

**DAILY TIME RECORD****VILLOCINO, ANDREO P.**  
(NAME)For the month of  
**March 1 - 31, 2023**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:58	1:04	1:05	5:03	5mins	7hrs 55mins
2-THU	7:44	12:31	12:46	5:14		8hrs
3-FRI	7:41	12:02	12:53	5:05		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:22	12:49	12:51	5:04		8hrs
7-TUE	6:00	12:23	12:34	6:17		8hrs
8-WED	7:40	12:07	12:14	5:12		8hrs
9-THU	7:39	12:48	12:53	6:27		8hrs
10-FRI	7:02	12:22	12:47	6:17		8hrs
11-SAT						Off
12-SUN						Off
13-MON						FL
14-TUE	7:18	12:29	12:57	5:02		8hrs
15-WED	5:54	12:07	12:10	5:03		8hrs
16-THU	8:13	12:53	12:56	5:09	13mins	7hrs 47mins
17-FRI	5:35	1:02	1:03	5:12	3mins	7hrs 57mins
18-SAT						Off
19-SUN						Off
20-MON	7:51	12:30	12:39	6:03		8hrs
21-TUE	7:36	12:45	12:48	6:42		8hrs
22-WED	7:50	12:56	1:00	5:01		8hrs
23-THU						OB
24-FRI						OB
25-SAT						Off
26-SUN						Off
27-MON	7:32	12:44	12:52	5:17		8hrs
28-TUE	7:37	12:56	12:57	5:48		8hrs
29-WED						FL
30-THU						OB
31-FRI	8:00	12:42	12:50	6:39		8hrs

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.

**ANDREO P. VILLOCINO**

VERIFIED as to prescribed office hours

**RUTH O. ESCASINAS**Department Head  
Department of Agronomy**OFFICE OF THE DIRECTOR  
FOR PHYSICAL PLANT**  
Visca, Baybay City, Leyte, PHILIPPINES  
Telefax: 1041(LOCAL)  
Email: [www.ppo@vsu.edu.ph](mailto:www.ppo@vsu.edu.ph)  
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000186

Number : \_\_\_\_\_  
Location : Tacloban Airport  
Bill report : \_\_\_\_\_  
Asian House  
an Airport

Office/Center/Project	Contact Number(s)
	09532343389
PHYSICAL PLANT OFFICE	
RECEIVED	
MAR 16 2023	
Signature: _____	

Requesting party: MARIA TERESA A. CRUZ

(Head, Internal Audit)

Approved: \_\_\_\_\_

(Director/Center Director/Agency Head)

accountable for and are responsible for reporting any vehicle

Fuel & Lubricant Issued/Used	Departure/ Time Out	Odometer/Mileage Out
	7:30 am	
Fuel & Lubricant Balanced	Arrival/ Time In	Odometer/Mileage In
	5:00 pm	

Vehicle involved in accident  
while in your custody?Was the vehicle used other than  
official government business?Specify) ☐ No ☐ Yes (Specify) ☐ No

Party or Requesting Party

Position

Driver's OVER ALL RATING

Signature

- ☐ 1. - Poor ☐ 2. - Fair  
☐ 3. - Good ☐ 4. - Very Good  
☐ 5. - Excellent

Comments &amp; Suggestions

Signature  
CRUZ