DAILY TIME RECORD MEJIA, HANZEL N. (NAME)

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

Day	AM		PM			
	IN	OUT	IN	OUT	T/U	Total
1-TUE	7:24	12:10	12:18	5:41		8hrs -
2-WED	7:42	5:18	12:11	5:18	2hrs 53mins	5hrs 7mins
3-THU	7:55	12:09	12:36	5:24		8hrs
4-FRI	6:59	12:10	12:15	5:04		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:59	12:09	12:12	7:37		8hrs
8-TUE						ОВ
9-WED						ОВ
10- THU	7:42	12:02	12:09	5:27		8hrs
11-FRI	7:00	12:09	12:19	5:28		8hrs
12-SAT						Off
13-SUN						Off
14- MON	8:50	12:14	12:17	6:17	50mins	7hrs 10mins
15-TUE						ОВ
16 -WED						ОВ
17- THU						ОВ
18-FRI						ОВ
19-SAT						Off
20-sun						Off
21-MON	8:00	12:01	12:05	7:02		8hrs
22- TUE	7:49	12:01	12:13	5:16		8hrs
						SUSPENDED 7:00 am 11:59 pm
23-WED	6:06	12:51	12:55	5:45		8hrs
24 -THU	7:05	12:01	12:07	5:06		8hrs
25-FRI					18-1	2024 INTRAMURAL GAMES
26-SAT						Off
27-SUN						Off
28-MON						2024 INTRAMURAL GAMES
29- TUE						2024 INTRAMURAL GAMES
30-WED						2024 INTRAMURAL GAMES
31- THU	7:02	12:10	12:17	5:33		8hrs SUSPENDED
						12:00 pm 11:59 pm

I CERTIFY on my honor that the above is three 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.

VERIFIED as to prescribed office hours

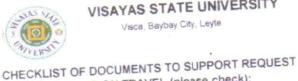
STIAN L. GAVIOLA JOHN CHR

Department Head Department of Civil Engineering



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



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TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

10/1/2024 Medical Clearance from the VSU Infirmary that the Date employee have no symptoms of Covid 19 invitation from the organizer of the activity/conference/ HANZEL N. MEJIA meeting (if applicable) Certification from the organizer that social distancing Name Signature Head, IAO and other health/hygiene protocols against Covid 19 Designation Cebu City will be observed for the duration of the activity Destination Oct. #9, 2024 To attend the Annual EducationUSA University Date of Trave (if applicable) Purpose Fair 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 Total Expenses. Source of Funds IAO of the requesting party to religiously comply with [/] University Vehicle health/hygiene protocols during the trip Transportation [] Public Conveyance 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 Noted/Verified employee to be delivered/accomplished during his/her Office Head/Immediate Supervisor 14 days work from home scheme Clearance issued by the Nurse on duty 30 minutes RECOMMENDING APPROVAL prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus College Dean Certified Correct: In-charge of funds (If other than the HANZEL N. MEJIA Dept/Office Head) Name of Travelling Employee N/A Vice Pres. For Instruction VP for Research & Extension Noted/verified except Clearance from Nurse PROSE INY G. YEPES APPROVED: PROSE IVY G. YEPES Name of Office Head/Supervisor President