

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

(NAME)

For the month of

February 1 - 29, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:59	12:54	12:55	5:27		8hrs
2-FRI	7:58	12:00	12:07	5:41		8hrs
3-SAT						Off
4-SUN						Off
5-MON						OB
6-TUE	8:01	12:52	12:55	5:04	1min	7hrs 59mins
7-WED						FL
8-THU	7:30	12:14	12:29	7:10		8hrs
9-FRI						Holiday
10-SAT						Off
11-SUN						Off
12-MON	8:04	12:49	12:50	5:51	4mins	7hrs 56mins
13-TUE	7:57	12:20	12:20	5:19		8hrs
14-WED						OB
15-THU	7:52	12:52	12:54	5:03		8hrs
16-FRI	5:25	12:35	12:44	5:10		8hrs
17-SAT						Off
18-SUN						Off
19-MON	8:03	12:00	1:03	5:06	6mins	7hrs 54mins
20-TUE	7:33	12:52	12:53	5:13		8hrs
21-WED	7:56	12:51	12:55	5:05		8hrs
22-THU						OB
23-FRI						OB
24-SAT						Off
25-SUN						Off
26-MON						OB
27-TUE						OB
28-WED	7:58	12:00	1:00	5:00		8hrs
29-THU	7:59	12:41	12:43	5:15		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.

ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours

LUZ G. ASIO

Department Head
Department of Agronomy

Date Generated: Jul/10/2024 01:57:07

PHYSICAL PLANT OFFICE

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL)

Email: www.ppo@vsu.edu.phWebsite: www.vsu.edu.ph

Report

Isabel Campus

MMDC to Isabel Campus

Campuses

Office/Center/Project	Contact Number(s)

Requesting party:

ULDERICO B. ALVIOLA

Head, UIMC

Approved:

MARIO LILIO B. 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
	6:00 am	158330
Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
	8:00 pm	

Involved in accident
while in your custody?

☐ No

Was the vehicle used other than
official government business?

☐ Yes (Specify)☐ No

For Requesting Party

on	Driver's OVER ALL RATING
	<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