 Family Week	
28	Tue	07:29	<sup>2</sup>		17:08	<sup>1</sup>		08:00					
29	Wed	07:22	<sup>2</sup>		17:18	<sup>2</sup>		08:00					
30	Thu	07:33	<sup>1</sup>		16:55	<sup>1</sup>		08:00					

## TOTAL

**Length Of Work :** 0168:00

Lates : 0000:00

Leave : 0

Day Work : 21

Over Time : 0000:00

Late Frequency : 0

Rest Day : 8

**Absences :** 1

Under Time : 0000:00

Special Holiday : 0

UT Frequency : 0

**Legal Holiday :** 0

## FORM 3333

I certify that the entries on this record, which were made by myself daily at the time of arrival and departure from office are true and correct.

Employee's Signature

ORENCIO D. IERUTA  
EXECUTIVE ASSISTANT IV  
Authorized Official

**REMINDER :** Please return within 5 days together with the required signed official documents.

## REMARKS :



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City, 1100  
Trunkline (632) 929-6626; 929-6628; 929-6635; 929-4028; 929-3618  
426-0465; 426-0001; 426-0347; 426-0480; 426-0491  
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367  
Website: <http://www.denr.gov.ph> / E-mail: [Web@denrgov.ph](mailto:Web@denrgov.ph)

### ADVISORY

FOR/TO : All Officials and Employees  
DENR Central Office


SUBJECT : **CONDUCT OF MASSIVE CLEANING/DISINFECTION IN THE  
DENR CENTRAL OFFICE FROM SEPTEMBER 8 TO 12, 2021**

In line with the increase of COVID-19 cases in the DENR Central Office and to ensure the health and safety of all its officials, employees, and clienteles, there will be a massive cleaning/disinfection of all buildings inside the DENR premises from September 8-12, 2021. As such, the Administrative Service shall coordinate with the concerned offices regarding the schedule of cleaning/disinfection in their respective floors to give way for the disinfection. The tentative schedule are as follows, subject to change depending on urgent matters (e.g. preparation on budget hearing, finance and personnel matters, etc.).

Office/Floor	Date of Disinfection
2 <sup>nd</sup> and 3 <sup>rd</sup> Floors (main building)	September 9, 2021
4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> Floors (main building)	September 10, 2021
1 <sup>st</sup> Floor, Basement (main building) and Annex Building	September 11, 2021
FASPS, Employees Welfare Building and Hostel	September 12, 2021

The Department shall continue to operate while being part of the concerted efforts to manage the nationwide COVID-19 situation. The skeleton workforce from the essential services shall not be less than 20% on-site capacity during the said dates.

For information and guidance.

  
**ATTY. ERNEST B. ADOBO, JR., CESO I**  
Undersecretary  
Legal, Administration, Human Resources,  
and Legislative Affairs

MEMO NO. 2021 - 615