

**DAILY TIME RECORD**

*DTR Period: August 01 to 15 2021*

**NAME:** Barca, Carlo Jay Caceres  
**COMPANY:** PN  
**POSITION:** MIS Software Developer Associate  
**CAREER GRADE:**

Date	Work From Home	Work In the Office	Remarks
Sunday, August 01 2021			Rest Day
Monday, August 02 2021	1.00		
Tuesday, August 03 2021	1.00		
Wednesday, August 04 2021		1.00	
Thursday, August 05 2021	1.00		
Friday, August 06 2021	1.00		
Saturday, August 07 2021			Rest Day
Sunday, August 08 2021			Rest Day
Monday, August 09 2021		1.00	
Tuesday, August 10 2021	1.00		
Wednesday, August 11 2021	1.00		
Thursday, August 12 2021		1.00	
Friday, August 13 2021	1.00		
Saturday, August 14 2021			Rest Day
Sunday, August 15 2021			Rest Day
<b>TOTAL NO. DAYS</b>	<b>7.00</b>	<b>3.00</b>	

Prepared by:  Carlo Jay Barca	Endorsed by:	Approved by:
---	--------------	--------------

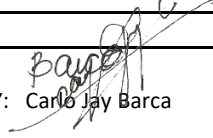
TO BE FILLED-OUT BY HRDAO	
Total No. of days WFH	
Total No. of days WIO	
No. of Sick Leaves (SL)	
No. of Vacation Leaves (VL)	
Others (please specify)	
<b>TOTAL</b>	

**Schedule of submission to HRDAO:**  
*a. DTR Period 1 to 15 - 20th day of the month*  
*b. DTR Period 16 to 30 - 5th day of the month*

# WORK FROM HOME DAILY ACTIVITY FORM

NAME: **Barca, Carlo Jay Caceres**  
 COMPANY: **PN**  
 POSITION: **MIS Software Developer Associate**  
 CAREER GRADE:

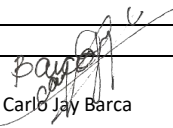
Date	Log-in Time	Log-out Time	No. of Worked Hours
August 03, 2021	8:00 PM	6:01 PM	22:01:00
Work Activities/ Accomplishments			Remarks
New features for Clock IN System; Immediate Officer can show the list of staff and can generate a report for all subordinate employees with logged-in on his selected date.			Progress.

PREPARED BY:  Carlo Jay Barca  
 REVIEWED BY: \_\_\_\_\_

### WORK FROM HOME DAILY ACTIVITY FORM

NAME: Barca, Carlo Jay Caceres  
 COMPANY: PN  
 POSITION: MIS Software Developer Associate  
 CAREER GRADE:

Date	Log-in Time	Log-out Time	No. of Worked Hours
August 02, 2021	7:54 AM	6:01 PM	10:07:00
Work Activities/ Accomplishments			Remarks
Assist Ma'am Vicky because during her approval in the e-leave system she can not input on remarks.			Done, update a system to refresh remark field upon approval
Assist Ma'am Kathleen from Audit Department because she was unable to file a new application in the e-leave system after canceling her previous request.			Done, modify a procedure to display the original balance if all previous requests have been canceled.

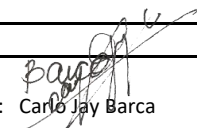
PREPARED BY:  Carlo Jay Barca

REVIEWED BY: \_\_\_\_\_

**WORK FROM HOME DAILY ACTIVITY FORM**

**NAME:** Barca, Carlo Jay Caceres  
**COMPANY:** PN  
**POSITION:** MIS Software Developer Associate  
**CAREER GRADE:**

Date	Log-in Time	Log-out Time	No. of Worked Hours
August 04, 2021	7:54 AM	6:05 PM	10:11:00
Work Activities/ Accomplishments			Remarks
Ma'am Trisha from the IMPO Department request to connect her computer directly to Adelle's printer because she could not print her document.			Done.
Sir Warry request to reset his e-leave password.			Done.
Continue doing for report procedure of Clock IN System, add control to list the logged of the employees based on a selected date, arrange alphabetically and convert time to show AM/ PM format.			Done, already deployed on the official link.

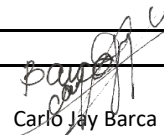


PREPARED BY: Carlo Jay Barca  
 REVIEWED BY: \_\_\_\_\_

# WORK FROM HOME DAILY ACTIVITY FORM

NAME: Barca, Carlo Jay Caceres  
COMPANY: PN  
POSITION: MIS Software Developer Associate  
CAREER GRADE:

Date	Log-in Time	Log-out Time	No. of Worked Hours
August 05, 2021	7:48 AM	6:00 PM	10:12:00
Work Activities/ Accomplishments			Remarks
During entering the Clock IN System, add control to set 'CHECK-IN' to the current day if an employee did not have 'CHECK-OUT' in a past working day.			Done
During driver 2 hours filing in the e-leave system, update to show a dropdown to ask if he has lunch break during working hours that time.			Done


  
PREPARED BY: Carlo Jay Barca

REVIEWED BY: \_\_\_\_\_

**WORK FROM HOME DAILY ACTIVITY FORM**

**NAME:** Barca, Carlo Jay Caceres  
**COMPANY** PN  
**POSITION:** MIS Software Developer Associate  
**CAREER GRADE:**

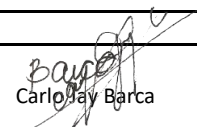
<b>Date</b>	<b>Log-in Time</b>	<b>Log-out Time</b>	<b>No. of Worked Hours</b>
August 06, 2021	7:54 AM	6:01 PM	10:07:00
<b>Work Activities/ Accomplishments</b>			<b>Remarks</b>
Check a driver computation procedure for the e-leave system.			Done
Add a module to reset their e-leave password. The system will send an verification code to their email which will expires in 10 minutes.			Progress
Add function to update the status an verification code.			

PREPARED BY:  Carlo Jay Barca  
REVIEWED BY: \_\_\_\_\_

**WORK FROM HOME DAILY ACTIVITY FORM**

**NAME:** Barca, Carlo Jay Caceres  
**COMPANY** PN  
**POSITION:** MIS Software Developer Associate  
**CAREER GRADE:**

Date	Log-in Time	Log-out Time	No. of Worked Hours
August 09, 2021	7:54 AM	6:01 PM	10:07:00
Work Activities/ Accomplishments			Remarks
Continue doing for password reset module of e-leave system, add separate buttons to generate and verify a code.			Done.
Add a function to expire in 10 minutes and could not show on the pending list of verification code.			
Sir Fred request to check his UPS because he could not power-on.			Done, check his ups if plug properly.
Ma'am April request to force restart her corporate computer because she can not remote at home.			Done.

PREPARED BY:  Carlo Jay Barca  
REVIEWED BY: \_\_\_\_\_

**WORK FROM HOME DAILY ACTIVITY FORM**

NAME: Barca, Carlo Jay Caceres  
 COMPANY: PN  
 POSITION: MIS Software Developer Associate  
 CAREER GRADE:

Date	Log-in Time	Log-out Time	No. of Worked Hours
August 10, 2021	7:54 AM	6:01 PM	10:07:00
Work Activities/ Accomplishments			Remarks
Upon resetting a password add following features;  A. Control to input the required fields. B. Verification code countdown will display for time validity, if the timer lapses a verification button will disable.			Done, already deployed on the official link.

PREPARED BY: Carlo Jay Barca  
 REVIEWED BY: \_\_\_\_\_



**WORK FROM HOME DAILY ACTIVITY FORM**

**NAME:** Barca, Carlo Jay Caceres  
**COMPANY:** PN  
**POSITION:** MIS Software Developer Associate  
**CAREER GRADE:**

Date	Log-in Time	Log-out Time	No. of Worked Hours
August 11, 2021	7:54 AM	6:01 PM	10:07:00
Work Activities/ Accomplishments			Remarks
Upon resetting a password, an employee will input his received verification code to proceed.			Done
Add control to avoid duplicate verification code.			

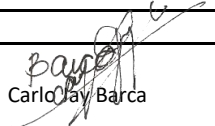
PREPARED BY: Carlo Jay Barca

REVIEWED BY: \_\_\_\_\_

**WORK FROM HOME DAILY ACTIVITY FORM**

**NAME:** Barca, Carlo Jay Caceres  
**COMPANY** PN  
**POSITION:** MIS Software Developer Associate  
**CAREER GRADE:**

Date	Log-in Time	Log-out Time	No. of Worked Hours
August 12, 2021	7:54 AM	6:01 PM	10:07:00
Work Activities/ Accomplishments			Remarks
Search for modern template and create a website that use for MTSO Project.			Progress



PREPARED BY: Carlo Jay Barca

REVIEWED BY: \_\_\_\_\_

**WORK FROM HOME DAILY ACTIVITY FORM**

**NAME:** Barca, Carlo Jay Caceres  
**COMPANY:** PN  
**POSITION:** MIS Software Developer Associate  
**CAREER GRADE:**

Date	Log-in Time	Log-out Time	No. of Worked Hours
August 13, 2021	7:54 AM	6:01 PM	10:07:00
Work Activities/ Accomplishments			Remarks
Upon recovering a forgotten password in the e-leave system, an employee will require input his biocode and email. The system will send a verification code that expires in 10 minutes for user confirmation.			Under testing.
Sir Topper request to check the lot number of return products because he could not show on the product list of e-RCM System.			Upon checking, the status of the lot number has been expired.

**PREPARED BY:** Carlo Jay Barca  
**REVIEWED BY:** \_\_\_\_\_