

DAILY TIME RECORD

POGOSA, JIMMY O.

(NAME)

For the month of

May 1 - 31, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	7:50	12:12	12:59	5:20		8hrs
3-WED	7:40	12:13	12:45	5:42		8hrs
4-THU	7:58	12:17	12:50	5:44		8hrs
5-FRI	7:30	12:21	12:59	6:00		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:20	12:09	12:50	5:24		8hrs
9-TUE	7:10	12:05	12:55	6:00		8hrs
10-WED						OB
11-THU	7:40	12:12	12:58	5:30		8hrs
12-FRI						OB
13-SAT						OB
14-SUN						OB
15-MON	7:29	12:10	12:45	5:33		8hrs
16-TUE	7:40	12:10	12:50	5:15		8hrs
17-WED	7:10	12:10	12:50	5:30		8hrs
18-THU	7:58	12:20	12:55	5:25		8hrs
19-FRI	7:45	12:05	12:56	5:40		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:41	12:10	12:59	6:00		8hrs
23-TUE	7:05	12:05	12:55	6:10		8hrs
24-WED						OB
25-THU						OB
26-FRI						OB
27-SAT						OB
28-SUN						OB
29-MON						OB
30-TUE	7:20	12:20	12:59	6:20		8hrs
31-WED	7:35	12:13	12:58	6:10		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.

JIMMY O. POGOSA

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 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:

JIMMY O. POGOSA

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

ELIZA D. ESPINOSA

Name of Office Head/Supervisor