Civil Service Form 48

DAILY TIME RECORD BANDE, MARLITO JOSE M.

(NAME

For the month of May 1 - 31, 2023 Official hours for arrival and departure 8:00AM - 5:00PM

IN OUT IN OUT IN OUT IN OUT IIN OUT III	Day	AM		PM		TO CT	1.000 contract
2-TUE 7:48 12:10 12:54 5:12 8hrs 3-WED 7:31 12:12 12:43 5:41 8hrs 4-THU 7:52 12:10 12:49 5:42 8hrs 5-FRI 7:23 12:21 12:58 5:51 8hrs 6-SAT Off 7-SUN Off 3-MON 7:10 12:07 12:44 5:23 8hrs 10-WED 7:41 12:03 12:51 5:00 8hrs 11-THU 7:31 12:10 12:53 5:15 8hrs 12-FRI 7:15 12:07 12:54 5:06 8hrs 13-SAT Off 14-SUN Off 15-MON 7:23 12:00 12:41 5:31 8hrs 16-TUE 7:16 12:01 12:44 5:12 8hrs 17-WED 7:00 12:04 12:47 5:06 8hrs 19-FRI 7:38 12:01 12:51 5:12 8hrs 19-FRI 7:38 12:01 12:51 5:12 8hrs 20-SAT Off 21-SUN Off 22-MON 7:41 12:00 12:53 5:49 8hrs 23-TUE 0B 24-WED OB 25-THU OB 26-FRI OB 28-SUN OB 29-MON 7:00 12:11 12:48 6:00 8hrs		IN	OUT	IN	OUT	T/U	Total
3-WED 7:31 12:12 12:43 5:41 8hrs 4-THU 7:52 12:10 12:49 5:42 8hrs 5-FRI 7:23 12:21 12:58 5:51 8hrs 5-SAT Off 7-SUN Off 3-MON 7:10 12:07 12:44 5:23 8hrs 10-WED 7:41 12:03 12:51 5:00 8hrs 11-THU 7:31 12:10 12:53 5:15 8hrs 12-FRI 7:15 12:07 12:54 5:06 8hrs 13-SAT Off 14-SUN Off 15-MON 7:23 12:00 12:41 5:31 8hrs 16-TUE 7:16 12:01 12:44 5:12 8hrs 18-THU 7:31 12:19 12:44 5:03 8hrs 18-THU 7:38 12:01 12:45 5:06 8hrs 18-THU 7:51 12:19 12:48 5:03 8hrs 19-FRI 7:38 12:01 12:51 5:12 8hrs 20-SAT Off 21-SUN Off 22-MON 7:41 12:00 12:53 5:49 8hrs 23-TUE OB 24-WED OB 25-THU OB 25-THU OB 26-FRI OB 29-MON OB 29-MON OB 20-MON OB	1-MON						Holiday
### 12:49 5:42 8hrs 6:5FRI 7:23 12:10 12:49 5:42 8hrs 6:5FRI 7:23 12:21 12:58 5:51 8hrs 6:5SAT Off	2-TUE	7:48	12:10	12:54	5:12		8hrs
5-FRI 7:23 12:21 12:58 5:51 8hrs 6-SAT	3-WED	7:31	12:12	12:43	5:41		8hrs
7-SUN 8-Brs 9-Brs	4-THU	7:52	12:10	12:49	5:42		8hrs
7-SUN 3-MON 7:10 12:07 12:44 5:23 8hrs 3-TUE 7:00 12:03 12:48 5:59 8hrs 10-WED 7:41 12:03 12:51 5:00 8hrs 11-THU 7:31 12:10 12:53 5:15 8hrs 12-FRI 7:15 12:07 12:54 5:06 8hrs 13-SAT Off 14-SUN 15-MON 7:23 12:00 12:41 5:31 8hrs 16-TUE 7:16 12:01 12:44 5:12 8hrs 17-WED 7:00 12:04 12:47 5:06 8hrs 18-THU 7:51 12:19 12:48 5:03 8hrs 19-FRI 7:38 12:01 12:51 5:12 8hrs 19-FRI 7:38 12:01 12:53 5:49 8hrs 13-TUE 0B 13-TUE 0B 13-SAT OB OB OB 13-SAT OB OB 13-SAT OB OB OB OB OB OB OB OB OB O	5-FRI	7:23	12:21	12:58	5:51		8hrs
3-MON 7:10 12:07 12:44 5:23 8hrs 3-TUE 7:00 12:03 12:48 5:59 8hrs 10-WED 7:41 12:03 12:51 5:00 8hrs 11-THU 7:31 12:10 12:53 5:15 8hrs 12-FRI 7:15 12:07 12:54 5:06 8hrs 13-SAT	6-SAT						Off
7:00 12:03 12:48 5:59 8hrs 10-WED 7:41 12:03 12:51 5:00 8hrs 11-THU 7:31 12:10 12:53 5:15 8hrs 12-FRI 7:15 12:07 12:54 5:06 8hrs 13-SAT Off 14-SUN Off 15-MON 7:23 12:00 12:41 5:31 8hrs 16-TUE 7:16 12:01 12:44 5:12 8hrs 17-WED 7:00 12:04 12:47 5:06 8hrs 18-THU 7:51 12:19 12:48 5:03 8hrs 19-FRI 7:38 12:01 12:51 5:12 8hrs 20-SAT Off 21-SUN Off 22-MON 7:41 12:00 12:53 5:49 8hrs 23-TUE OB 24-WED OB 25-THU OB 26-FRI OB 28-SUN OB 29-MON OB 29-MON OB 20-MON OB	7-sun						Off
10-WED	8-MON	7:10	12:07	12:44	5:23		8hrs
11-THU	9-TUE	7:00	12:03	12:48	5:59		8hrs
12-FRI 7:15 12:07 12:54 5:06 8hrs 13-SAT	10-WED	7:41	12:03	12:51	5:00		8hrs
13-SAT	11-THU	7:31	12:10	12:53	5:15		8hrs
14-SUN Off Off	12-FRI	7:15	12:07	12:54	5:06		8hrs
15-MON 7:23 12:00 12:41 5:31 8hrs 16-TUE 7:16 12:01 12:44 5:12 8hrs 17-WED 7:00 12:04 12:47 5:06 8hrs 18-THU 7:51 12:19 12:48 5:03 8hrs 19-FRI 7:38 12:01 12:51 5:12 8hrs 19-FRI 7:38 12:01 12:51 5:12 8hrs 17-SAT 08 12:53 5:49 8hrs 17-SAT 08 08 17-SAT 08 08 17-SAT 08 08 17-SAT 08 09 09 09 09 09 09 09	13-SAT						Off
16-TUE	14-SUN						Off
17-WED 7:00 12:04 12:47 5:06 8hrs 18-THU 7:51 12:19 12:48 5:03 8hrs 19-FRI 7:38 12:01 12:51 5:12 8hrs 10-SAT Off 11-SUN Off 12-MON 7:41 12:00 12:53 5:49 8hrs 13-TUE OB 14-WED OB 15-THU OB 16-FRI OB 17-SAT OB 18-SUN OB 19-MON OB 19-MON OB 10-TUE 7:00 12:11 12:48 6:00 8hrs	15-MON	7:23	12:00	12:41	5:31		8hrs
18-THU	16-TUE	7:16	12:01	12:44	5:12		8hrs
19-FRI 7:38 12:01 12:51 5:12 8hrs	17-WED	7:00	12:04	12:47	5:06		8hrs
20-SAT	18-THU	7:51	12:19	12:48	5:03		8hrs
Column C	19-FRI	7:38	12:01	12:51	5:12		8hrs
22-MON 7:41 12:00 12:53 5:49 8hrs	20-SAT						Off
OB OB OB OB OB OB OB OB	21-SUN						Off
24-WED	22-MON	7:41	12:00	12:53	5:49		8hrs
25-THU	23-TUE						OB
CFR OB OB CFR OB OB OB OB OB OB OB O	24-WED						OB
OB OB OB OB OB OB OB OB	25-ТНИ						OB
28-SUN OB 29-MON OB 30-TUE 7:00 12:11 12:48 6:00 8hrs	26-FRI						OB
99-MON OB 80-TUE 7:00 12:11 12:48 6:00 8hrs	27-SAT						OB
00-TUE 7:00 12:11 12:48 6:00 8hrs	28-sun						OB
CONTROL OF THE PROPERTY OF THE	29-мон						OB
31-WED 7:31 12:12 12:53 6:05 8hrs	30-TUE	7:00	12:11	12:48	6:00		8hrs
	31-WED	7:31	12:12	12:53	6:05		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.

MARLITO JOSE M. BANDE

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head Institute of Tropical Ecology & Envi. Mgmt.

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 guarantine 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
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:
MARLITO M BANDE
Name of Travelling Employee
Noted/verified except Clearance from Nurse :
ELIZA D. ESPINOSA
Name of Office Head/Supervisor

Date Generated: Jun/29/2023 12:11:10