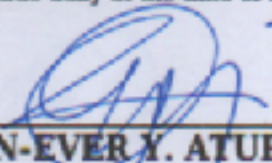


DAILY TIME RECORD  
ATUPAN, QUEEN-EVER Y.  
(NAME)

For the month of  
July 1 - 31, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI		C.D.O.				CDO
2-SAT						Off
3-SUN						Off
4-MON	}	SICK LEAVE				Absent
5-TUE						Absent
6-WED						Absent
7-THU						Absent
8-FRI						Absent
9-SAT						Off
10-SUN						Off
11-MON	}	SICK LEAVE				Absent
12-TUE						Absent
13-WED						Absent
14-THU						Absent
15-FRI						Absent
16-SAT						Off
17-SUN						Off
18-MON	}	SICK LEAVE				Absent
19-TUE						Absent
20-WED						Absent
21-THU						Absent
22-FRI						Absent
23-SAT						Off
24-SUN						Off
25-MON	}	SICK LEAVE				Absent
26-TUE						Absent
27-WED						Absent
28-THU						Absent
29-FRI						Absent
30-SAT						Off
31-SUN						Off

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

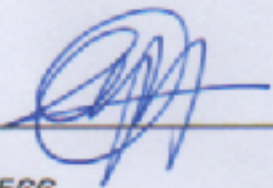
  
QUEEN-EVER Y. ATUPAN

VERIFIED as to prescribed office hours

**RYSAN C. GUINOCOR**  
Director  
Office of the Director for Administrative Services

OFFICE OF THE HEAD OF RECRUITMENT,  
SELECTION, PLACEMENT AND  
PERSONNEL RECORDS  
Visca Baybay City, Leyte 6521-A, Philippines  
Phone/Fax: 565-0600 local 563-7323  
Email Address: [prpeo@vsu.edu.ph](mailto:prpeo@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

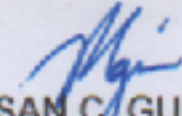
CLEARANCE  
(and Staff)

Min. Officer \_\_\_\_\_ Signature:   
Visca, Baybay City, Leyte / 09955181566

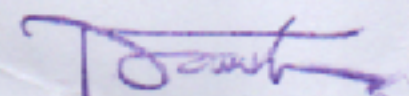
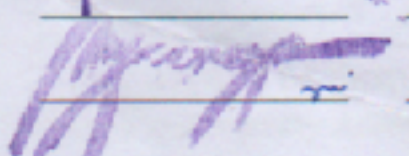
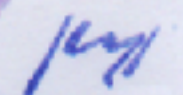
Last Day of Service in VSU: June 29, 2022

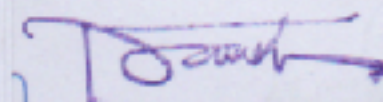

er [ ] Study Leave [✓] Others: Sick Leave

ared of work-related accountabilities:

  
RYSAN C. GUINOCOR  
me and signature of Department /Unit Head

and other responsibilities from units under VSU, Visca,

Authorized ial	Signature	Date Signed
LIE S. TAN		8/8/22
C. CENIZA		8/12/22
BELONIAS		

  
EDGARDO E. TULIN  
University President   
Date: 8/4/22

ffering to another agency, or go on leave of absence for more than three  
clearance should be duly accomplished only within a month prior to  
t salary or any money due to the faculty/staff from the university. After  
recruitment, Selection, Placement and Personnel Records (OHRSPPR).  
t.

, and environmental conservation.  
utting-edge scientific knowledge  
is and environment.