

DAILY TIME RECORD **ATUPAN, QUEEN-EVER Y.** (NAME)

For the month of
January 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:36	12:05	12:08	5:16		Absent
4-TUE	8:00	12:08	12:11	5:01		Absent
5-WED	8:05	12:10	12:15	5:02		Absent
6-THU	8:10	12:15	12:20	5:30		Absent
7-FRI	7:56	12:08	12:11	5:02	8hrs	
8-SAT						Off
9-SUN						Off
10-MON	SPECIAL EMERGENCY					Absent
11-TUE	LEAVE					Absent
12-WED	7:49	12:16	12:17	5:09	8hrs	
13-THU	7:59	12:01	12:19	5:02	8hrs	
14-FRI	SPECIAL EMERGENCY LEAVE					Absent
15-SAT						Off
16-SUN						Off
17-MON	SPECIAL EMERGENCY LEAVE					Absent
18-TUE	7:24	12:36	12:37	5:01	8hrs	
19-WED	8:22	12:01	12:03	5:05	22mins 7hrs 38mins	
20-THU	8:17	12:18	12:20	5:05	17mins 7hrs 43mins	
21-FRI	8:00	12:30	12:35	5:01	8hrs	
22-SAT						Off
23-SUN						Off
24-MON	WORK FROM HOME					Absent
25-TUE						Absent
26-WED						Absent
27-THU						Absent
28-FRI						Absent
29-SAT						Off
30-SUN						Off
31-MON	7:59			5:02	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.

QUEEN-EVER Y. ATUPAN

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Director
Office of the Director for Administrative Services

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OFFICE OF THE CASHIER

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Email: cash.division@vsu.edu.ph
Website: www.vsu.edu.ph

pliers	4
Report of	
ernal	.99
	.66
ls)	1.25
nails.	.50
Last	
nces.	2
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atus	4
Monitoring	8
pliers	4
RED	56.90

days x 8 hrs.) = 40.00
= 56.90
16.90
none

IE S. TAN
tration and Finance