

DAILY TIME RECORD**GELBERTO P. VALDEVIESO**

(NAME)

For the month of
DECEMBER 1-31, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1- WED	751	1205	1250	506		
2- THU	755	1208	1256	510		
3- FRI	759	1207	1251	505		
4- SAT						
5- SUN						
6- MON	750	1204	1256	510		
7- TUE	754	1202	1259	503		
8- WED	Holiday					
9- THU	755	1205	1250	501		
10- FRI	752	1208	1258	511		
11- SAT						
12- SUN						
13- MON	800	1205	1255	506		
14- TUE		OTD				
15- WED	750	1206	Suspended			
16- THU	Suspended					
17- FRI	Suspended					
18- SAT						
19- SUN						
20- MON	759	1203	1251	510		
21- TUE	LEAVE					
22- WED						
23- THU	755	1202	1250	508		
24- FRI	751	1205	Suspended			
25- SAT						
26- SUN						
27- MON	755	1204	1259	507		
28- TUE	802	1206	1251	503		
29- WED	750	1209	1255	505		
30- THU	Holiday					
31- FRI	750	1208	Suspended			

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


GELBERTO P. VALDEVIESO

VERIFIED as to prescribed office hours

DHENBER C. LUSANTA

OIC

Farm Resource Management Institute

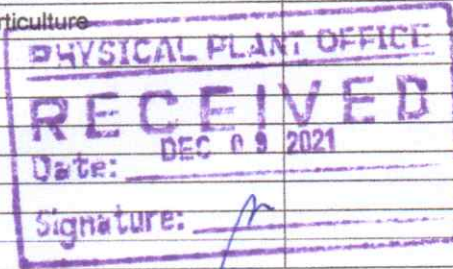


TRIP TICKET

Date Filed: December 7, 2021 Trip Number: 000998
Scheduled Travel Date/s: December 14, 2021 Destination: Abuyog and Dulag Leyte
Departure Time: 7:00 am Driver will report to: Apt. 36 - Rosario A. Salas
Purpose: Visit YRRP Project Sites

Head of Party: Rosario A. Salas

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Rosario A. Salas	Department of Horticulture	09088732033
2. Cabajes, Denisa	Department of Horticulture	
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



*For more than (10) passengers, use separate sheet.

Vehicle Type: TOYOTA
Vehicle Plate No.: 4PE / 011
Dispatched by: MARLOW G. BURLAS
Motor Pool Services Head

Requesting party: ROSARIO A. SALAS
Project Leader/Head, DOH
Approved by: MARIO LILIO P. VAREZONA
(Director/Center Director/Agency Head)

INSTRUCTIONS: Drivers shall fill in this part properly. Drivers are accountable for and are responsible for reporting any vehicle damage, defects and accidents immediately

Trip Ticket Issued/Received	Vehicle Condition (Before Travel)	Fuel & Lubricant Issued/Used	Departure/Time Out	Odometer/Mileage Out
			<u>7:00 AM</u>	
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In
			<u>4:25 PM</u>	

Was the passenger/s following the call time & location? ☐ Yes ☐ No
Was there any purchased of fuel/lubricant outside VSU Campus? ☐ Yes (Specify) ☐ No
Was the vehicle involved in accident or damaged while in your custody? ☐ Yes (Specify) ☐ No
Was the vehicle used other than official government business? ☐ Yes (Specify) ☐ No

Driver's Name & Signature		Filled in by the Head of Party or Requesting Party	
This vehicle will be used for official government business only. I have reviewed and complied with rules & regulations regarding the use of Government-Owned Vehicle.	Service Satisfaction <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied		Driver's OVER ALL RATING <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent
	Comments & Suggestions		
SIGNATURE OVER PRINTED NAME <u>MARIO LILIO P. VAREZONA</u>		ROSARIO A. SALAS Name and Signature	