

DAILY TIME RECORD**LAMBERT, BABYLYN C.**
(NAME)

For the month of

December 1 - 31, 2023Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:53	12:00	12:26	6:23		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:50	12:45	12:50	5:05		8hrs
5-TUE	7:53	12:09	12:16	5:12		8hrs
6-WED						OB
7-THU						OB
8-FRI						OB
9-SAT						Off
10-SUN						Off
11-MON	7:34	12:03	12:07	5:39		8hrs
12-TUE	8:09	12:09	12:10	5:16	9mins	7hrs 51mins
13-WED	7:05	12:06	12:07	5:07		8hrs
14-THU	8:07	12:56	12:58	7:07		10hrs 58mins
15-FRI	8:05	12:02	12:12	5:41		9hrs 26mins
16-SAT						Off
17-SUN						Off
18-MON	8:00	12:47	12:50	5:17		9hrs 14mins
19-TUE	8:03	12:28	12:31	5:45		9hrs 39mins
20-WED	7:57	12:05	12:09	5:15		9hrs 14mins
21-THU	7:33	12:45	12:46	5:00		8hrs
22-FRI						Absent
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						Holiday
27-WED						Absent
28-THU						Absent
29-FRI						Absent
30-SAT						Off
31-SUN						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.



BABYLYN C. LAMBERT

VERIFIED as to prescribed office hours



ZYRA MAY H. CENTINO

 Department Head
 Department of Economics

VISAYAS STATE UNIVERSITY
 Division Office - Cebu

**LIST OF DOCUMENTS TO SUPPORT REQUEST
 TO GO ON TRAVEL (please check)**

Medical Clearance from the VCU infirmary that the employee have no symptoms of Covid-19
 Invitation from the organizer of the activity/conference/meeting (if applicable)
 Participation from the organizer that would substantiate the other had they gone protocols against Covid-19
 Valid passport for the duration of the activity (if applicable)
 Authorization passed issued by the destination (if applicable)

and if possible, together with passes from LGUs
 returns to the destination
 Strong participation from the reporting party duly authorized by the immediate supervisor on the necessity and urgency of the trip and commitment of the reporting party to religiously comply with health/safety protocols during the trip
 Release from the employees concerned that results in taking 14 days self quarantine for 14 days
 while outside and be on work from home scheme
 Approved list of contacts between supervisor and employees to be observed and monitored during the 14 days work from home scheme
 Clearance signed by the nurse on duty 30 minutes prior to travel should be submitted to the guard as early before leaving vehicle to go out of campus

Certified Correct

Name of Travelling Employee

Noted/verified against Clearance from Nurse

Name of Office Head/Supervisor