

DAILY TIME RECORD**MEJIA, HANZEL N.**

(NAME)

For the month of

July 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:09	12:01	12:23	5:18		8hrs
2-TUE	7:52	12:00	12:47	5:15		8hrs
3-WED	7:53	12:04	12:16	5:32		8hrs
4-THU	8:39	12:00	12:18	5:34	39mins	7hrs 21mins
5-FRI	7:57	12:00	12:10	8:02		8hrs
6-SAT						Off
7-SUN						Off
8-MON						OB
9-TUE						OB
10-WED						OB
11-THU						OB
12-FRI						OB
13-SAT						OB
14-SUN						Off
15-MON	8:40	12:02	12:40	6:04	40mins	7hrs 20mins
16-TUE						STRAT. PLAN. (2ND DAY)
17-WED	7:58	12:08	12:48	5:48		8hrs SUSPENDED 4:30 pm 11:59 pm
18-THU		12:25	12:42	5:27		4hrs SUSPENDED 8:00 am 11:59 pm
19-FRI	8:06	12:20	12:30	5:05	6mins	7hrs 54mins
20-SAT						Off
21-SUN						Off
22-MON						STRAT. PLAN. (6TH DAY)
23-TUE						STRAT. PLAN. (7TH DAY)
24-WED						STRAT. PLAN. (8TH DAY)
25-THU						STRAT. PLAN. (9TH DAY)
26-FRI						STRAT. PLAN. (10TH DAY)
27-SAT						Off
28-SUN						Off
29-MON	8:52	12:00	12:16	5:16	52mins	7hrs 8mins
30-TUE	7:58	12:02	12:43	5:09		8hrs
31-WED	7:59	12:08	12:20	5:15		8hrs

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.



HANZEL N. MEJIA

VERIFIED as to prescribed office hours



JOHN CHRISTIAN L. GAVIOLA

Department Head

Department of Civil Engineering

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER27-Jun-24
Date

Name : **HANZEL N. MEJIA**
Designation : **Instructor I**
Destination : **Surabaya, Indonesia**
Date of Travel : **July 8-13, 2024**
Purpose : **To attend the Global Internationalization
Training and Workshop 2024 and visit
Universitas Negeri Surabaya.**

Signature

Total Expenses: _____
Source of Funds : **IAO**
Transportation: [/] University Vehicle
[] Public Conveyance

Noted/Verified:

PROSE IVY G. YEPES
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

N/A
College Dean

In-charge of funds (If other than the
Dept./Office Head)

NA **N/A**
VP for Research & Extension Vice Pres. For Instruction

APPROVED:

PROSE IVY G. YEPES
President

**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

Certified Correct:

HANZEL N. MEJIA
Name of Travelling Employee

Noted/verified except Clearance from Nurse:

PROSE IVY G. YEPES
Name of Office Head/Supervisor