

**DAILY TIME RECORD****VILLOCINO, ANDREO P.**

(NAME)

For the month of  
August 1 - 31, 2023Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:55	12:12	12:17	5:08		8hrs
2-WED	7:49	12:40	12:43	5:02		8hrs
3-THU	7:57	12:54	12:57	5:25		8hrs
4-FRI	8:00	12:48	12:49	5:04		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:45	12:39	12:43	5:41		8hrs
8-TUE	7:59	12:31	1:00	5:00		8hrs
9-WED						OB
10-THU	7:52	12:03	1:00	5:00		8hrs
11-FRI	7:46	12:20	12:54	5:06		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:26	12:00	12:11	5:00		8hrs
15-TUE	7:55	12:00	12:37	5:08		8hrs
16-WED						OB
17-THU						OB
18-FRI						OB
19-SAT						Off
20-SUN						Off
21-MON						Holiday
22-TUE	7:56	12:33	12:53	5:05		8hrs
23-WED						OB
24-THU						OB
25-FRI						OB
26-SAT						Off
27-SUN						Off
28-MON						Holiday
29-TUE						OB
30-WED						OB
31-THU						OB

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

**DIONESIO M. BAÑOC**Department Head  
Department of Agronomy**PHYSICAL PLANT OFFICE**

Visca, Baybay City, Leyte, PHILIPPINES

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Member

000528

Station

Tacloban Airport

Will report

VSU

Main Gate

Tacloban Airport

The committee members' trip to Manila

Department/Office/Center/Project	Contact Number(s)
Business Management	09173108087
Economic Research and Data	09383232825
Maculate Conception Hospital	0917 956 5029
Evaluation Director	09209815634
	09338209486

Requesting party:

**GANESSA ROSE L. GONGORA**

Media Production Specialist II

Approved:

**ALLEN GLENNIE P. LAMBERT**

IRLAS

Executive Secretary

The vehicle involved in accident is accountable for and are responsible for reporting any vehicle

Fuel & Lubricant Issued/Used	Departure/Time Out	Odometer/Mileage Out
	3:30 am	
Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
	5:00 pm	

the vehicle involved in accident damaged while in your custody? Was the vehicle used other than official government business?

is (Specify) ☐ No ☐ Yes (Specify) ☐ No

Signature of Party or Requesting Party

Satisfaction

Driver's OVER ALL RATING

Satisfied

☐ 1. - Poor☐ 2. - Fair

Satisfied

☐ 3. - Good☐ 4. - Very Good

Satisfied

☐ 5. - Excellent

Satisfied

Comments &amp; Suggestions

Signature