

## VISAYAS STATE UNIVERSITY

Baybay City, Leyte

## DAILY TIME RECORD

MERCEDES V. FORNES

(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	7:46	12:00	1:00	5:00		
2	7:55	12:00	1:00	5:00		
3	7:55	12:00	1:00	5:00		
4	SAT					
5	SUN					
6	7:51	12:00	1:00	5:00		
7	7:46	12:00	1:00	5:00		
8	HOLIDAY					
9	7:55	12:00	1:00	5:00		
10	7:51	12:00	1:00	5:00		
11	SAT					
12	SUN					
13	7:47	12:00	1:00	5:00		
14	8:01	12:00	1:00	5:00		
15	8:05	12:00	1:00	5:00		
16	NO WORK - TYPHOON					
17	FORCE LEAVE					
18	SAT					
19	SUN					
20	FORCE LEAVE					
21						
22						
23						
24	8:00	12:00	—			
25	CHRISTMAS DAY					
26	SUN					
27	SLP					
28						
29						
30	HOLIDAY					
31	8:04	12:00	—			

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.

MERCEDES V. FORNES

VERIFIED as to the prescribed office hours:

VICENTE A. GILOS

In Charge