

DAILY TIME RECORD **EDULLANTES, MELODINA P.** (NAME)

For the month of
July 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	8:02	12:10	12:35	5:00	2mins	7hrs 58mins
2-WED						OB
3-THU						OB
4-FRI						OB
5-SAT						Off
6-SUN						Off
7-MON						OB
8-TUE						OB
9-WED						OB
10-THU	8:53	12:02	12:09	5:18	53mins	7hrs 7mins
11-FRI	7:56	12:00	1:00	5:00		8hrs
12-SAT						Off
13-SUN						Off
14-MON	9:32	12:07	12:41	5:18	1hr 32mins	6hrs 28mins
15-TUE	9:24	12:53	12:59	5:00	1hr 24mins	6hrs 36mins
16-WED	8:36	12:18	12:33	5:02	36mins	7hrs 24mins
17-THU						OB
18-FRI						SL
19-SAT						Off
20-SUN						Off
21-MON						OB
22-TUE			1:00	5:02		4hrs 2mins OB 8:00 AM - 12:00 PM
23-WED						OB
24-THU						OB
25-FRI						OB
26-SAT						Off
27-SUN						Off
28-MON						OB
29-TUE						OB
30-WED	9:00	12:57	12:59	5:18	1hr	7hrs
31-THU						OB

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.

MELODINA P. EDULLANTES

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head
Barangay Integrated Development Approach for Nutrition Improvement



ECKLIST 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

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:

MELODINA P. EDULLANTES
Travelling Employee

Noted/verified except Clearance from Nurse :

LILIAN B. NUÑEZ
Name of Office Head/Supervisor