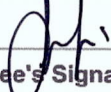
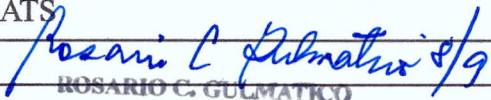






Department of Environment and Natural Resources - MIMAROPA Region						
DAILY TIME RECORD						
Name		Michelle Bautista Tuyan				
Position		Administrative Officer I				
Division		RECORDS				
Employee/ TIN No.		OSEC-R4M-ADOFI-435				
July 2023						
Date	Day	Morning		Afternoon		Accomplishment
		In	Out	In	Out	
04	Tue	07:16	12:46	12:46	17:01	<ul style="list-style-type: none"><li>• Supervised and gave instructions to RS staff</li><li>• Email, GC and DATS monitoring</li><li>• Attended to inquiries in email/chats/calls/texts</li><li>• 2 documents encoded/recorded in RDATS</li><li>• 5 documents updated in RDATS</li><li>• 19 documents checked in RDATS</li></ul>
06	Thu	06:54	12:00	12:00	16:56	<ul style="list-style-type: none"><li>• Supervised and gave instructions to RS staff</li><li>• Email, GC and DATS monitoring</li><li>• Attended to inquiries in email/chats/calls/texts</li><li>• 17 RSO uploaded and recorded/updated in RDATS</li><li>• 17 RSO and 1 Office Memo Order disseminated via email</li></ul>
10	Mon	07:00	12:05	12:07	18:35	<ul style="list-style-type: none"><li>• Attended the Monday Convocation</li><li>• Supervised and gave instructions to RS staff</li><li>• Email, GC and DATS monitoring</li><li>• Attended to inquiries in email/chats/calls/texts</li><li>• 2 documents updated in RDATS</li><li>• 8 documents checked in RDATS</li><li>• 10 documents encoded/recorded in RDATS</li></ul>
12	Wed	08:10	12:59	12:59	18:01	<ul style="list-style-type: none"><li>• Supervised and gave instructions to RS staff</li><li>• Email, GC and DATS monitoring</li><li>• Attended to inquiries in email/chats/calls/texts</li><li>• 14 documents checked in RDATS</li><li>• 17 documents encoded/recorded in RDATS</li><li>• Update Regional Citizens Charter, coordinate with Ms. Karen of PMD</li></ul>
14	Fri	07:06	12:00	12:00	16:27	<ul style="list-style-type: none"><li>• Supervised and gave instructions to RS staff</li><li>• Email, GC and DATS monitoring</li><li>• Attended to inquiries in email/chats/calls/texts</li><li>• 2 documents and 20 RSOs uploaded and recorded in RDATS</li><li>• 20 RSOs disseminated via email</li><li>• 12 documents encoded/recorded/uploaded in RDATS</li></ul>

17	Mon	06:30	12:40	12:42	17:27	<ul style="list-style-type: none"> <li>• Attended the Monday Convocation</li> <li>• Supervised and gave instructions to RS staff</li> <li>• Email, GC and DATS monitoring</li> <li>• Attended to inquiries in email/chats/calls/texts</li> <li>• 10 documents updated in RDATS</li> <li>• 21 documents encoded/recorded in RDATS</li> <li>• Prepared/draft Memo re: Document Control</li> <li>• prepared/draft Minutes of the Meeting re: June 2023 monthly meeting</li> </ul>
19	Wed	07:21	13:00	13:00	20:43	<ul style="list-style-type: none"> <li>• Supervised and gave instructions to RS staff</li> <li>• Email, GC and DATS monitoring</li> <li>• Attended to inquiries in email/chats/calls/texts</li> <li>• 2 documents and 20 RSOs uploaded and recorded in RDATS</li> <li>• 4 documents disseminated via email (1 RSO, 2 SO and 2 Memo)</li> <li>• 6 documents updated/uploaded in RDATS</li> <li>• 14 documents encoded/recorded in RDATS</li> </ul>
21	Fri	07:30	12:02	12:03	16:30	<ul style="list-style-type: none"> <li>• Supervised and gave instructions to RS staff</li> <li>• Email, GC and DATS monitoring</li> <li>• Attended to inquiries in email/chats/calls/texts</li> <li>• 12 documents checked in RDATS</li> <li>• 9 documents encoded/recorded in RDATS</li> </ul>
25	Tue	07:43	12:55	12:56	17:11	<ul style="list-style-type: none"> <li>• Attended the Monday Convocation</li> <li>• Supervised and gave instructions to RS staff</li> <li>• Email, GC and DATS monitoring</li> <li>• Attended to inquiries in email/chats/calls/texts</li> <li>• 19 documents encoded/recorded in RDATS</li> <li>• 4 documents checked in RDATS</li> <li>• Revised and submitted Indicative PPMP base on BP CY 2024, Tier 1 for Records Section.</li> </ul>
26	Wed	06:42	12:18	12:18	18:00	<ul style="list-style-type: none"> <li>• Supervised and gave instructions to RS staff</li> <li>• Email, GC and DATS monitoring</li> <li>• Attended to inquiries in email/chats/calls/texts</li> <li>• Checked 142 documents (MEMO/SO) sent via email of CO-RMDD if encoded in RDATS</li> </ul>
						 <b>ROSARIO C. GULMATCO</b> Chief, Administrative Division MIMAROPA Region Authorized Official
Employee's Signature						



JUL 27 2023

07-27-23

AMM

1800

5:30	12:00	12:01	6:49	turkey	mc
5:53	12:02	12:03	4:13	W. O. AGOSTO	mi
6:26	12:07	12:07	4:41	MAX MON Smith	f
6:37	12:01	12:02	4:00	INTANGULIS	✓
6:55	12:35	12:43	4:46	JEZETH MAE PABERO	✓
6:59	12:32	12:32	4:04	Denzil Trui Ledilla	✓
6:59	12:00	12:01	4:01	GIAN LAMINIS	✓
7:14	12:11	12:14	4:18	AVILANUEVA	✓
7:14	12:45	12:46	5:01	EDUARDO	✓
7:14	12:05	12:05	4:00	JOSEPH OCHOA	✓
7:14	12:18	12:19	4:25	AGATHA	✓
7:14	12:20	12:21	4:20	MO MYNN	✓
7:15				CPA	✓
7:21	12:08	12:41	4:30	J. Cabria	✓
7:21	12:03		5:27	GRATE	✓
7:22	12:20	12:21		EDUARDO	✓
7:25	12:18	12:19	4:33	HILDA BATALLA	✓
7:23				Begunias	✓
7:34	12:24	12:24	4:34	JAMIE SON CUBI	✓
7:35	12:03	12:07	8:18	ML Ecolan	✓
7:39	12:31	12:32		J. Bulnagan	✓
7:40	12:37	12:37	4:47	Glenn	✓
7:42	12:37	12:34	5:39	M. Loma	✓
7:42				JVEL LAMA	✓
7:43	12:00	12:08	8:42	A. Inga	✓
7:46	12:01	12:41	4:46	ADATO	✓
7:48	12:21	12:58	4:48	RAP JARABE	✓
7:52	12:01	12:02	5:29	A. FRIGLIANA	✓
7:52	12:16	12:17	5:42	KNDOM AMAN	✓
7:55	12:45	12:48	5:01	M. Flores	✓
7:56	12:20	12:21	6:16	IMPANAN	✓
8:04	12:03	12:15	5:05	Shyler	✓
8:08	12:15	12:20	5:25	FRANCIS HOPE RAMOS	✓
8:08	12:15	12:20	5:25	RENIA CORONEL	✓
8:10	12:15	12:15	5:54	R. MAC O ALAGA	✓
8:11	12:17	12:17	5:11	OMB	✓



18

九方舟

07-28-2023

[illegible]