

DAILY TIME RECORD**CAIUNANGAN, FE C.**

(NAME)

for the month of
January 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

OFFICE OF THE HEAD OF CASH

Visca, Baybay City, Leyte, PHILIPPINES

Telefax:

Email:

Website: www.vsu.edu.ph

IT REPORT**2022**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:45	12:00	1:00	5:00		Absent
4-TUE	7:52	12:00	12:01	5:00	4hrs	4hrs
5-WED	7:50	12:09	12:10	5:00	4hrs	4hrs
6-THU	7:47	12:43	12:44	5:00	4hrs	4hrs
7-FRI	7:48	12:05	12:06	5:00	4hrs	4hrs
8-SAT						Off
9-SUN						Off
10-MON	7:50	12:21	12:23	5:00	4hrs	4hrs
11-TUE						Absent
12-WED		Emergency Leave				Absent
13-THU						Absent
14-FRI	7:49	12:14	12:15	5:02		8hrs
15-SAT						Off
16-SUN						Off
17-MON	—	Emergency Leave		—		Absent
18-TUE	7:51	12:33	12:33	5:00	4hrs	4hrs
19-WED	7:48	12:00	1:00	5:00	8hrs	
20-THU	7:45	12:20	12:21	5:00	4hrs	4hrs
21-FRI	7:47	12:00	1:00	5:00	8hrs	
22-SAT						Off
23-SUN						Off
24-MON	7:51	12:00	1:00	5:00	8hrs	
25-TUE	7:49	12:07	12:08	5:00	4hrs	4hrs
26-WED	7:43	12:08	12:10	5:00	4hrs	4hrs
27-THU	7:46	12:08	12:09	5:00	4hrs	4hrs
28-FRI	7:43	12:05	12:07	5:00	4hrs	4hrs
29-SAT						Off
30-SUN						Off
31-MON	—	Work From Home —				Absent

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.

FE C. Calunangan
FE C. CALUNANGAN

VERIFIED as to prescribed office hours

Queen-Ever Y. Atupan
QUEEN-EVER Y. ATUPAN

Department Head
Office of the Cashier

Approved:

TTY. RYSAN C. GUINOCOR
Director, ODAS

<u>T/PERFORMANCE</u> <u>INDICATOR</u>	<u>POINTS</u>	<u>TOTAL</u>
Transactions	0.02	3.82
Official Receipts	0.02	2.76
Official Receipts	0.02	2.76
Official Receipts	0.02	2.76
Official Receipts	0.02	2.76
Deposit Slips	0.02	0.66
Deposit Slips	0.02	0.66
Deposit Slips	0.02	0.66
TOTAL		16.84

biology, and environmental conservation.
force, cutting-edge scientific knowledge
unities and environment.

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No.