

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

DAILY TIME RECORD

VICENTE A. GILOS

(Name)

For the month of December 1-31, 2021

Official hours for arrival
and departure

Regular days

Saturdays

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	8:00	12:00	1:00	5:00		
2	8:00	12:00	1:00	5:00		
3	8:10	12:00	1:00	5:00		
4	SAT					
5	SUN					
6	7:45	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	HOLIDAY					
9	7:58	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	SAT					
12	SUN					
13	8:10	12:00	1:00	5:00		
14	8:05	12:00	1:00	5:00		
15	8:00	12:00	1:00	5:00		
16	TYPHOON ODETTE					
17						
18	SAT					
19	SUN					
20	FORCED LEAVE					
21	FORCED LEAVE					
22	FORCED LEAVE					
23	FORCED LEAVE					
24	8:00	12:00	1:00	5:00		
25	SAT					
26	SUN					
27	8:00	12:00	1:00	5:00		
28	8:00	12:00	1:00	5:00		
29	7:58	12:00	1:00	5:00		
30	HOLIDAY					
31	8:00	12:00	1:00	5:00		

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VICENTE A. GILOS

VERIFIED as to the prescribed office hours:

ALELI A. VILLOCINO

In Charge