

DAILY TIME RECORD

ASIO, LUZ G.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	7:56	12:10	12:11	5:17		8hrs
3-FRI	7:47	12:21	12:22	5:23		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:24	12:11	12:11	5:12		8hrs
7-TUE	7:41	12:14	12:15	5:09		8hrs
8-WED	7:38	12:08	12:08	5:01		8hrs
9-THU	7:27	12:51	12:52	5:03		8hrs
10-FRI	7:21	12:08	12:08	5:21		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:38	12:09	12:10	5:16		8hrs
14-TUE	7:35	12:03	12:04	5:53		8hrs
15-WED	7:43	12:34	12:35	5:11		8hrs
16-THU	7:16	12:07	12:08	5:13		8hrs
17-FRI	7:46	12:18	12:20	5:07		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:41	12:21	12:25	5:40		9hrs 55mins
21-TUE	7:27	12:12	12:13	5:15		9hrs 47mins
22-WED	7:49	12:03	12:04	5:05		9hrs 15mins
23-THU	7:35	12:07	12:08	5:20		9hrs 44mins
24-FRI	7:44	12:07	12:09	5:12		9hrs 26mins
25-SAT						Off
26-SUN						Off
27-MON	7:19	12:05	12:11	5:23		8hrs
28-TUE	7:37	12:20	12:20	5:13		8hrs
29-WED	7:12	12:22	12:22	5:22		8hrs
30-THU						OB
31-FRI	7:15	12:20	12:21	5:34		8hrs

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

- ☐ Medical Clearance from the VSU Infirmary that the employee has 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 (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:

LUZ G. ASIO

Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

SUZETTE B. LINA

Name of Office Head/Supervisor

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.

LUZ G. ASIO

VERIFIED as to prescribed office hours

SUZETTE B. LINA

Department Head  
College of Agricultural & Food Science