

# **DAILY TIME RECORD** **CALUNANGAN, FE C.**

(NAME)

For the month of  
**February 1 - 28, 2022**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

## **OFFICE OF THE HEAD OF CASH**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax:

Email:

Website: www.vsu.edu.ph

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						Absent
3-THU						Absent
4-FRI						Absent
5-SAT						Off
6-SUN						Off
7-MON	7:51	12:02	12:04	5:00	4hrs	4hrs
8-TUE	7:46	12:05	12:06	5:00	8hrs	8hrs
9-WED	7:48	12:07	12:08	5:00	4hrs	4hrs
10-THU	7:49	12:09	12:09	5:00	4hrs	4hrs
11-FRI	7:48	12:11	12:12	5:00	4hrs	4hrs
12-SAT						Off
13-SUN						Off
14-MON						Absent
15-TUE						Absent
16-WED						Absent
17-THU						Absent
18-FRI						Absent
19-SAT						Off
20-SUN						Off
21-MON	7:49	12:27	12:28	5:00	4hrs	4hrs
22-TUE	7:47	12:51	12:53	5:03		8hrs
23-WED	7:50	12:01	12:02	5:00	4hrs	4hrs
24-THU	7:48	12:01	12:02	5:00	4hrs	4hrs
25-FRI						Holiday
26-SAT						Off
27-SUN						Off
28-MON	7:47	12:34	12:34	5:00	4hrs	4hrs

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.

*FE C. CALUNANGAN*  
**FE C. CALUNANGAN**

VERIFIED as to prescribed office hours

*QUEEN-EVERY. ATUPAN*  
**QUEEN-EVERY. ATUPAN**  
Department Head  
Office of the Cashier

## T REPORT

14-18, 2022

<u>T/PERFORMANCE</u>	<u>POINTS</u>	<u>TOTAL</u>
<u>INDICATOR</u>		
Transactions	0.02	30.56
Official Receipts	0.02	22.08
Official Receipts	0.02	22.08
Official Receipts	0.02	22.08
Official Receipts	0.02	22.08
Deposit Slips	0.02	5.28
Deposit Slips	0.02	5.28
Deposit Slips	0.02	5.28
<b>TOTAL</b>		<b>134.72</b>

Approved:

**ATTY. RYSAN C. GUINOCOR**  
Director, ODAS