

DAILY TIME RECORD
POGOSA, JIMMY O.
(NAME)

For the month of
September 1 - 30, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:38	12:10	12:43	5:35		8hrs
2-FRI	7:42	12:12	12:50	5:30		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:44	12:05	12:45	5:38		8hrs
6-TUE	7:21	12:08	12:38	5:01		8hrs
7-WED	6:48	12:10	12:53	5:40		8hrs
8-THU	7:35	12:03	12:40	5:38		8hrs
9-FRI	7:25	12:00	12:40	5:21		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:00	12:10	12:45	5:30		8hrs
13-TUE	6:58	12:02	12:10	5:28		8hrs
14-WED						OB
15-THU	7:00	12:00	1:03	6:06		8hrs
16-FRI	7:09	12:00	12:57	5:21		8hrs
17-SAT						Off
18-SUN						Off
19-MON	6:49	12:10	12:45	5:20		8hrs
20-TUE	7:23	12:10	12:51	5:13		8hrs
21-WED	6:55	12:05	12:52	5:19		8hrs
22-THU	7:38	12:15	12:55	5:28		8hrs
23-FRI	6:49	12:15	12:58	6:37		8hrs
24-SAT						Off
25-SUN						Off
26-MON	6:54	12:10	12:55	6:05		8hrs
27-TUE	6:39	12:05	12:53	5:20		8hrs
28-WED	7:12	12:13	12:56	6:11		8hrs
29-THU	6:51	12:05	12:48	5:50		8hrs
30-FRI	7:04	12:00	12:50	5:49		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.

JIMMY O. POGOSA

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

**LIST OF DOCUMENTS TO SUPPORT REQUEST
TO GO ON TRAVEL (please check):**

ical Clearance from the VSU Infirmary that the
loyee have no symptoms of Covid 19
ation from the organizer of the activity/conference/
ting (if applicable)
ification from the organizer that social distancing
other health/hygiene protocols against Covid 19
be observed for the duration of the activity
pplicable)
rantine passes issued by the destination LGU
if possible, together with passes from LGUs
ute to the destination
ng justification from the requesting party duly
orsed by the immediate supervisor on the
essity and urgency of the trip and commitment
e requesting party to religiously comply with
th/hygiene protocols during the trip
ver from the employee concerned that he/she is
ng to undergo self quarantine for 14 days,
e he/she will be on work from home scheme
roved list of outputs between supervisor and
loyee to be delivered/accomplished during his/her
ays work from home scheme
ranchise issued by the Nurse on duty 30 minutes
to travel should be submitted to the guard on
before allowing vehicle to go out of campus

ertified Correct:

JIMMY O. POGOSA
Name of Travelling Employee

ed/verified except Clearance from Nurse :

ELIZA D. ESPINOSA
Name of Office Head/Supervisor