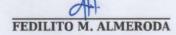
ivil Service Form 48

## DAILY TIME RECORD ALMERODA, FEDILITO M.

For the month of December 1 - 31, 2024 Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM		PM		TAI	T-4-1
	IN	OUT	IN	OUT	T/U	Total
1-sun		-				Off
2-MON	7:48	12:08	12:45	5:04		8hrs
3-TUE	7:47	12:02	12:57	5:13		8hrs
4-WED	7:55	12:00	12:40	7:12		8hrs
5-THU	7:46	12:03	12:52	5:20		8hrs
6-FRI	7:51	12:30	12:41	5:32		8hrs
7-SAT						Off
8-sun						Off
9-MON	7:55	12:04	12:31	6:04		8hrs
10-TUE	8:05	12:00	12:06	5:25	5mins	7hrs 55mins
11-WED	7:40	12:18	12:39	5:07		8hrs
12-THU	8:00	12:41	12:48	5:11		8hrs
13-FRI	8:08	12:14	12:53	5:43	8mins	7hrs 52mins
14-SAT						Off
15-sun						OB
16-MON						OB
17-TUE						OB
18-WED						OB
19-тни						OB
20-FRI						OB
21-SAT						OB
22-sun						Off
23-MON	8:09	12:14	12:41	5:23	9mins	7hrs 51mins
24-TUE						Holiday
25-WED						Holiday
26-THU	8:01	1:06	1:13	5:08	14mins	7hrs 46mins
27-FRI	7:07	12:05	12:40	5:15		8hrs
28-SAT					A	Off
29-sun						Off
30-MON						Holiday
31-TUE						Holiday

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.



VERIFIED as to prescribed office hours

## TEOFANES A. PATINDOL

Department Head Institute of Tropical Ecology & Envi. Mgmt.

ate Generated: Jan/21/2025 01:02:26



## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyle

## HECKLIST 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

Granded Correct:

FEDILITO M. ALMERODA

Name of Travelling Employee

Noted/verified except Clearance from Nurse

TEOFANES PATINDOL

Name of Office Head/Supervisor