DAILY TIME RECORD

DTR Period: October 16 to 31 2021

NAME: Barca, Carlo Jay Caceres

COMPANY PM

POSITION: MIS Software Developer Associate

CAREER GRADE:

Date	Work From Home	Work In the Office	Remarks
Saturday, October 16 2021			Rest day
Sunday, October 17 2021			Rest day
Monday, October 18 2021	1.00		
Tuesday, October 19 2021		1.00	
Wednesday, October 20 2021	1.00		
Thursday, October 21 2021	1.00		
Friday, October 22 2021		1.00	
Saturday, October 23 2021			Rest day
Sunday, October 24 2021			Rest day
Monday, October 25 2021		1.00	
Tuesday, October 26 2021	1.00		
Wednesday, October 27 2021		1.00	
Thursday, October 28 2021		1.00	
Friday, October 29 2021	1.00		
Saturday, October 30 2021			Rest day
Sunday, October 31 2021			Rest day
TOTAL NO. DAYS	5.00	5.00	
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Prepared bloom	Endorsed by:	Approved by:
Carlo Jay Barca		

TO BE FILLED-OUT BY HRD	AO
Total No. of days WFH	
Total No. of days WIO	
No. of Sick Leaves (SL)	
No. of Vacation Leaves (VL)	
Others (please specify)	
TOTAL	

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

HRD DTR-F01

NAME: Barca, Carlo Jay Caceres

COMPANY PN

POSITION: MIS Software Developer Associate

Date	Log-in Time	Log-out Time	No. of Worked Hours
October 18, 2021	7:40 AM	6:03 PM	10:23:00
Work Activities/ Accomplishments			Remarks
Ma'am Contillo request to install HRIS and Timekeeping System to her corporate computer.			Done (09:06 - 11:36 AM). Copied all components and templated reports for her requested.
Sir Teo request assistance because of an error that occurred during his generating a report of attendance inquiry in the e-leave System.			Done (11:52 AM - 1:44 PM). Modified a reporting procedure that should be linked with the Timekeeping System.
MTSO System updates; > Add a procedure to save t			Progress
> List the saved records after	er excuting the procedur	es.	
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BOULD BY COME AND DATE			

PREPARED BY: Carlo Jay Barca
REVIEWED BY:

NAME: Barca, Carlo Jay Caceres

COMPANY PN

POSITION: MIS Software Developer Associate

Date	Log-in Time	Log-out Time	No. of Worked Hours
October 19, 2021	9, 2021 7:34 AM 6:08 PM		10:34:00
Work Activities/ Accomplishments			Remarks
Assist Marketing on the 3rd floor for their meeting via webinar with the doctors.			Done (9:24 - 10:47 AM). Setup camera, speaker and microphone to their meeting.
MTSO System updates;			Done (8:00 - 01:10 PM). Already
> Add a procedure to save	the entries.		deployed on the official link.
> List the saved records aft	er excuting the procedure	es.	
> Upon MTSO entry, create the control number.	a procedure to generate	and add a separate column for	
Ma'am Catigbak request to	reset her e-leave passwo	ord.	Done (11:49 AM - 12:00 NN). Create
			a update query to excute.
Assist Sir Eiz Cabrera for their webinar meeting on the 3rd floor.		Done (2:30 - 4:01 PM). Connect a camera, speaker and microphone to his MacBook.	
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PREPARED BY:	Carlo Jay Barca
REVIEWED BY:	

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
October 20, 2021	7:54 AM	6:00 PM	10:06:00
Work Activities/ Accomplishments			Remarks
MTSO System updates;			Done (08:05 - 11:07 AM). Already
> Upon saving, add contro			deployed on the official link.
> During entry, an employ	ee's full name and the pri	imary background will	
be displayed.			
> Upon selecting saved red			
details and a delete buttor	n to remove from the stor	red records.	
Malana Kanan frans LIDDAG	N : : : : : : : : : : : : : : : : : :	filed evelines and a	Days (11.01.01.01.01.01.01.01.01.01.01.01.01.0
Ma'am Karen from HRDAC		e filed application due	Done (11:04 AM - 01:01 PM). Check
to 4 days deductible in the	e e-leave system.		her requested and I will advise that the total deductible is correct.
			the total deductible is correct.
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7-0:00	<u>/</u>		

PREPARED BY: Carlo Jay Barca

REVIEWED BY:

NAME: Barca, Carlo Jay Caceres

COMPANY PN

POSITION: MIS Software Developer Associate

Date	Log-in Time	Log-out Time	No. of Worked Hours
October 21, 2021	7:44 AM	6:01 PM	10:17:00
Work Activities/ Accomplishments			Remarks
MTSO System updates;			Done (08:16 AM - 02:30 PM).
> During MTSO entry, a dr	op-down list will be used	on the selection of	Already deployed on the official link.
employees.			
> Fix an error due to could	not select the employee	s listed.	
> Upon proceeding, a conf	firmation message will po	p up.	
> Add separate columns fo	or the test result and the	company name of the	
employee.			
Ma'am Mich will requests;	;		Done (01:04 - 04:18 PM). Modify a
> Reset ML of a requestor	due to misleading to her	selected employee in	reporting procedure for
the e-leave system.			Timekeeping System to list the
> Check approved applicat	tion due to does not exist	in the Timekeeping	application from the e-leave system.
report.			
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PREPARED BY:	Carlo day Barca
DEV/IEW/ED BV·	

NAME: Barca, Carlo Jay Caceres

COMPANY PN

POSITION: MIS Software Developer Associate

Date	Log-in Time	Log-out Time	No. of Worked Hours
October 22, 2021	7:40 AM	6:09 PM	10:29:00
Work Activities/ Accomplishments			Remarks
Add control for Timekeeping Report to display the processed e-leave by		Done (08:10 - 09:10 AM). Already checked with Ma'am Mich.	
Ma'am April and Vicky will request to check their UPS due to alarming after power on.			Done (08:24 - 08:44 AM). Unplug all connected power cables to their corporate computer then charge it for up to 10 minutes.
MTSO System updates;			Done (09:01 AM - 05:45 PM).
> During viewing from the s required fields. > During entries; add functi	on to compute the num	ber of days from the	Already deployed on the official link.
selected dates, a toggle but and disable a save button if		employee with filed SL	
Ma'am Karen Lalis from CD their return products becau for CM products.		he e-RCM report and	Done (11:30 AM - 01:07 PM). Modify a report procedure to get the total quantity from actual return. Apply other subsidiaries.
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PREPARED BY: Carlo Jay Barca
REVIEWED BY:

NAME: Barca, Carlo Jay Caceres

COMPANY PN

POSITION: MIS Software Developer Associate

Date	Log-in Time	Log-out Time	No. of Worked Hours
October 25, 2021	7:37 AM	6:02 PM	10:25:00
Work Activities/ Accomplishments			Remarks
MTSO System updates;			Done (08:15 AM - 04:54). Already
			deployed on the official link.
> During SL viewing, a label for "YES" or "NO" to filed SL will be displayed.			
> Add a search bar to filter			
> During SL entry, modify a function to count number from the selected dates.			
> Add separate column for	r user access.		
> A notification message v	vill pop up after successfu	ılly saving their	
encoded entry.			
> Resigned employees cou	ıld not appear in the list o	of employees.	
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PREPARED BY:	Carlo lay Barca	
REVIEWED BY:		

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
October 26, 2021	8:00 AM	6:02 PM	10:02:00
Work Activities/ Accomplishments			Remarks
MTSO System updates;			Done (08:01 - 04:51 PM). Change an
			error message notification if the
> Add a separate drop-dov			details are incomplete. Already
cannot select the employe	ee name if it has not alrea	dy been selected in	deployed on the official link.
the said drop-down.			
> After selecting an emplo	yee name, entry form wil	I change and enable	
the required fileds.			
> Upon entry, trace an erro			
> Re-list the name of empl	loyees, if it will change the	e selected companies.	
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PREPARED BY: Carlo ay Barca

REVIEWED BY:

NAME: Barca, Carlo Jay Caceres

COMPANY PN

POSITION: MIS Software Developer Associate

Date	Log-in Time	Log-out Time	No. of Worked Hours
October 27, 2021	7:44 AM	6:10 PM	10:26:00
Work Activities/ Accomplishments			Remarks
MTSO System updates;			Done (08:09 AM - 03:04 PM). Already deployed on the official link.
> Upon entering, if incomp	olete entries will show a r	notification.	
> Modify control that only			
> Add separate buttons to		nt a new entry or get	
records from the e-leave s	ystem.		
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PREPARED BY:	Carlo ray Barca
REVIEWED BY:	

NAME: Barca, Carlo Jay Caceres

COMPANY PN

POSITION: MIS Software Developer Associate

Date	Log-in Time	Log-out Time	No. of Worked Hours
October 28, 2021	7:51 AM	6:02 PM	10:11:00
Work Activities/ Accomplishments			Remarks
MTSO System updates; > After selecting SL from the e-leave system, a control number will be generated and displayed.			Done (08:15 - 03:40). Already deployed on the official link.
 Modify a procedure to count number of days from the selected dates. During SL entry, add control to disable a save button if unselect dates. 			
Ma'am Gemma request to due to uninstall ID to her ohome.			Done (02:43 - 03:01 PM).

PREPARED BY:	Carlo lay Barca
REVIEWED BV:	

NAME: Barca, Carlo Jay Caceres

COMPANY PN

POSITION: MIS Software Developer Associate

Date	Log-in Time	Log-out Time	No. of Worked Hours
October 29, 2021	7:48 AM	9:00 PM	13:12:00
Work Activities/ Accomplishments			Remarks
e-leave System updates;			Progress.
> Reduce every loading of pages.			
> Modify listing application		g, approval/	
endorsement and HR chec	king.		
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PREPARED BY: Carlo Jay Barca	a
REVIEWED BY:	