

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		T/U	Total
	IN	OUT	IN	OUT		
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						OB
9-WED						OB
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						OB
16-WED						OB
17-THU						OB
18-FRI						OB
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						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 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



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

10/1/2024
Date

Name: HANZEL N. MEJIA
Designation: Head, IAO
Destination: Cebu City
Date of Travel: Oct. 19, 2024
Purpose: To attend the Annual EducationUSA University Fair.

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

**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

not for CoA,
for CoA's copy is on
the last set of these
documents. :)