

**DAILY TIME RECORD****VILLOCINO, ANDREO P.**

(NAME)

For the month of

January 1 - 31, 2023

Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE	7:47	12:16	12:52	5:06		8hrs
4-WED	7:58	12:08	12:56	5:19		8hrs
5-THU	7:31	12:04	12:14	5:25		8hrs
6-FRI	7:59	12:27	12:42	5:00		8hrs
7-SAT						Off
8-SUN						Off
9-MON	6:28	12:30	12:34	6:21		8hrs
10-TUE	7:54	12:25	12:52	5:13		8hrs
11-WED	8:04	12:31	12:57	5:26	4mins	7hrs 56mins
12-THU	7:21	12:19	12:48	5:24		8hrs
13-FRI	6:24	12:34	12:48	5:15		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:44	12:19	12:54	6:47		8hrs
17-TUE	7:38	12:46	12:53	5:29		8hrs
18-WED	7:54	12:17	12:22	5:02		8hrs
19-THU						FL
20-FRI						FL
21-SAT						Off
22-SUN						Off
23-MON						FL
24-TUE	7:50	12:44	12:57	5:04		8hrs
25-WED	7:51	12:28	12:46	5:00		8hrs
26-THU	7:53	12:54	1:00	5:16		8hrs
27-FRI						OB
28-SAT						Off
29-SUN						Off
30-MON	7:51	12:04	12:45	5:03		8hrs
31-TUE	8:01	12:46	12:58	6:20	1min	7hrs 59mins

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.

**ANDREO P. VILLOCINO**

VERIFIED as to prescribed office hours

**RUTH O. ESCASINAS**Department Head  
Department of Agronomy

Date Generated: Mar/06/2023 09:18:52

**OFFICE OF THE DIRECTOR  
FOR PHYSICAL PLANT**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041 (LOCAL)

Email: [www.ppo@vsu.edu.ph](mailto:www.ppo@vsu.edu.ph)Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

000040

Number :  
Location : Ormoc - Tacloban Citywill report : Guard post

students who will attend oath taking at Tacloban

Office/Center/Project	Contact Number(s)
PLANT OFFICE	
EIVED	
JAN 06 2023	

Requesting party:

**JESUSA M. MAGNO**

(Position)

Approved:

**MARIO LILIO P. VALENZONA**

(Director/Center Director/Agency Head)

accountable for and are responsible for reporting any vehicle

Fuel & Lubricant Issued/Used	Departure/ Time Out	Odometer/Mileage Out
	5:00 am	
Fuel & Lubricant Balanced	Arrival/ Time In	Odometer/Mileage In
	9:00 PM	

Vehicle involved in accident  
while in your custody?Was the vehicle used other than  
official government business?Specify) ☐ No ☐ Yes (Specify) ☐ No

Party or Requesting Party

Action	Driver's OVER ALL RATING
ied ed nature	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair
	<input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good
	<input type="checkbox"/> 5. - Excellent
	Comments & Suggestions

Technology, and environmental

Source, cutting-edge scientific knowledge  
communities and environment.

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v0 02-28-2022

No.