

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

DAILY TIME RECORD

for the month of DEC. 1-31, 2021
 Official hours for arrival and departure { Regular days: _____
 { Saturdays: _____

| DAY | A M | | P M | | UNDER TIME | |
|-----|---------|-----------|---------|-----------|------------|------|
| | Arrival | Departure | Arrival | Departure | Hrs. | Min. |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | 8:00 | 11:00 | | |
| 14 | | | 8:00 | 11:00 | | |
| 15 | | | 8:00 | 11:00 | | |
| 16 | | | 8:00 | 11:00 | | |
| 17 | 7:00 | | 8:00 | | | |
| 18 | 7:00 | | 8:00 | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | 7:00 | | 8:00 | | | |
| 22 | 7:00 | | 8:00 | | | |
| 23 | 7:00 | | 8:00 | | | |
| 24 | 7:00 | | 8:00 | | | |
| 25 | | 7:00 | 11:00 | | | |
| 26 | | 7:00 | 11:00 | | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | 7:00 | 11:00 | | | |
| 30 | | 7:00 | 11:00 | | | |
| 31 | | 7:00 | 11:00 | | | |

TOTAL

CERTIFY on my honor that the above is a true and correct
 report of the hours of work performed, record of which was
 made daily at the time of arrival and departure from office

Signature

VERIFIED as to the prescribed office hours

JULIUS V. ABELA

In-Charge