RUNDATE: 2023.08.04 RUNTIME: 10:33:59.56

Department of Environment and Natural Resources Mimaropa Region

Name:

TUYAN, MICHELLE B.

Employee No.: OSEC-DENRB-ADOF1-435

Position:

Daily Time Record for the period 07/01/2023

07/31/2023

Status:

PERMANENT

Division:

Administrative Division

Machine ID: 146

		Morning		Afternoon		LOW	OT	UT	LT	Total		Others	
Date	Day	In	Out	In	Out	LOW	ОТ	UI	LI	Total	Remarks	Status	Holidays
1	Sat											RestDay	Sat
2	Sun	5						and the second second second second				RestDay	Sun
3	Mon	07:30	12:34	12:35	17:12			479000000000000000000000000000000000000					
4	Tue	WFH				- 1							-
5	Wed	07:09	12:13	12:38	16:09		i i i i i i i i i i i i i i i i i i i						
6	Thu	WFH											
7	Fri	07:08	12:11	12:11	16:40						A		
8	Sat											RestDay	Sat
9	Sun	5		A								RestDay	Sun
10	Mon	WFH	-										
11	Tue	07:10	12:43	12:43	17:25								
12	Wed	WFH				40000							
13	Thu	07:23	12:24	12:24	16:39		S. Salar						
14	Fri	WFH											
15	Sat	C	***************************************									RestDay	Sat
16	Sun	5										RestDay	Sun
17	Mon	WFH		estantismo.									
18	Tue	07:19	12:03	12:56	18:13							to at intermedial year to an overland to the control of the contro	
19	Wed	WFH		And part of the second second		MINISTER PROPERTY OF THE PROPE							
20	Thu	07:04	12:11	12:12	17:19				Carrol Vision Stock	eologia (4-1), colorida (4-a			
21	Fri	WFH							Linether (Wildseton as the spin on	Carrier of the Constitution of the Constitutio	100		
22	Sat			STATE OF THE STATE								RestDay	Sat
23	Sun	\supset		,	N.							RestDay	Sun
24	Mon	WORK	JUSTEN	SION/	MEMO	CIR.	NO. 25						
25	Tue	The state of the s						-01 To				kunturadi ertilikari dilaksilaran kuntulaksilaran kalandari kangan vitalikaran kuntu	
26	Wed	WFH											
27	Thu	07:14	12:20	12:21	16:20	***************************************		03:14				antibra antario nella origentale ciudi etti u tate tate tate anteriori antibra origenari	
28	Fri	09:38	12:16	12:23	19:01			05:00	00:38			Half Day	
29	Sat					***************************************						RestDay	Sat
30	Sun	2										RestDay	Sun
31	Mon	07:25	12:50	12:51	16:20	OTHER PROPERTY OF THE PERSON NAMED IN COLUMN		00:05					

TOTAL

Length Of Work: 0071:03

Under Time:

0008:19

Leave:

0

Day Work:

10

Over Time :

00:000

UT Frequency:

Late Frequency:

3

Rest Day:

10

Absences :

11

0000:38

Special Holiday: 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.

Chief, Administrative Diviolant MIMAROPA Region

Authorized Official

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

Department of Environment and Natural Resources - MIMAROPA Region DAILY TIME RECORD

	DAIL! IIIIIL	. INLOUND
Name	Michelle Bautista Tuyan	
Position	Administrative Officer I	
Division	RECORDS	
Employee/ TIN No.	OSEC-R4M-ADOFI-435	

		T		J	uly 2023	
Date	Day	M	orning	Afte	rnoon	Accomplishment
		- In	Out	tn	Out	
04	Tue	07:16	12:46	12:46	17:01	 Supervised and gave instructions to RS staff Email, GC and DATS monitoring Attended to inquiries in email/chats/calls/texts 2 documents encoded/recorded in RDATS 5 documents updated in RDATS 19 documents checked in RDATS
06	Thu	06:54	12:00	12:00	16:56	 Supervised and gave instructions to RS staff Email, GC and DATS monitoring Attended to inquiries in email/chats/calls/texts 17 RSO uploaded and recorded/updated in RDATS 17 RSO and 1 Office Memo Order disseminated via email
10	Mon	07:00	12:05	12:07	18:35	 Attended the Monday Convocation Supervised and gave instructions to RS staff Email, GC and DATS monitoring Attended to inquiries in email/chats/calls/texts 2 documents updated in RDATS 8 documents checked in RDATS 10 documents encoded/recorded in RDATS
12	Wed	08:10	12:59	12:59	18:01	Supervised and gave instructions to RS staff Email, GC and DATS monitoring Attended to inquiries in email/chats/calls/texts 14 documents checked in RDATS 17 documents encoded/recorded in RDATS Update Regional Citizens Charter, coordinate with Ms. Karen of PMD
14	Fri	07:06	12:00	12:00	16:27	 Supervised and gave instructions to RS staff Email, GC and DATS monitoring Attended to inquiries in email/chats/calls/texts 2 documents and 20 RSOs uploaded and recorded in RDATS 20 RSOs disseminated via email 12 documents encoded/recorded/uploaded in RDATS

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17	Mon	06:30	12:40	12:42	17:27	 Attended the Monday Convocation Supervised and gave instructions to RS staff Email, GC and DATS monitoring Attended to inquiries in email/chats/calls/texts 10 documents updated in RDATS 21 documents encoded/recorded in RDATS Prepared/draft Memo re: Document Control prepared/draft Minutes of the Meeting re: June 2023 monthly meeting
19	Wed	07:21	13:00	13:00	20:43	 Supervised and gave instructions to RS staff Email, GC and DATS monitoring Attended to inquiries in email/chats/calls/texts 2 documents and 20 RSOs uploaded and recorded in RDATS 4 documents disseminated via email (1 RSO, 2 SO and 2 Memo) 6 documents updated/uploaded in RDATS 14 documents encoded/recorded in RDATS
21	Fri	07:30	12:02	12:03	16:30	 Supervised and gave instructions to RS staff Email, GC and DATS monitoring Attended to inquiries in email/chats/calls/texts 12 documents checked in RDATS 9 documents encoded/recorded in RDATS
25	Tue	07:43	12:55	12:56	17:11	 Attended the Monday Convocation Supervised and gave instructions to RS staff Email, GC and DATS monitoring Attended to inquiries in email/chats/calls/texts 19 documents encoded/recorded in RDATS 4 documents checked in RDATS Revised and submitted Indicative PPMP base on BP CY 2024, Tier 1 for Records Section.
26	Wed	06:42	12:18	12:18	18:00	Supervised and gave instructions to RS staff Email, GC and DATS monitoring Attended to inquiries in email/chats/calls/texts Checked 142 documents (MEMO/SO) sent via email of CO-RMDD if encoded in RDATS
						ROSARIO C. GULMATICO
			m'			Chief, Administrative Division MIMAROPA Region
- Company		Employee	's Signature		and	Authorized Official

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