

DAILY TIME RECORD
TAUY, CHRISTIE CYRENE T.
(NAME)


For the month of
October 1 - 31, 2020
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						Absent
2-FRI						Absent
3-SAT						Off
4-SUN						Off
5-MON						Absent
6-TUE						Absent
7-WED						Absent
8-THU						Absent
9-FRI						Absent
10-SAT						Off
11-SUN						Off
12-MON						Absent
13-TUE						Absent
14-WED						Absent
15-THU						Absent
16-FRI						Absent
17-SAT						Off
18-SUN						Off
19-MON						Absent
20-TUE						Absent
21-WED						Absent
22-THU						Absent
23-FRI						Absent
24-SAT						Off
25-SUN						Off
26-MON						Absent
27-TUE						Absent
28-WED						Absent
29-THU						Absent
30-FRI						Absent
31-SAT	8:00	12:00				Off

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.


CHRISTIE CYRENE T. TAUY

VERIFIED as to prescribed office hours


MANOLO B. LORETO JR.
Department Head
University Student Services Office

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CHRISTIE CYRENE T. TAUY

VERIFIED as to prescribed office hours


MANOLO B. LORETO JR.
Department Head
University Student Services Office



October 30, 2020



Date

REQUEST TO RENDER OVERTIME

The President

Thru: The Vice President for Administration and Finance

This is to request for overtime of the following personnel:

Name of Employee(s)	Date(s)	Job(s) to be Accomplished per Employee
Ms. Christie Cyrene T. Tauy	Oct. 31, 2020	To Facilitate the Virtual Leadership Summit on "Engaging Leaders: Stepping Up Amidst Global Health Crisis and Awarding of 2019 Individual & Organization Winners
Ms. Mary Ann G. Cobico	Oct. 31, 2020	To present Topic on Managing Anxiety & Being Resilient in Times of Crisis (Online Platform)
Requested by:  <u>MANOLO B. LORETO, JR.</u> Name <u>Dean of Students</u> Position <u>Office of the Dean of Students</u> Office		Approved by: <input type="checkbox"/> with pay <input type="checkbox"/> without pay  <u>REMBERTO A. PATINDOL</u> Vice President for Administration and Finance

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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