

We acknowledge

February 2-28, 2022

CERTIFIED: Service

APPROVED FOR PAYMENT:

CERTIFIED: Fund:

CERTIFIED: Each employee whose names appears above have been paid the amount opposite his/her names.

OIC HEAD, ACCOUNTING DIVISION

HEAD, CASH DIVISION



ACCOMPLISHMENT ACCEPTANCE AND INSPECTIONS REPORT

To Whom It May Concern:

This is to certify that **Ms. Gilly Mae S. Escasinas**, Job Order Worker (Encoder) of CHED-UniFAST Billing for **first semester, SY 2021-2022** c/o Office of the Dean of Students (ODS), have rendered and facilitated the services and performs other functions assigned by the Dean of Students for the period of February 2-28, 2022.

The undersigned, therefore, accepts the accomplished job as inspected with satisfactory rating.

Done this 14th day of **February 2022** at VSU, Visca, Baybay City, Leyte.

MANOLO B. LORETO, JR.
Dean of Student

DAILY TIME RECORD

JOB ORDER

Name: Ms. Gilly Mae S. Escasinas
 Position: Encoder
 For the Period: February 2-28, 2022

Date	Morning		Signature	Afternoon		Signature
	In	Out		In	Out	
1						
2	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
3	7:57	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
4	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
5						
6						
7	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
8	7:58	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
9	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
10	8:12	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
11	8:05	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
12						
13						
14	7:45	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
15	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
16	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
17	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
18	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
19						
20						
21	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
22	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
23	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
24	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
25						
26						
27						
28	8:00	12:00	<i>G. Escasinas</i>	1:00	5:00	<i>G. Escasinas</i>
29						
30						
31						
TOTAL	18 days					

Certified Correct:


MANOLO B. LORETO, JR.
 Immediate Superior