



**SSCT**

*"For Nation's Greater Heights"*

1.2. The library is administered and supervised by:



**SSCT**

*"For Nation's Greater Heights"*

I.2.1. a full-time professional  
licensed librarian; and

**IVY B. MABANTO**

Republic of the Philippines  
**PROFESSIONAL REGULATION COMMISSION**  
**PROFESSIONAL IDENTIFICATION CARD**



LAST NAME ▶ **MABANTO**  
FIRST NAME ▶ **IVY**  
MIDDLE NAME ▶ **BASALAN**  
REGISTRATION NO. ▶ **0005665**  
REGISTRATION DATE ▶ **01/28/2009**  
VALID UNTIL ▶ **04/29/2024**

**LIBRARIAN**



Professional Regulation Commission  
[www.prc.gov.ph](http://www.prc.gov.ph)

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked or withdrawn.

Signature of Professional

TEOFILO S. PILANDO, JR.  
Chairman

19-3416241



REPUBLIC OF THE PHILIPPINES  
**Professional Regulation Commission**  
Cagayan de Oro City

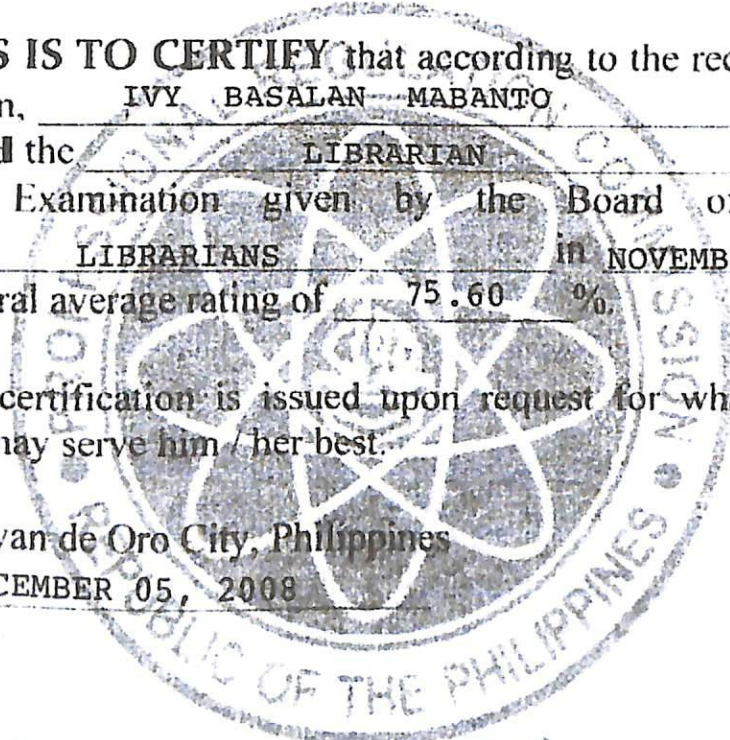
**C E R T I F I C A T I O N**

**TO WHOM IT MAY CONCERN:**

**THIS IS TO CERTIFY** that according to the records of this Commission, IVY BASALAN MABANTO took and **passed** the LIBRARIAN Licensure Examination given by the Board of / for LIBRARIANS in NOVEMBER 2008 with a general average rating of 75.60 %.

This certification is issued upon request for whatever legal purpose it may serve him / her best.

Cagayan de Oro City, Philippines  
DECEMBER 05, 2008



*J.M.*  
**ESTRELLA C. MALIK**  
Regional Director

*[Signature]*  
**JULIE L. SABALZA**  
SUPV. PRO

Verified by: *[Signature]*  
**JESSIE JOHN M. OLAM**

Prepared by: *[Signature]*  
**CONRADO V. DUAMAN JR.**



Php 75.00  
O.R. No.: 2112518  
Date : 12-05-08  
B-08-V-BP-613

**NOT VALID WITHOUT SEAL**



**OFFICE OF THE PRESIDENT**

**OFFICE ORDER NO. 155, S. 2020**

**REFERENCE NO. : SSCT - OP - 02 -78 Series 2020**  
**DATE : FEBRUARY 17, 2020**  
**TO : MS. IVY B. MABANTO**  
**FROM : DR. GREGORIO Z. GAMBOA, JR.**  
**SUBJECT : DESIGNATION AS COLLEGE LIBRARIAN IN CITY CAMPUS**



In the exigency of the service, you are hereby designated as **COLLEGE LIBRARIAN HEAD CITY CAMPUS** effective today, February 17, 2020 for a period of two (2) years unless earlier revoked without additional compensation.

**Duties and Responsibilities:**

1. Formulate and recommend policies, rules and regulations towards the efficient and effective utilization of library services and resource materials;
2. Plan and develop the general programs and activities of the library services in consonance with the College's goals and objectives;
3. Establish library consortia/linkages and benchmark for best practices with libraries of other colleges and universities;
4. Exercise overall supervision and coordination of all librarians in all satellite campuses towards standardization of and compliance with requirements; and
5. Perform other tasks assigned by the President.

You are entitled to a 15-day vacation leave and 15-day sick leave credits annually.

Please be guided accordingly.

**GREGORIO Z. GAMBOA, JR., EdD**  
 SUC President III

Conforme:

**MS. IVY B. MABANTO**

*Cc: VPs  
 Deans, CAO  
 Chairs  
 Budget Officer  
 Administrative Officer  
 HRMO*



SURIGAO STATE COLLEGE OF TECHNOLOGY  
Surigao City, Philippines 8400

Tel. Nos. : (086) 826-6346; 231-7741 Telefax: (086) 826-63-46

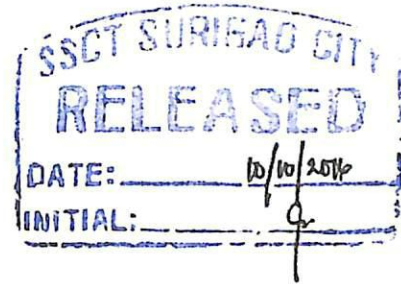
OFFICE ORDER  
No. 105 s. 2016

To : IVY V. MABANTO  
College Librarian

From : OFFICE OF THE PRESIDENT

Date : October 10, 2016


Subject : DESIGNATION AS HEAD LIBRARIAN



In the exigency of service, you are hereby designated as Head Librarian of the College effective immediately.

As such you shall oversee the smooth implementation of the library services as well as the supervision of the librarians/ library-in-charge in the satellite campuses. Your duties and responsibilities shall include, among others, the conduct of regular visitation, monitoring and evaluation in the libraries of different campuses.

Please be guided accordingly.

  
GREGORIO Z. GAMBOA, Ed.D.  
College President



*"For Nation's Greater Heights"*

# LIBRARY and LEARNING RESOURCE CENTER MANUAL



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### ***SSCT VISION***

An excellence-driven institution of higher learning committed to produce holistic and globally competitive

### ***SSCT MISSION***

To provide relevant, high quality and sustainable instruction, research, production, and extension programs and services within a culture and credible and responsive institutional governance

### ***SSCT GOALS***

1. Foster applications of the discipline and provide its learners with industry-based training and education particularly in engineering, technology and fisheries.
2. Conduct and utilize studies for the development of new products, systems and services relevant to Philippine life and of the global village.
3. Promote transfer of technology and spread useful technical skills, thus empowering its learners and the activities.

## LIBRARY PERSONNEL

### PROFESSIONAL

#### HEAD LIBRARIAN

1. Administer efficient working of all full time and temporary employees and evaluate all performance of librarians and assist to develop various library instruction programs and assist staff and students for same.
2. Design an efficient information literacy program for all level of students
3. Develop and prepare annual library reports to assist in accreditations of various college programs and coordinate with library committee and ensure compliance to all user requirements through all library collections.
4. Manage and assist to acquire all materials and ensure compliance to all development policy and evaluate all collections for curriculum and supervise all library services for all community outreach programs and literacy processes.
5. Prepare and documents all library policies and supervise procurement and maintenance of all equipment and facilities.
6. Participate in all meeting and workshops for library services and provide all required information to staff and faculty and develop all library services collection activities.
7. Do other tasks as needed.

### ACQUISITION LIBRARIAN

1. Selects and orders books, periodicals, films, and other materials for library: Reviews publishers' announcements and catalogs, and compiles list of publications to be purchased.
2. Compares selections with card catalog and orders-in-process to avoid duplication.
3. Circulates selection lists to branches and departments for comments.
4. Selects vendors on basis of such factors as discount allowance and delivery dates.
5. Compiles statistics on purchases, such as total purchases, average price, and fund allocations.
6. Recommend acquisition of materials from individuals or organizations or by exchange with other libraries.
7. Develop, formulate rules and regulations, adhering to high quality standards that will ensure smooth flow of acquisition department.
8. Prepares list of bibliographic references in all programs.
9. Participates fully in the collection development program and develops bibliographic references and writing or revisiting collection policy as assigned.
10. Actively participates in library committees as assigned.
11. Do other tasks as needed.

**Superfluous/Duplicate Volumes.** Second copies may not be necessary. Check circulation frequently and weed materials that do not fit the general purpose of the library.

**Content.** Not only dated information, but materials that are poorly written or incorrect should be removed. Look for titles for which later editions may be available and preferable.

**Shelf Time.** Books that have not been checked out for three or more years should be considered for deselection.

#### **VI. Digitization**

- Digitization is the process of converting information into a digital format. Digitizing information makes it easier to preserve, access, and share.
  - A. Books or any document considered to be historically and culturally significant are subject to be digitized to preserve the natural physical condition of a material.
  - B. Books of a single volume, out of print and frequently circulated may also be digitized subject to copyright conditions.

**2021 Edition**

**By**

**2021 Library Advisory Committee**

**Dr. Ronita A. Talingting**

**Dr. Loida P. Patac**

**Dr. Carmelita P. Mosa**

**Engr. Robert R. Bacarro**

**Dr. Marilou B. Carnicer**

**Ms. Ivy B. Mabanto**

**Ms. Lorena C. Badiola**

**Mr. Chito M. Clerigo**

**Approved by:**



**GREGORIO Z. GAMBOA, Jr., EdD**  
**College President**

DAILY TIME RECORD

DAILY TIME RECORD

Name: IVY B. MABANTO

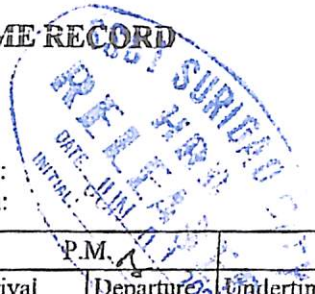
For the month of: May 2022

Office Hour: Morning: \_\_\_\_\_  
Afternoon: \_\_\_\_\_

Name: IVY B. MABANTO

For the month of: May 2022

Office Hour: Morning: \_\_\_\_\_  
Afternoon: \_\_\_\_\_



Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	Sunday				
2	7:56 AM	12:05 PM	12:47 PM	5:15 PM	
3	HOLIDAY				
4	7:54 AM	12:00 PM	12:50 PM	5:24 PM	
5	7:55 AM	12:04 PM	12:54 PM	5:21 PM	
6	7:54 AM	12:08 PM	12:32 PM	5:43 PM	
7	Saturday				
8	Sunday				
9	HOLIDAY				
10	7:52 AM	12:07 PM	12:57 PM	5:52 PM	
11	7:52 AM	12:04 PM	12:44 PM	5:37 PM	
12	7:47 AM	12:07 PM	12:55 PM	6:55 PM	
13	7:52 AM	12:03 PM	12:51 PM	5:58 PM	
14	Saturday				
15	Sunday				
16	7:50 AM	12:08 PM	12:51 PM	5:50 PM	
17	7:43 AM	12:02 PM	12:07 PM	5:24 PM	
18	7:56 AM	12:07 PM	12:44 PM	5:06 PM	
19	7:36 AM	12:03 PM	12:32 PM	5:09 PM	
20	Leave				
21	Saturday				
22	Sunday				
23	7:55 AM	12:02 PM	12:43 PM	5:09 PM	
24	7:50 AM	12:05 PM	12:54 PM		
25	7:50 AM	12:08 PM	12:55 PM	5:54 PM	
26	7:51 AM	12:03 PM	12:48 PM	5:08 PM	
27	7:55 AM	12:14 PM	12:53 PM	5:21 PM	
28	Saturday				
29	Sunday				
30	7:53 AM	12:18 PM	12:54 PM	5:13 PM	
31	7:50 AM	12:04 PM	12:51 PM	5:12 PM	
Total:					
Late		No. of UnderTime			

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	Sunday				
2	7:56 AM	12:05 PM	12:47 PM	5:15 PM	
3	HOLIDAY				
4	7:54 AM	12:00 PM	12:50 PM	5:24 PM	
5	7:55 AM	12:04 PM	12:54 PM	5:21 PM	
6	7:54 AM	12:08 PM	12:32 PM	5:43 PM	
7	Saturday				
8	Sunday				
9	HOLIDAY				
10	7:52 AM	12:07 PM	12:57 PM	5:52 PM	
11	7:52 AM	12:04 PM	12:44 PM	5:37 PM	
12	7:47 AM	12:07 PM	12:55 PM	6:55 PM	
13	7:52 AM	12:03 PM	12:51 PM	5:58 PM	
14	Saturday				
15	Sunday				
16	7:50 AM	12:08 PM	12:51 PM	5:50 PM	
17	7:43 AM	12:02 PM	12:07 PM	5:24 PM	
18	7:56 AM	12:07 PM	12:44 PM	5:06 PM	
19	7:36 AM	12:03 PM	12:32 PM	5:09 PM	
20	Leave				
21	Saturday				
22	Sunday				
23	7:55 AM	12:02 PM	12:43 PM	5:09 PM	
24	7:50 AM	12:05 PM	12:54 PM		
25	7:50 AM	12:08 PM	12:55 PM	5:54 PM	
26	7:51 AM	12:03 PM	12:48 PM	5:08 PM	
27	7:55 AM	12:14 PM	12:53 PM	5:21 PM	
28	Saturday				
29	Sunday				
30	7:53 AM	12:18 PM	12:54 PM	5:13 PM	
31	7:50 AM	12:04 PM	12:51 PM	5:12 PM	
Total:					
No. of Late		No. of UnderTime			

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

Employee Signature

Employee Signature

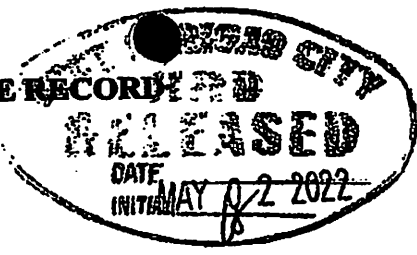
Verified as to the prescribed office hours:

Verified as to the prescribed office hours:

In-Charge

In-Charge

DAILY TIME RECORDED




Name: **IVY B. MABANTO**

For the month of: **Apr 2022**

Office Hour: Morning: Afternoon:

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	7:53 AM	12:05 PM	12:51 PM	6:28 PM	
	Saturday unday				
4	7:54 AM	12:01 PM	12:49 PM	5:06 PM	
5	7:51 AM	12:05 PM	12:48 PM	5:19 PM	
6	7:53 AM	12:03 PM	12:24 PM	6:44 PM	
7	7:55 AM	12:03 PM	12:34 PM	5:23 PM	
8	7:51 AM	12:06 PM	12:51 PM	6:03 PM	
	Saturday unday				
11	7:42 AM	12:06 PM	12:50 PM	5:34 PM	
12	7:49 AM	12:00 PM	12:32 PM	6:39 PM	
13	7:54 AM	12:01 PM	12:42 PM	5:13 PM	
14	Holy Week				
15	Saturday unday				
18	7:48 AM	12:09 PM	12:51 PM	6:06 PM	
19	7:53 AM	12:01 PM	12:46 PM	5:24 PM	
20	7:50 AM	12:05 PM	12:46 PM	5:18 PM	
21	7:48 AM	12:03 PM	12:52 PM	5:15 PM	
22	7:50 AM	12:08 PM	12:54 PM	6:22 PM	
	Saturday unday				
25	7:54 AM	12:04 PM	12:51 PM	5:26 PM	
26	7:56 AM	12:02 PM	12:42 PM	5:25 PM	
27	7:48 AM	12:07 PM	12:53 PM	5:11 PM	
28	7:53 AM	12:03 PM	12:33 PM	5:01 PM	
29	7:54 AM	12:01 PM	12:06 PM		
30	Saturday				
Total:					
No. Late			No. of UnderTime		

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

  
 Employee Signature  
 Verified as to prescribed office hours:  
**ROMITA E. TALINGTING, PhD**  
 SURIGAO CITY CAMPUS DIRECTOR  
 In-Charge

DAILY TIME RECORDED



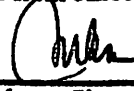
Name: **IVY B. MABANTO**

For the month of: **Apr 2022**

Office Hour: Morning: Afternoon:

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	7:53 AM	12:05 PM	12:51 PM	6:28 PM	
	Saturday unday				
4	7:54 AM	12:01 PM	12:49 PM	5:06 PM	
5	7:51 AM	12:05 PM	12:48 PM	5:19 PM	
6	7:53 AM	12:03 PM	12:24 PM	6:44 PM	
7	7:55 AM	12:03 PM	12:34 PM	5:23 PM	
8	7:51 AM	12:06 PM	12:51 PM	6:03 PM	
	Saturday unday				
11	7:42 AM	12:06 PM	12:50 PM	5:34 PM	
12	7:49 AM	12:00 PM	12:32 PM	6:39 PM	
13	7:54 AM	12:01 PM	12:42 PM	5:13 PM	
14	Holy Week				
15	Saturday unday				
18	7:48 AM	12:09 PM	12:51 PM	6:06 PM	
19	7:53 AM	12:01 PM	12:46 PM	5:24 PM	
20	7:50 AM	12:05 PM	12:46 PM	5:18 PM	
21	7:48 AM	12:03 PM	12:52 PM	5:15 PM	
22	7:50 AM	12:08 PM	12:54 PM	6:22 PM	
	Saturday unday				
25	7:54 AM	12:04 PM	12:51 PM	5:26 PM	
26	7:56 AM	12:02 PM	12:42 PM	5:25 PM	
27	7:48 AM	12:07 PM	12:53 PM	5:11 PM	
28	7:53 AM	12:03 PM	12:33 PM	5:01 PM	
29	7:54 AM	12:01 PM	12:06 PM		
30	Saturday				
Total:					
No. of Late			No. of UnderTime		

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 Employee Signature  
 Verified as to prescribed office hours:  
**ROMITA E. TALINGTING, PhD**  
 SURIGAO CITY CAMPUS DIRECTOR  
 In-Charge

**DAILY TIME RECORD** 1 APR 2022

**DAILY TIME RECORD** APR 2022

Name: **IVY B. MABANTO**

For the month of: **Mar 2022**

Office Hour: Morning:  
Afternoon:

Name: **IVY B. MABANTO**

For the month of: **Mar 2022**

Office Hour: Morning:  
Afternoon:

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	7:57 AM	12:02 PM	12:51 PM	5:09 PM	
2	7:52 AM	12:00 PM	12:51 PM	5:04 PM	
3	7:56 AM	12:03 PM	12:49 PM	6:28 PM	
4	7:56 AM	12:04 PM	12:35 PM	5:02 PM	
5	Saturday				
6	Sunday				
7	7:47 AM	12:05 PM	12:47 PM	5:39 PM	
8	7:56 AM	12:02 PM	12:46 PM	5:12 PM	
9	7:56 AM	12:03 PM	12:57 PM	6:23 PM	
10	7:55 AM	12:02 PM	12:52 PM	5:06 PM	
11	7:54 AM	12:02 PM	12:38 PM	5:05 PM	
12	Saturday				
13	Sunday				
14	7:51 AM	12:05 PM	12:48 PM	5:09 PM	
15	7:53 AM	12:02 PM	12:34 PM	5:08 PM	
16	7:52 AM	12:01 PM	12:49 PM	6:28 PM	
17	7:56 AM	12:10 PM	12:55 PM	6:35 PM	
18	7:57 AM	12:03 PM	12:47 PM		
19	Saturday				
20	Sunday				
21	7:56 AM	12:13 PM	12:55 PM	5:15 PM	
22	7:56 AM	12:08 PM	12:52 PM	6:56 PM	
23	7:56 AM	12:08 PM	12:53 PM	5:14 PM	
24	7:57 AM	12:07 PM	12:12 PM	5:12 PM	
25	7:52 AM	12:06 PM	12:44 PM	6:50 PM	
26	Saturday				
27	Sunday				
28	7:52 AM	12:07 PM	12:37 PM	5:14 PM	
29	7:48 AM	12:04 PM	12:47 PM	6:10 PM	
30	7:53 AM	12:04 PM	12:36 PM	5:20 PM	
31	7:54 AM	12:27 PM	12:29 PM	5:52 PM	
Total:					
No. Late		No. of UnderTime			

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Employee Signature

Verified as to the prescribed office hours:

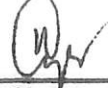
  
In-Charge

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	7:57 AM	12:02 PM	12:51 PM	5:09 PM	
2	7:52 AM	12:00 PM	12:51 PM	5:04 PM	
3	7:56 AM	12:03 PM	12:49 PM	6:28 PM	
4	7:56 AM	12:04 PM	12:35 PM	5:02 PM	
5	Saturday				
6	Sunday				
7	7:47 AM	12:05 PM	12:47 PM	5:39 PM	
8	7:56 AM	12:02 PM	12:46 PM	5:12 PM	
9	7:56 AM	12:03 PM	12:57 PM	6:23 PM	
10	7:55 AM	12:02 PM	12:52 PM	5:06 PM	
11	7:54 AM	12:02 PM	12:38 PM	5:05 PM	
12	Saturday				
13	Sunday				
14	7:51 AM	12:05 PM	12:48 PM	5:09 PM	
15	7:53 AM	12:02 PM	12:34 PM	5:08 PM	
16	7:52 AM	12:01 PM	12:49 PM	6:28 PM	
17	7:56 AM	12:10 PM	12:55 PM	6:35 PM	
18	7:57 AM	12:03 PM	12:47 PM		
19	Saturday				
20	Sunday				
21	7:56 AM	12:13 PM	12:55 PM	5:15 PM	
22	7:56 AM	12:08 PM	12:52 PM	6:56 PM	
23	7:56 AM	12:08 PM	12:53 PM	5:14 PM	
24	7:57 AM	12:07 PM	12:12 PM	5:12 PM	
25	7:52 AM	12:06 PM	12:44 PM	6:50 PM	
26	Saturday				
27	Sunday				
28	7:52 AM	12:07 PM	12:37 PM	5:14 PM	
29	7:48 AM	12:04 PM	12:47 PM	6:10 PM	
30	7:53 AM	12:04 PM	12:36 PM	5:20 PM	
31	7:54 AM	12:27 PM	12:29 PM	5:52 PM	
Total:					
No. of Late		No. of UnderTime			

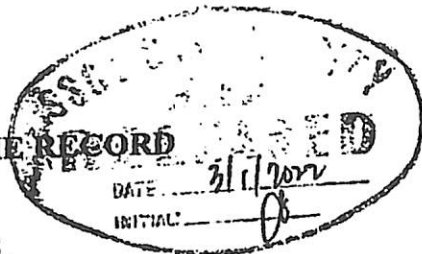
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Employee Signature

Verified as to the prescribed office hours:

  
In-Charge

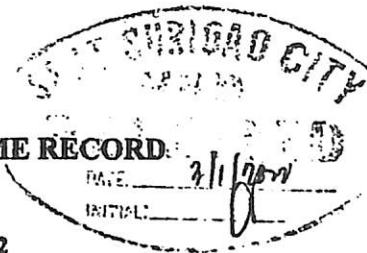
**DAILY TIME RECORD**



Name: **IVY B. MABANTO**  
 For the month of: **February 2022**  
 Office Hour: Morning: \_\_\_\_\_  
 Afternoon: \_\_\_\_\_

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	HOLIDAY				
2	7:33 AM	12:01 PM	12:23 PM	5:03 PM	
3	7:53 AM	12:00 PM	12:45 PM	5:15 PM	
4	7:47 AM	12:02 PM	12:54 PM	5:06 PM	
5	Saturday unday				
7	7:51 AM	12:06 PM	12:44 PM	5:27 PM	
	7:45 AM	12:02 PM	12:51 PM	6:05 PM	
9	7:47 AM	12:03 PM	12:35 PM	5:28 PM	
10	7:55 AM	12:05 PM	12:08 PM	6:07 PM	
11	8:01 AM	12:03 PM	12:35 PM	5:21 PM	00:01
12	Saturday unday				
14	7:50 AM	12:00 PM	12:14 PM	5:18 PM	
15	7:54 AM	12:04 PM	12:52 PM	5:13 PM	
16	7:44 AM	Strategic Plan			
17	7:54 AM	Strategic Plan			
18	7:53 AM	12:04 PM	12:49 PM	5:30 PM	
19	Saturday unday				
21	Leave				
22	Leave				
23	Leave				
24	Leave				
25	HOLIDAY				
26	Saturday unday				
28	7:53 AM	12:03 PM	12:53 PM	5:05 PM	
Total:					00:01
No. Late		1		No. of UnderTime	

**DAILY TIME RECORD**



Name: **IVY B. MABANTO**  
 For the month of: **February 2022**  
 Office Hour: Morning: \_\_\_\_\_  
 Afternoon: \_\_\_\_\_

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	HOLIDAY				
2	7:33 AM	12:01 PM	12:23 PM	5:03 PM	
3	7:53 AM	12:00 PM	12:45 PM	5:15 PM	
4	7:47 AM	12:02 PM	12:54 PM	5:06 PM	
5	Saturday unday				
7	7:51 AM	12:06 PM	12:44 PM	5:27 PM	
8	7:45 AM	12:02 PM	12:51 PM	6:05 PM	
9	7:47 AM	12:03 PM	12:35 PM	5:28 PM	
10	7:55 AM	12:05 PM	12:08 PM	6:07 PM	
11	8:01 AM	12:03 PM	12:35 PM	5:21 PM	00:01
12	Saturday unday				
14	7:50 AM	12:00 PM	12:14 PM	5:18 PM	
15	7:54 AM	12:04 PM	12:52 PM	5:13 PM	
16	7:44 AM	Strategic Plan			
17	7:54 AM	Strategic Plan			
18	7:53 AM	12:04 PM	12:49 PM	5:30 PM	
19	Saturday unday				
21	Leave				
22	Leave				
23	Leave				
24	Leave				
25	HOLIDAY				
26	Saturday unday				
28	7:53 AM	12:03 PM	12:53 PM	5:05 PM	
Total:					00:01
No. of Late		1		No. of UnderTime	

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

*[Signature]*

Employee Signature

Verified as to the prescribed office hours:  
**RONITA E. TALINGTING, PhD**  
 SURIGAO CITY CAMPUS DIRECTOR

In-Charge

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

*[Signature]*

Employee Signature

Verified as to the prescribed office hours:  
**RONITA E. TALINGTING, PhD**  
 SURIGAO CITY CAMPUS DIRECTOR

In-Charge

DAILY TIME RECORD



IVY B. MABANTO

For the month of: Nov 2021

Office Hour: Morning: Afternoon:

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1					
2	7:55 AM	12:00 PM	12:03 PM	5:00 PM	
3	7:52 AM	12:04 PM	12:25 PM	5:46 PM	
4	7:53 AM	12:01 PM	12:30 PM	5:15 PM	
5	7:47 AM	12:01 PM	12:50 PM	5:02 PM	
6					
7					
8	7:54 AM	12:03 PM	12:40 PM	5:01 PM	
9	7:59 AM	12:03 PM	12:06 PM	5:01 PM	
10	7:57 AM	12:01 PM	12:03 PM	5:00 PM	
11	7:53 AM	12:02 PM	12:52 PM	5:01 PM	
12	7:58 AM	12:03 PM	12:50 PM	5:00 PM	
13					
14					
15	7:57 AM	12:02 PM	12:37 PM	5:10 PM	
16	7:56 AM	12:28 PM	12:40 PM	6:44 PM	
17	7:50 AM	12:06 PM	12:11 PM	5:06 PM	
18	7:45 AM	12:02 PM	12:37 PM	5:01 PM	
19	7:53 AM	12:00 PM	12:03 PM	5:00 PM	
20					
21					
22	7:43 AM	12:04 PM	12:50 PM	7:25 PM	
23	7:55 AM	12:04 PM	12:55 PM	5:03 PM	
24	7:56 AM	12:03 PM	12:09 PM	5:04 PM	
25	7:48 AM	12:03 PM	12:49 PM	5:06 PM	
26	7:50 AM	12:21 PM	12:44 PM	5:03 PM	
27					
28					
29	7:54 AM	12:10 PM	12:16 PM	5:13	
30					
Total:					
No. Late		No. of UnderTime			

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

Employee Signature

Verified as to the prescribed office hours:  
**RONITA E. [Signature]**, PhD  
 SURIGAO CITY OFFICE DIRECTOR

In-Charge

Civil Service Form No. 48

DAILY TIME RECORD



Name: IVY B. MABANTO

For the month of: Nov 2021

Office Hour: Morning: Afternoon:

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1					
2	7:55 AM	12:00 PM	12:03 PM	5:00 PM	
3	7:52 AM	12:04 PM	12:25 PM	5:46 PM	
4	7:53 AM	12:01 PM	12:30 PM	5:15 PM	
5	7:47 AM	12:01 PM	12:50 PM	5:02 PM	
6					
7					
8	7:54 AM	12:03 PM	12:40 PM	5:01 PM	
9	7:59 AM	12:03 PM	12:06 PM	5:01 PM	
10	7:57 AM	12:01 PM	12:03 PM	5:00 PM	
11	7:53 AM	12:02 PM	12:52 PM	5:01 PM	
12	7:58 AM	12:03 PM	12:50 PM	5:00 PM	
13					
14					
15	7:57 AM	12:02 PM	12:37 PM	5:10 PM	
16	7:56 AM	12:28 PM	12:40 PM	6:44 PM	
17	7:50 AM	12:06 PM	12:11 PM	5:06 PM	
18	7:45 AM	12:02 PM	12:37 PM	5:01 PM	
19	7:53 AM	12:00 PM	12:03 PM	5:00 PM	
20					
21					
22	7:43 AM	12:04 PM	12:50 PM	7:25 PM	
23	7:55 AM	12:04 PM	12:55 PM	5:03 PM	
24	7:56 AM	12:03 PM	12:09 PM	5:04 PM	
25	7:48 AM	12:03 PM	12:49 PM	5:06 PM	
26	7:50 AM	12:21 PM	12:44 PM	5:03 PM	
27					
28					
29	7:54 AM	12:10 PM	12:16 PM	5:13	
30					
Total:					
No. of Late		No. of UnderTime			

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

Employee Signature

Verified as to the prescribed office hours:  
**RONITA E. [Signature]**, PhD  
 SURIGAO CITY OFFICE DIRECTOR

In-Charge



DAILY TIME RECORD

Name: **IVY B. MABANTO**  
 For the month of: **Jun 2021**  
 Office Hour: Morning:  
 Afternoon:

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	8:02 AM	12:11 PM	12:47 PM	4:34 PM	Suspended
2	7:50 AM	12:04 PM	12:58 PM	5:07 PM	
3	7:55 AM	12:25 PM	12:35 PM	5:08 PM	
4	7:59 AM	12:04 PM	12:51 PM	5:08 PM	
5	Saturday				
6	Sunday				
7	7:56 AM	12:06 PM	12:59 PM	5:06 PM	
8	7:55 AM	12:03 PM	12:50 PM	5:05 PM	
9	7:52 AM	12:06 PM	12:56 PM	5:04 PM	
10	7:47 AM	12:05 PM	12:47 PM	5:03 PM	
11	7:58 AM	12:02 PM	12:36 PM	5:01 PM	
12	Saturday				
13	Sunday				
14	7:43 AM	12:05 PM	12:52 PM	5:06 PM	
15	Leave				
16	7:56 AM	12:04 PM	12:16 PM	5:05 PM	
17	7:56 AM	12:03 PM	12:21 PM	5:02 PM	
18	7:53 AM	12:10 PM	12:12 PM	5:05 PM	
19	Saturday				
20	Sunday				
21	7:54 AM	12:04 PM	12:42 PM	5:18 PM	
22	7:52 AM		12:04 PM	7:02 PM	
23	7:45 AM	12:01 PM	12:41 PM	6:59 PM	
24	7:52 AM	12:08 PM	12:46 PM	6:25 PM	
25	7:54 AM	12:04 PM	12:32 PM	5:38 PM	
26	Saturday				
27	Sunday				
28	7:58 AM	12:04 PM	12:47 PM	5:03 PM	
29	7:52 AM	12:05 PM	12:41 PM	5:02 PM	
30	7:52 AM	12:06 PM	12:35 PM	5:02 PM	
Total:					00:28
No. of Late	1		No. of UnderTime	1	

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

IVY B. MABANTO  
 Employee Signature

Verified as to the prescribed office hours:  
 RONITA E. TALINGTING, PhD  
 SURIGAO CITY CAMPUS DIRECTOR

In-Charge

DAILY TIME RECORD

Name: **IVY B. MABANTO**  
 For the month of: **Jun 2021**  
 Office Hour: Morning:  
 Afternoon:

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	8:02 AM	12:11 PM	12:47 PM	4:34 PM	Suspended
2	7:50 AM	12:04 PM	12:58 PM	5:07 PM	
3	7:55 AM	12:25 PM	12:35 PM	5:08 PM	
4	7:59 AM	12:04 PM	12:51 PM	5:08 PM	
5	Saturday				
6	Sunday				
7	7:56 AM	12:06 PM	12:59 PM	5:06 PM	
8	7:55 AM	12:03 PM	12:50 PM	5:05 PM	
9	7:52 AM	12:06 PM	12:56 PM	5:04 PM	
10	7:47 AM	12:05 PM	12:47 PM	5:03 PM	
11	7:58 AM	12:02 PM	12:36 PM	5:01 PM	
12	Saturday				
13	Sunday				
14	7:43 AM	12:05 PM	12:52 PM	5:06 PM	
15					
16	7:56 AM	12:04 PM	12:16 PM	5:05 PM	
17	7:56 AM	12:03 PM	12:21 PM	5:02 PM	
18	7:53 AM	12:10 PM	12:12 PM	5:05 PM	
19	Saturday				
20	Sunday				
21	7:54 AM	12:04 PM	12:42 PM	5:18 PM	
22	7:52 AM		12:04 PM	7:02 PM	
23	7:45 AM	12:01 PM	12:41 PM	6:59 PM	
24	7:52 AM	12:08 PM	12:46 PM	6:25 PM	
25	7:54 AM	12:04 PM	12:32 PM	5:38 PM	
26	Saturday				
27	Sunday				
28	7:58 AM	12:04 PM	12:47 PM	5:03 PM	
29	7:52 AM	12:05 PM	12:41 PM	5:02 PM	
30	7:52 AM	12:06 PM	12:35 PM	5:02 PM	
Total:					00:28
No. of Late	1		No. of UnderTime	1	

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

IVY B. MABANTO  
 Employee Signature

Verified as to the prescribed office hours:  
 RONITA E. TALINGTING, PhD  
 SURIGAO CITY CAMPUS DIRECTOR

In-Charge

DAILY TIME RECORD

DAILY TIME RECORD

Name: IVY B. MABANTO  
For the month of: May 2021

Office Hour: Morning: \_\_\_\_\_  
Afternoon: \_\_\_\_\_

RELEASED  
DATE: JUN 01 2021  
INITIAL: lh

Name: IVY B. MABANTO  
For the month of: May 2021

Office Hour: Morning: \_\_\_\_\_  
Afternoon: \_\_\_\_\_

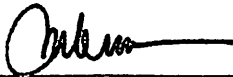
RELEASED  
DATE: JUN 01 2021  
INITIAL: lh

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	Saturday				
2	Sunday				
3	Work from Home				
4	Work from Home				
5	Work from Home				
6	Work from Home				
7	Work from Home				
8	Saturday				
9	Sunday				
10	7:58 AM	12:03 PM	12:51 PM	5:13 PM	
11	7:56 AM	12:07 PM	12:39 PM	5:17 PM	
12	7:55 AM	12:08 PM	12:10 PM	5:08 PM	
13	HOLIDAY				
14	7:49 AM	12:06 PM	12:52 PM	5:09 PM	
15	Saturday				
16	Sunday				
17	7:57 AM	12:07 PM	12:20 PM	5:26 PM	
18	7:57 AM	12:03 PM	12:56 PM	5:08 PM	
19	7:57 AM	12:08 PM	12:55 PM	5:07 PM	
20	8:00 AM	12:17 PM	12:20 PM	5:15 PM	
21	7:55 AM	12:06 PM	12:27 PM	5:14 PM	
22	Saturday				
23	Sunday				
24	7:53 AM	12:06 PM	12:09 PM	5:08 PM	
25	7:54 AM	12:08 PM	12:10 PM	5:09 PM	
26	7:52 AM	12:05 PM	12:45 PM	5:11 PM	
27	7:58 AM	12:09 PM	12:17 PM	5:07 PM	
28	7:31 AM	12:02 PM	12:07 PM	5:04 PM	
29	Saturday				
30	Sunday				
31	7:58 AM	12:03 PM	12:28 PM	5:06 PM	
Total:					
No. of Late		No. of UnderTime			

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	Saturday				
2	Sunday				
3	Work from Home				
4	Work from Home				
5	Work from Home				
6	Work from Home				
7	Work from Home				
8	Saturday				
9	Sunday				
10	7:58 AM	12:03 PM	12:51 PM	5:13 PM	
11	7:56 AM	12:07 PM	12:39 PM	5:17 PM	
12	7:55 AM	12:08 PM	12:10 PM	5:08 PM	
13	HOLIDAY				
14	7:49 AM	12:06 PM	12:52 PM	5:09 PM	
15	Saturday				
16	Sunday				
17	7:57 AM	12:07 PM	12:20 PM	5:26 PM	
18	7:57 AM	12:03 PM	12:56 PM	5:08 PM	
19	7:57 AM	12:08 PM	12:55 PM	5:07 PM	
20	8:00 AM	12:17 PM	12:20 PM	5:15 PM	
21	7:55 AM	12:06 PM	12:27 PM	5:14 PM	
22	Saturday				
23	Sunday				
24	7:53 AM	12:06 PM	12:09 PM	5:08 PM	
25	7:54 AM	12:08 PM	12:10 PM	5:09 PM	
26	7:52 AM	12:05 PM	12:45 PM	5:11 PM	
27	7:58 AM	12:09 PM	12:17 PM	5:07 PM	
28	7:31 AM	12:02 PM	12:07 PM	5:04 PM	
29	Saturday				
30	Sunday				
31	7:58 AM	12:03 PM	12:28 PM	5:06 PM	
Total:					
No. of Late		No. of UnderTime			

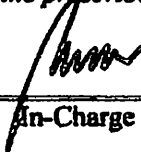
CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.



Employee Signature

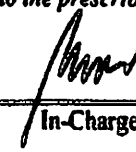
Verified as to the prescribed office hours:

  
In-Charge



Employee Signature

Verified as to the prescribed office hours:

  
In-Charge



DAILY TIME RECORD

Name: IVY B. MABANTO  
 For the month of: March 2021  
 Office Hour: Morning: \_\_\_\_\_  
 Afternoon: \_\_\_\_\_

APR 02 2021

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	7:54 AM	12:03 PM	12:56 PM	5:09 PM	
2	8:00 AM	12:04 PM	12:48 PM	5:42 PM	
3	7:50 AM	12:05 PM	12:12 PM	5:32 PM	
4	LEAVE				
5	7:52 AM	12:21 PM	12:25 PM	5:23 PM	
6	Saturday				
7	Sunday				
8	7:44 AM	12:02 PM	12:50 PM	5:08 PM	
9	7:52 AM	12:09 PM	12:54 PM	5:13 PM	
10	7:57 AM	12:42 PM	12:48 PM	5:06 PM	
11	7:56 AM	12:04 PM	12:35 PM	5:12 PM	
12	8:00 AM	12:05 PM	12:08 PM	5:14 PM	
13	Saturday				
14	Sunday				
15	7:55 AM	12:11 PM	12:57 PM	5:15 PM	
16	7:49 AM	12:06 PM	12:10 PM	5:16 PM	
17	7:54 AM	12:06 PM	12:58 PM	5:12 PM	
18	7:57 AM	12:03 PM	12:09 PM	5:22 PM	
19	7:58 AM	12:06 PM	12:42 PM	5:53 PM	
20	Saturday				
21	Sunday				
22	7:56 AM	12:08 PM	12:58 PM	5:22 PM	
23	7:58 AM	12:06 PM	12:56 PM	5:22 PM	
24	7:55 AM	12:07 PM	12:10 PM	5:38 PM	
25	7:58 AM	12:12 PM	12:17 PM	5:22 PM	
26	7:57 AM	12:21 PM	12:57 PM	5:43 PM	
27	Saturday				
28	Sunday				
29	8:01 AM	12:13 PM	12:18 PM	5:11 PM	00:01
30	7:56 AM	12:08 PM	12:54 PM	5:28 PM	
31	7:57 AM	12:19 PM	HOLIDAY		
Total:					00:01
No. Late	1		No. of UnderTime		

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.



Employee Signature

Verified as to the prescribed office hours:



In-Charge

DAILY TIME RECORD

Name: IVY B. MABANTO  
 For the month of: March 2021  
 Office Hour: Morning: \_\_\_\_\_  
 Afternoon: \_\_\_\_\_

APR 02 2021

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	7:54 AM	12:03 PM	12:56 PM	5:09 PM	
2	8:00 AM	12:04 PM	12:48 PM	5:42 PM	
3	7:50 AM	12:05 PM	12:12 PM	5:32 PM	
4	LEAVE				
5	7:52 AM	12:21 PM	12:25 PM	5:23 PM	
6	Saturday				
7	Sunday				
8	7:44 AM	12:02 PM	12:50 PM	5:08 PM	
9	7:52 AM	12:09 PM	12:54 PM	5:13 PM	
10	7:57 AM	12:42 PM	12:48 PM	5:06 PM	
11	7:56 AM	12:04 PM	12:35 PM	5:12 PM	
12	8:00 AM	12:05 PM	12:08 PM	5:14 PM	
13	Saturday				
14	Sunday				
15	7:55 AM	12:11 PM	12:57 PM	5:15 PM	
16	7:49 AM	12:06 PM	12:10 PM	5:16 PM	
17	7:54 AM	12:06 PM	12:58 PM	5:12 PM	
18	7:57 AM	12:03 PM	12:09 PM	5:22 PM	
19	7:58 AM	12:06 PM	12:42 PM	5:53 PM	
20	Saturday				
21	Sunday				
22	7:56 AM	12:08 PM	12:58 PM	5:22 PM	
23	7:58 AM	12:06 PM	12:56 PM	5:22 PM	
24	7:55 AM	12:07 PM	12:10 PM	5:38 PM	
25	7:58 AM	12:12 PM	12:17 PM	5:22 PM	
26	7:57 AM	12:21 PM	12:57 PM	5:43 PM	
27	Saturday				
28	Sunday				
29	8:01 AM	12:13 PM	12:18 PM	5:11 PM	00:01
30	7:56 AM	12:08 PM	12:54 PM	5:28 PM	
31	7:57 AM	12:19 PM	HOLIDAY		
Total:					00:01
No. of Late	1		No. of UnderTime		

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.



Employee Signature

Verified as to the prescribed office hours:



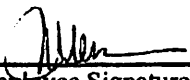

In-Charge

**DAILY TIME RECORD**

Name: IVY B. MABANTO  
 For the month of: February 2021  
 Office Hour: Morning:  
 Afternoon:

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	7:59 AM	12:07 PM	12:56 PM	5:10 PM	
2	7:49 AM	12:04 PM	12:57 PM	5:03 PM	
3	7:54 AM	12:03 PM	12:58 PM	5:03 PM	
4	7:55 AM	12:04 PM	12:48 PM	5:08 PM	
5	7:57 AM	12:09 PM	12:57 PM	5:06 PM	
6	Saturday				
7	Sunday				
8	7:56 AM	12:08 PM	12:55 PM	5:09 PM	
9	7:58 AM	12:05 PM	12:22 PM	5:16 PM	
10	7:57 AM	12:26 PM	12:31 PM	5:04 PM	
11	7:54 AM	12:09 PM	12:54 PM	5:05 PM	
12	HOLIDAY				
13	Saturday				
14	Sunday				
15	7:55 AM	12:07 PM	12:38 PM	5:07 PM	
16	7:54 AM	12:04 PM	12:57 PM	5:04 PM	
17	7:54 AM	11:51 AM	12:40 PM	5:06 PM	00:09
18	7:56 AM	12:04 PM	12:55 PM	5:06 PM	
19	7:55 AM	12:06 PM	12:50 PM	5:05 PM	
20	Saturday				
21	Sunday				
22	7:55 AM	12:12 PM	12:49 PM	5:05 PM	
23	7:51 AM	12:02 PM	1:09 PM	5:18 PM	00:09
24	7:55 AM	12:04 PM	12:09 PM	5:17 PM	
25	HOLIDAY				
26	7:53 AM	12:15 PM	12:42 PM	5:26 PM	
27	Saturday				
28	Sunday				
Total:					00:18
No. Late	1	No. of UnderTime	1		

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

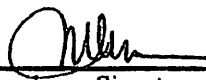

  
 Employee Signature  
 Verified as to the prescribed office hours:  
  
 In-Charge

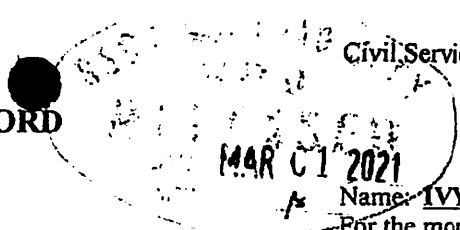
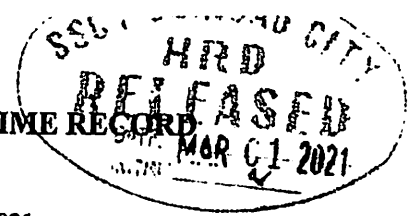
**DAILY TIME RECORD**

Name: IVY B. MABANTO  
 For the month of: February 2021  
 Office Hour: Morning:  
 Afternoon:

Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1	7:59 AM	12:07 PM	12:56 PM	5:10 PM	
2	7:49 AM	12:04 PM	12:57 PM	5:03 PM	
3	7:54 AM	12:03 PM	12:58 PM	5:03 PM	
4	7:55 AM	12:04 PM	12:48 PM	5:08 PM	
5	7:57 AM	12:09 PM	12:57 PM	5:06 PM	
6	Saturday				
7	Sunday				
8	7:56 AM	12:08 PM	12:55 PM	5:09 PM	
9	7:58 AM	12:05 PM	12:22 PM	5:16 PM	
10	7:57 AM	12:26 PM	12:31 PM	5:04 PM	
11	7:54 AM	12:09 PM	12:54 PM	5:05 PM	
12	HOLIDAY				
13	Saturday				
14	Sunday				
15	7:55 AM	12:07 PM	12:38 PM	5:07 PM	
16	7:54 AM	12:04 PM	12:57 PM	5:04 PM	
17	7:54 AM	11:51 AM	12:40 PM	5:06 PM	00:09
18	7:56 AM	12:04 PM	12:55 PM	5:06 PM	
19	7:55 AM	12:06 PM	12:50 PM	5:05 PM	
20	Saturday				
21	Sunday				
22	7:55 AM	12:12 PM	12:49 PM	5:05 PM	
23	7:51 AM	12:02 PM	1:09 PM	5:18 PM	00:09
24	7:55 AM	12:04 PM	12:09 PM	5:17 PM	
25	HOLIDAY				
26	7:53 AM	12:15 PM	12:42 PM	5:26 PM	
27	Saturday				
28	Sunday				
Total:					00:18
No. of Late	1	No. of UnderTime	1		

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

  
 Employee Signature  
 Verified as to the prescribed office hours:  
  
 In-Charge



DAILY TIME RECORD

Name: **IVY B. MABANTO**  
 For the month of: January 2021  
 Office Hour: Morning: \_\_\_\_\_  
 Afternoon: \_\_\_\_\_



Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1					
2					
3					
4	8:07	12:05	12:50	5:05	
5	7:55	12:15	12:55	5:10	
6	7:59	12:15	12:50	5:05	
7	7:58	12:02	12:58	5:07	
8	7:55	12:05	12:20	5:05	
9					
10					
11	7:59 AM	12:08 PM	12:42 PM	5:17 PM	
12	7:43 AM	12:23 PM	12:27 PM	5:10 PM	
13	7:56 AM	12:05 PM	12:54 PM	5:06 PM	
14	7:54 AM	12:09 PM	12:55 PM	5:08 PM	
15	7:57 AM	12:08 PM	12:54 PM	5:13 PM	
16					
17					
18	7:55 AM	12:02 PM	12:56 PM	5:11 PM	
19	7:51	12:08	12:31	5:05	
20	7:50	12:13	12:31	5:06	
21	7:52	12:05	12:53	5:05	
22	7:50	12:04	12:41	5:18	
23					
24					
25					
26					
27	LEAVE				
28					
29					
30					
31					
Total:					
No. of Late			No. of UnderTime		

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

*[Signature]*  
 Employee Signature  
 Verified as to the prescribed office hours:  
*[Signature]*  
 In-Charge

DAILY TIME RECORD

Name: **IVY B. MABANTO**  
 For the month of: January 2021  
 Office Hour: Morning: \_\_\_\_\_  
 Afternoon: \_\_\_\_\_



Day	A.M.		P.M.		Undertime
	Arrival	Departure	Arrival	Departure	
1					
2					
3					
4	8:07	12:05	12:50	5:05	
5	7:55	12:15	12:55	5:10	
6	7:59	12:15	12:50	5:05	
7	7:58	12:02	12:58	5:07	
8	7:55	12:05	12:20	5:05	
9					
10					
11	7:59 AM	12:08 PM	12:42 PM	5:17 PM	
12	7:43 AM	12:23 PM	12:27 PM	5:10 PM	
13	7:56 AM	12:05 PM	12:54 PM	5:06 PM	
14	7:54 AM	12:09 PM	12:55 PM	5:08 PM	
15	7:57 AM	12:08 PM	12:54 PM	5:13 PM	
16					
17					
18	7:55 AM	12:02 PM	12:56 PM	5:11 PM	
19	7:51	12:08	12:31	5:05	
20	7:50	12:13	12:31	5:06	
21	7:52	12:05	12:53	5:05	
22	7:50	12:04	12:41	5:18	
23					
24					
25					
26					
27	LEAVE				
28					
29					
30					
31					
Total:					
No. of Late			No. of UnderTime		

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

*[Signature]*  
 Employee Signature  
 Verified as to the prescribed office hours:  
*[Signature]*  
 In-Charge



Republic of the Philippines  
**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
 Narciso Street, Surigao City

AJA *AB*

"For Nation's Greater Heights"

CERTIFICATE NUMBER: AJA19-0225

**LIBRARY DEPARTMENT**

January 2, 2020

**GREGORIO Z. GAMBOA, JR., EdD**  
 SUC President III  
 SSCT

Dear Sir,

In view of the flexi-time scheduling for the library staff this Academic Year 2019-2020, herewith is the specific time of a particular full time and part time personnel shall report for duty during weekdays effective January 2, 2020 to January 31, 2020.

Name of Employee	Regular Working Hours		Total No. of hours per day	Day	Total No. of hrs per week
	AM	PM			
Ivy B. Mabanto	7:30-11:30	12:30-4:30		Mon-Fri	
Lorena C. Badiola	8:00-12:00	1:00-5:00		Mon-Fri	
Alona S. Menil	7:30-11:30	12:30-4:30		Mon-Fri	
Vanessa Gay R. Liabor	8:00-12:00	1:00-5:00	8 hrs/day	Mon-Fri	
Braian L. Pioquinto	7:30-11:30 8:00-12:00	12:30-4:30 1:00-5:00	8 hrs/day	M, T, Th, F and Sat	40 hrs/wk
Princess C. Billono	8:00-12:00	1:00-5:00	8 hrs/day	Tue-Sat	40 hrs/wk
Sheryl R. Cogollo	8:00-12:00	1:00-5:00	8 hrs/day	Mon-Fri	40 hrs/wk
Ian Bhen Christofer Enoya	10:30-2:30 8:00-12:00	3:30-7:30 1:00-5:00	8 hrs/day	Tue-Fri Sat	40 hrs/wk
Mary Jane G. Go	10:30-2:30	3:30-7:30	8 hrs/day	Mon-Fri	40 hrs/wk
Desirome B. Buenaflor	10:30-2:30	3:30-7:30	8 hrs/day	Mon-Fri	40 hrs/wk
Wynjalyn Mari P. Borja	8:00-12:00	1:00-5:00	8 hrs/day	Mon-Fri	40 hrs/wk

Your kind approval on this regard is very much appreciated. Thank you and more power to you.

Respectfully,

  
**IVY B. MABANTO, MLIS**  
 Head Librarian

Noted by:

  
**CARLOS H. DONOSO, Ed.D.**  
 City Campus Director



Republic of the Philippines  
**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
 Narciso Street, Surigao City



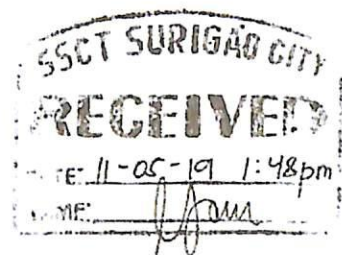
"For Nation's Greater Heights"

**LIBRARY DEPARTMENT**

November 5, 2019

**GREGORIO Z. GAMBOA, JR., EdD**  
 SUC President III  
 SSCT

*T. R. Talimhina*  
 11/5/19



Dear Sir,

In view of the flexi-time scheduling for the library staff this Academic Year 2019-2020, herewith is the specific time of a particular full time and part time personnel shall report for duty during weekdays effective November 4, 2019 to December 31, 2019.

Name of Employee	Regular Working Hours		Total No. of hours per day	Day	Total No. of hrs per week
	AM	PM			
Ivy B. Mabanto	7:30-11:30	12:30-4:30		Mon-Fri	
Lorena C. Badiola	7:30-11:30	12:30-4:30		Mon-Fri	
Alona S. Menil	7:30-11:30	12:30-4:30		Tue-Fri	
Braian L. Pioquinto	8:00-12:00	12:00-5:00		Monday	
	7:30-11:30	12:30-4:30	8 hrs/day	M, T, Th, F and Sat	40 hrs/wk
Princess C. Billono	8:00-12:00	1:00-5:00	8 hrs/day	Tue-Sat	40 hrs/wk
Sheryl R. Cogolio	8:00-12:00	1:00-5:00	8 hrs/day	Mon-Fri	40 hrs/wk
Ian Bhen Christofer	10:30-2:30	3:30-7:30	8 hrs/day	Tue-Fri	
Enoya	8:00-12:00	1:00-5:00	8 hrs/day	Sat	40 hrs/wk
Mary Jane G. Go	10:30-2:30	3:30-7:30	8 hrs/day	Mon-Fri	40 hrs/wk
Desirome B. Buenaflo	10:30-2:30	3:30-7:30	8 hrs/day	Mon-Fri	40 hrs/wk
Wynjalyn Marl P. Borja	8:00-12:00	1:00-5:00	8 hrs/day	Mon-Fri	40 hrs/wk

Your kind approval on this regard is very much appreciated. Thank you and more power to you.

Respectfully,

*Ivy B. Mabanto*  
**IVY B. MABANTO, MLIS**  
 Head Librarian

Noted by

*Emmylou A. Borja*  
**EMMYLOU A. BORJA, Ed.D.**  
 Vice President for Academic Affairs

Approved by *[Signature]*





**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Narciso St., Surigao City

June 14, 2019

**GREGORIO Z. GAMBOA, JR., EdD**  
College President  
SSCT

Dear Sir,

In view of the flexi-time scheduling for the library staff this summer 2019, herewith is the specific time of a particular full time and part time personnel shall report for duty during weekdays effective June 1 to July 31, 2019

Name of Employee	Regular Working Hours		Total No. of hours per day	Day	Total No. of hrs per week
	AM	PM			
Ivy B. Mabanto	8:00-12:00	1:00-5:00		Mon-Fri	
Lorena C. Badiola	8:00-12:00	1:00-5:00		Mon-Fri	
Alona S. Menil	8:00-12:00	1:00-5:00		Mon-Fri	
Braian L. Pioquinto	8:00-12:00	1:00-5:00	8 hrs/day	M, T, Th, F and Sat	40 hrs/wk
Princess C. Billono	8:00-12:00	1:00-5:00	8 hrs/day	Mon-Fri	40 hrs/wk
Sheryl R. Cogolio	8:00-12:00	1:00-5:00	8 hrs/day	Mon-Fri	40 hrs/wk
Ian Bhen Christofer Enoya	10:00-2:00pm	3:00-5:00	6 hrs/day	Mon-Fri	30 hrs/wk
Mary Jane G. Go	10:00-2:00pm	3:00-5:00	6 hrs/day	Mon-Fri	30 hrs/wk
Desirome B. Buenaflor	9:00-1:00pm	2:00-4:00	6 hrs/day	Tue-Sat	30 hrs/wk
Wynjalyn Marl P. Borja	8:00-12:00	1:00-3:00	6 hrs/day	Mon-Fri	30 hrs/wk

Your kind approval on this regard is very much appreciated. Thank you and more power to you.


Respectfully,

  
**IVY B. MABANTO, MLIS**  
Head Librarian

Noted by:

  
**RONITA E. TALINGTING, PhD**  
Vice President for Academic Affairs

Approved by:

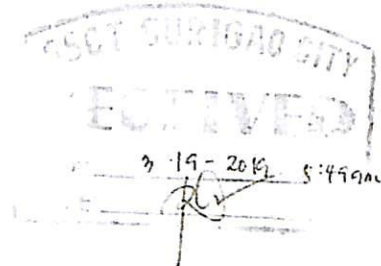
  
**GREGORIO Z. GAMBOA, Jr., Ed.D**  
College President 6/14/19



**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Narciso St., Surigao City

March 12, 2019

**GREGORIO Z. GAMBOA, JR., EdD**  
College President  
SSCT



Dear Sir,

I am writing this letter to request for a rescheduling the working hours of the following library staff due to unavoidable circumstances. In order to solve the dilemma, the original schedule has been divided into two. Here are the new schedules;

**March 11, 2019 (Monday)**

Name of Employee	Regular Working Hours		Total No. of hours per day	Day	Total No. of hrs per week
	AM	PM			
Wynjalyn Marl P. Borja		12:30-6:30	6 hrs/day	Monday	30 hrs/wk
Ian Enoya		3:30-7:30	6 hrs/day	Monday	30 hrs/wk
Desirome B. Buenaflor		2:30-7:30	6 hrs/day	Monday	30 hrs/wk
Mary Jane G. Go		1:00-7:00	6 hrs/day	Monday	30 hrs/wk

**March 12 to April 2019**

Name of Employee	Regular Working Hours		Total No. of hours per day	Day	Total No. of hrs per week
	AM	PM			
Wynjalyn Marl P. Borja	8:00	12:00	} 6 hrs/day	} Mon-Fri	30 hrs/wk
		1:00-3:00			
Ian Enoya		1:30-7:30	6 hrs/day	Monday- Friday	30 hrs/wk
Desirome B. Buenaflor	9:00	12:00	} 6 hrs/day	} Tues-Sat	30 hrs/wk
		1:00-4:00			
Mary Jane G. Go		1:00-7:00	6 hrs/day	Monday-Friday	30 hrs/wk

Your kind approval on this regard is very much appreciated. Thank you and more power to you.

Respectfully,  
  
**IVY B. MABANTO**  
Head Librarian

Noted by:

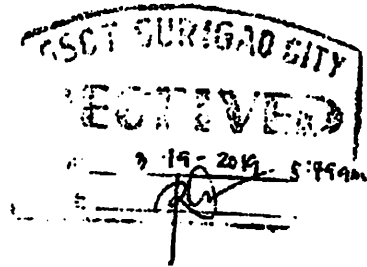
**RONITA E. TALINGTING, PhD**  
Vice President for Academic Affairs



**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Narciso St., Surigao City

March 12, 2019

**GREGORIO Z. GAMBOA, JR., EdD**  
College President  
SSCT



Dear Sir,

I am writing this letter to request for a rescheduling the working hours of the following library staff due to unavoidable circumstances. In order to solve the dilemma, the original schedule has been divided into two. Here are the new schedules;

**March 11, 2019 (Monday)**

Name of Employee	Regular Working Hours		Total No. of hours per day	Day	Total No. of hrs per week
	AM	PM			
Wynjalyn Mari P. Borja		12:30-6:30	6 hrs/day	Monday	30 hrs/wk
Ian Enoya		3:30-7:30	6 hrs/day	Monday	30 hrs/wk
Desirome B. Buenaffor		2:30-7:30	6 hrs/day	Monday	30 hrs/wk
Mary Jane G. Go		1:00-7:00	6 hrs/day	Monday	30 hrs/wk

**March 12 to April 2019**

Name of Employee	Regular Working Hours		Total No. of hours per day	Day	Total No. of hrs per week
	AM	PM			
Wynjalyn Mari P. Borja	8:00	12:00	} 6 hrs/day	} Mon-Fri	30 hrs/wk
		1:00-3:00			
Ian Enoya		1:30-7:30	6 hrs/day	Monday- Friday	30 hrs/wk
Desirome B. Buenaffor	9:00	12:00	} 6 hrs/day	} Tues-Sat	30 hrs/wk
		1:00-4:00			
Mary Jane G. Go		1:00-7:00	6 hrs/day	Monday-Friday	30 hrs/wk

Your kind approval on this regard is very much appreciated. Thank you and more power to you.

Respectfully,  
  
**IVY B. MABANTO**  
Head Librarian

Noted by:

**RONITA E. TALINGTING, PhD**  
Vice President for Academic Affairs

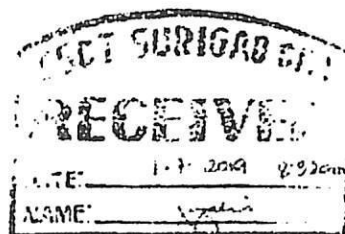
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SURIGAO STATE COLLEGE OF TECHNOLOGY  
Narciso St., Surigao City

January 4, 2019

**GREGORIO Z. GAMBOA, JR., EdD**  
College President  
SSCT



Dear Sir,

In view of the flexi time scheduling for the library staff this 2<sup>nd</sup> semester 2019, herewith is the specific time of a particular staff shall report for duty during weekdays effective January 7 to August 31, 2019

Name of Employee	Regular Working Hours		Extended Work Hours	Day
Ivy B. Mabanto	7:30-11:30	12:30-4:30	5:00-7:30	Monday-Friday
Lorena C Badiola	8:00-12:00	1:00-5:00	5:00-7:30	Monday-Friday
Alona Menil	7:30-11:30	12:30-4:30	5:00-7:30	Monday-Friday
Tita O. Gaddi	8:00-12:00	1:00-5:00		
Wynjalyn Mari P. Borja	8:00-12:00	1:00-5:00		
Braian L. Pioquinto	7:30-11:30	12:30-4:30		
Desirome B. Buenaflores	7:30-11:30	12:30-4:30		
Mary Jane G. Go	7:30-11:30	12:30-4:30		
	*except Monday 8:00-12:00, 1:00-5:00			
Princess C. Billono	7:30-11:30	12:30-4:30		
Sheryl R. Cogolio	8:00-12:00	1:00-5:00		
Ian Enoya	8:00-12:00	1:00-5:00		

Your kind approval on this regard is very much appreciated. Thank you and more power to you.

Respectfully,

**IVY B. MABANTO**  
Head Librarian

Noted by:

**RONITA E. TALINGTING, PhD**  
Vice President for Academic Affairs

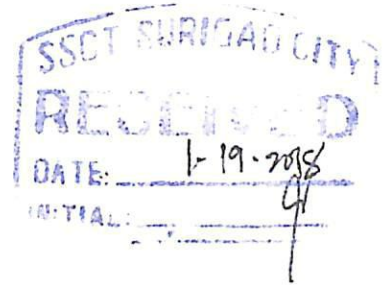
Approved by.



Republic of the Philippines  
**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
 Narciso Street, Surigao City, 8400 Philippines  
 Telephone: (086) 826-5165 Telefax: (086) 826-6346

January 3, 2018

**GREGORIO Z. GAMBOA, JR., EdD**  
 College President  
 SSCT



Dear Sir,

Greetings of peace!

In view of the flexi time scheduling of the library staff for 2nd semester 2017-2018, herewith is the specific time a particular staff shall report for duty during weekdays effective January 18, 2018 to May 31, 2018.

	REGULAR WORK HOURS		EXTENDED WORK HOURS	DAY
	1. Ivy Mabanto	8:00 - 12:00	1:00 - 5:00	5:30 - 7:30
2. Grace Quiachon	7:30 - 11:30	12:30 - 4:30		
3. Wynjalyn Borja	8:00 - 12:00	1:00 - 5:00		
4. Mary Jane Go	7:00 - 11:00	12:00 - 4:00		
***except Mondays	8:00 - 12:00	1:00 - 5:00		
5. Sheryl Cogolio	8:00 - 12:00	1:00 - 5:00		
6. Tita Gaddi	7:30 - 11:30	12:30 - 4:30		
7. Braian Pioquinto	7:30 - 11:30	12:30 - 4:30		
8. Lorena Badiola	7:30 - 11:30	1:00 - 5:00	5:30 - 7:30	Tuesdays/Thursdays
9. Alona Menil	8:00 - 12:00	1:00 - 5:00	5:30 - 7:30	Wednesdays/ Saturdays
10. Princess Billono	7:00 - 11:00	12:00 - 4:00		
11. Ian Enoya	8:00 - 12:00	1:00 - 5:00		

Your kind approval on this regard is very much appreciated. Thank you and more power.

Respectfully,

**IVY B. MABANTO, MLIS**  
 Head Librarian

Noted by.

**RONITA E. TALINGTING, PhD.**  
 Vice President for Academics

Approved by

**GREGORIO Z. GAMBOA, JR. EdD**