

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(WORK FROM HOME)**

NAME : GRACE F. LLANDELAR

POSITION : ADAS III

DIVISION : HRMS

Section/Unit : PERSONNEL

Date/s Covered: 04/01/2026 (Declared halfday WFH)

Date and Actual Time logs	Actual Accomplishments
04/01/2026 Time-in: 7:00 AM time out: 12:00 PM	Encoded Approved CSC Attested Appointment Transmittal ELEM TI, JHS TI, JHS T2, SHS T3

Submitted by:

Attested by:

GRACE F. LLANDELAR
Administrative Assistant III

MAY F. LOPEZ
Administrative Unit-Personnel Section

