

**DAILY TIME RECORD****CAVERO, JEDAN A.**
(NAME)For the month of
July 1 - 31, 2024Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:53	12:08	12:13	5:06		8hrs
2-TUE	7:58	12:08	12:25	5:22		8hrs
3-WED	7:57	12:34	12:40	5:22		8hrs
4-THU	8:00	12:33	12:39	5:53		8hrs
5-FRI	7:55	12:01	12:30	5:02		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:05	11:59	12:13	5:09	6mins	7hrs 54mins
9-TUE	8:19	12:07	12:22	5:05	19mins	7hrs 41mins
10-WED	8:04	12:09	12:41	6:48	4mins	7hrs 56mins
11-THU	7:53	12:04	12:14	5:02		8hrs
12-FRI	8:08	12:03	12:14	5:04	8mins	7hrs 52mins
13-SAT						Off
14-SUN						Off
15-MON	7:53	12:04	12:12	5:14		8hrs
16-TUE	8:02	12:02	12:19	6:16	2mins	7hrs 58mins
17-WED	7:55	12:10	12:32	7:34		8hrs SUSPENDED 4:30 pm 11:59 pm
18-THU						SUSPENDED 8:00 am 11:59 pm
19-FRI	8:01	12:02	12:26	5:36	1min	7hrs 59mins
20-SAT						Off
21-SUN						Off
22-MON	7:53	12:01	12:14	6:13		8hrs
23-TUE	7:56	12:14	12:23	5:49		8hrs
24-WED	8:12	12:15	12:16	5:02	12mins	7hrs 48mins
25-THU	8:08	12:00	12:02	5:17	8mins	7hrs 52mins
26-FRI						OB
27-SAT						Off
28-SUN						Off
29-MON	8:11	12:02	12:02	6:07	11mins	7hrs 49mins
30-TUE	8:02	12:06	12:18	5:54	2mins	7hrs 58mins
31-WED	8:05	12:07	12:07	5:08	5mins	7hrs 55mins

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.

JEDAN A. CAVERO

VERIFIED as to prescribed office hours

ZYRA MAY H. CENTINO
Department Head
Department of Economics
CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

- ☐ Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
- ☐ Invitation from the organizer of the activity/conference/meeting (if applicable)
- ☐ Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity (if applicable)
- ☐ Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination
- ☐ Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment of the requesting party to religiously comply with health/hygiene protocols during the trip
- ☐ Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
- ☐ Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme
- ☐ Clearance issued by the Nurse on duty 30 minutes prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus

Certified Correct:

JEDAN A. CAVERO

Name of Travelling Employee

Noted/verified except Clearance from Nurse

ZYRA MAY H. CENTINO

Name of Office Head/Supervisor

#NAME?