

DAILY TIME RECORD**ALMERODA, FEDILITO M.**

(NAME)

For the month of

December 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
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-THU						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						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.


FEDILITO M. ALMERODA

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

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

Verified Correct:


FEDILITO M. ALMERODA

Name of Travelling Employee

Noted/verified except Clearance from Nurse:


TEOFANES PATINDOL

Name of Office Head/Supervisor