

# **DAILY TIME RECORD** **SEDROME, ISABELITA V.** (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		<i>Saturday</i>				Off
2-SUN		<i>Sunday</i>				Off
3-MON	7:55	12:00	1:00	5:00		Absent
4-TUE	7:58	12:00	1:00	5:00		Absent
5-WED						Absent
6-THU		<i>calamity leave</i>				Absent
7-FRI						Absent
8-SAT		<i>Saturday</i>				Off
9-SUN		<i>Sunday</i>				Off
10-MON	7:51	12:00	1:00	5:00	8hrs	
11-TUE	7:53	12:00	1:00	5:00	8hrs	
12-WED	7:53	12:00	1:00	5:00	8hrs	
13-THU	7:53	12:00	1:00	5:00	8hrs	
14-FRI	7:50	12:00	1:00	5:00		Absent
15-SAT		<i>Saturday</i>				Off
16-SUN		<i>Sunday</i>				Off
17-MON	7:58	12:00	1:00	5:00	8hrs	
18-TUE	7:58	12:00	1:00	5:00		Absent
19-WED	7:48	12:00	1:00	5:00	8hrs	
20-THU	7:51	12:00	1:00	5:00	8hrs	
21-FRI	7:50	12:00	1:00	5:00	8hrs	
22-SAT		<i>Saturday</i>				Off
23-SUN		<i>Sunday</i>				Off
24-MON	7:49	12:00	1:00	5:00	8hrs	
25-TUE	7:45	12:00	1:00	5:00	8hrs	
26-WED	7:45	12:00	1:00	5:00	8hrs	
27-THU	7:45	12:00	1:00	5:00		Absent
28-FRI		<i>Saturday</i>				Absent
29-SAT		<i>Sunday</i>				Off
30-SUN		<i>Sunday</i>				Off
31-MON		<i>work from home</i>				Absent

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.

**ISABELITA V. SEDROME**

VERIFIED as to prescribed office hours

**MARIA ROBERTA S. MIRAFLOR**

Department Head  
Office of the Head of Records and Archives

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at 1047

## **OFFICE OF THE HEAD OF RECORDS AND ARCHIVES**

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puts accomplished and  
ered/submitted

completeness of documents in the  
ers of admin. staff based on  
klist in preparation for the

M.D.

Approved:

**RYSAN C. GUINOCOR**  
OIC Director, ODAS