

DAILY TIME RECORD **BANDE, MARLITO JOSE M.** (NAME)

For the month of
June 1 - 30, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:21	12:08	12:48	5:51		8hrs
2-FRI	7:46	12:10	12:47	5:18		8hrs
3-SAT						Off
4-SUN						Off
5-MON						OB
6-TUE						OB
7-WED						OB
8-THU						SL
9-FRI						SL
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE						CDO
14-WED						CDO
15-THU						CDO
16-FRI						CDO
17-SAT						Off
18-SUN						Off
19-MON	7:00	12:10	12:45	5:20		8hrs
20-TUE	7:25	12:05	12:40	5:39		8hrs
21-WED	7:00	12:00	12:30	6:00		8hrs
22-THU	7:00	12:10	12:20	5:40		8hrs
23-FRI	7:00	12:20	12:40	5:50		8hrs
24-SAT						Off
25-SUN						Off
26-MON	7:00	12:20	12:45	5:30		8hrs
27-TUE	7:00	12:05	12:35	5:25		8hrs
28-WED						Holiday
29-THU	7:00	12:15	12:40	5:45		8hrs
30-FRI	7:30	12:00	12:45	5:40		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.

MARLITO JOSE M. BANDE

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:

MARLITO M. BANDE

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

ELIZA D. ESPINOSA

Name of Office Head/Supervisor