

DAILY TIME RECORD**MEJIA, HANZEL N.**

(NAME)

For the month of
December 1 - 31, 2024
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:41	12:00	12:05	5:12		8hrs
3-TUE	7:42	12:00	1:07	8:08	7mins	7hrs 53mins
4-WED	7:35	8:25	12:07	8:25	3hrs 35mins	4hrs 25mins
5-THU	7:55	12:00	12:19	7:04		8hrs
6-FRI	6:49	12:11	12:17	5:36		8hrs
7-SAT						Off
8-SUN						Off
9-MON						OB
10-TUE						OB
11-WED						OB
12-THU						OB
13-FRI						OB
14-SAT						OB
15-SUN						OB
16-MON						OB
17-TUE						OB
18-WED						OB
19-THU						CDO
20-FRI						CDO
21-SAT						Off
22-SUN						Off
23-MON						CDO
24-TUE						Holiday
25-WED						Holiday
26-THU						Absent
27-FRI						Absent
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						Holiday

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.



HANZEL N. MEJIA

VERIFIED as to prescribed office hours



JOHN CHRISTIAN L. GAVIOLA

Department Head
 Department of Civil Engineering



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

5-Dec-24
Date

Name: HANZEL N. MEJIA
Designation: Head, IAO
Destination: Bangkok, Thailand
Date of Travel: December 9-18, 2024
Purpose: To attend Graduation Ceremony in Bangkok, Thailand.

Signature

Total Expenses: _____
Source of Funds: IAO
Transportation: ☐ University Vehicle
☐ Public Conveyance

Noted/Verified:

PROSE IVY G. YEPES
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

College Dean

In-charge of funds (If other than the
Dept/Office Head)

NA
VP for Research & Extension

N/A
Vice Pres. For Instruction

APPROVED:

PROSE IVY G. YEPES
President



VISAYAS STATE UNIVERSITY

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CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

- ☐ Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
- ☐ Invitation from the organizer of the activity/conference/meeting (if applicable)
- ☐ Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity (if applicable)
- ☐ Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination
- ☐ Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment of the requesting party to religiously comply with health/hygiene protocols during the trip
- ☐ Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
- ☐ Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme
- ☐ Clearance issued by the Nurse on duty 30 minutes prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus

Certified Correct:

HANZEL N. MEJIA
Name of Travelling Employee

Noted/verified except Clearance from Nurse:

PROSE IVY G. YEPES
Name of Office Head/Supervisor