



VISAYAS
STATE UNIVERSITY

VISCA, BAYBAY CITY,
LEYTE 6521-A, PHIL

Daily Time Record

KEN N. FLORENTINO

NAME

JANUARY

For

DAYS	REGULAR TIME				OVERTIME				SIG.
	A.M.		P.M.		REGULAR		SUN/HOL.		
	IN	OUT	IN	OUT	HRS	MIN	HRS	MIN	
1									
2									
3	TO								
4	TO								
5	TO								
6	TO								
7	TO								
8									
9									
10	TO								
11	8:00	12:00							
12	8:00	12:00							
13			1:00	5:00					
14			1:00	5:00					
15									
16									
17	8:00	12:00							
18			1:00	5:00					
19			1:00	5:00					
20			1:00	5:00					
21			1:00	5:00					
22									
23									
24	8:00	12:00							
25			1:00	5:00					
26			1:00	5:00					
27			1:00	5:00					
28			1:00	5:00					
29									
30									
31									

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily of the time of arrival at and departure from office.


ELIZA D. ESPINOSA
IN-CHARGE