

DAILY TIME RECORD **BAÑOC, DIONESIO M.** (NAME)

For the month of
January 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						Holiday
2-TUE	7:38	12:24	12:25	5:19		8hrs
3-WED	7:46	12:33	12:35	6:03		8hrs
4-THU	7:56	12:05	12:08	5:29		8hrs
5-FRI	7:55	12:05	12:08	5:36		8hrs
6-SAT	8:29	1:05	1:05	4:18		
7-SUN						Off
8-MON	7:46	12:03	12:15	5:08		8hrs
9-TUE	7:57	12:28	12:43	5:12		8hrs
10-WED	7:49	12:19	12:20	5:22		8hrs
11-THU	7:49	12:13	12:20	4:26	34mins	7hrs 26mins
12-FRI	7:56	12:03	12:23	5:09		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:33	12:23	12:40	5:10		8hrs
16-TUE	7:52	12:21	12:23	5:10		8hrs
17-WED	7:55	12:16	12:26	5:12		8hrs
18-THU						FL
19-FRI	7:52	12:26	12:31	5:21		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:46	12:16	12:26	5:16		8hrs
23-TUE	7:48	12:10	12:12	5:39		8hrs
24-WED						OB
25-THU						OB
26-FRI	7:54	12:18	12:20	5:02		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:45	12:18	12:26	5:26		8hrs
30-TUE	6:54	12:08	12:08	5:23		8hrs
31-WED	7:56	12:23	12:30	5:38		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.

DIONESIO M. BAÑOC

VERIFIED as to prescribed office hours

VICTOR B. ASIO

College Dean
 College of Agricultural & Food Science

Date Generated: May/03/2024 10:50:20

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

- ☐ Medical Clearance from the VSU Infirmary that the employee has 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 (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:

DIONESIO M. BAÑOC

Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

VICTOR B. ASIO

Name of Office Head/Supervisor