

DAILY TIME RECORD**ALCOBER, ED ALLAN L.**

(NAME)

For the month of

June 1 - 30, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:44	12:01	12:47	5:11		8hrs
2-FRI	7:55	12:11	12:13	5:17		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:23	12:00	1:01	5:20	1min	7hrs 59mins
6-TUE	7:48	12:06	1:04	5:01	4mins	7hrs 56mins
7-WED	7:48	12:30	12:31	5:03		8hrs
8-THU	7:59	12:02	12:04	5:01		8hrs
9-FRI	7:56	12:01	12:41	5:04		8hrs
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE	7:58	12:02	12:55	5:15		8hrs
14-WED	8:06	12:03	12:57	5:00	6mins	7hrs 54mins
15-THU	8:15	12:00	12:52	5:02	15mins	7hrs 45mins
16-FRI	8:01	12:03	12:38	5:05	1min	7hrs 59mins
17-SAT						Off
18-SUN						Off
19-MON	6:53	12:04	12:40	5:08		8hrs
20-TUE	8:01	12:01	12:43	4:30	13mins	7hrs 47mins
21-WED	8:11	12:02	12:09	5:13		8hrs
22-THU						OB
23-FRI						OB
24-SAT						Off
25-SUN						Off
26-MON						OB
27-TUE						OB
28-WED						OB
29-THU	8:05	12:00	12:37	5:04	5mins	7hrs 55mins
30-FRI	7:55	12:02	12:42	5:01		8hrs

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.



ED ALLAN L. ALCOBER

VERIFIED as to prescribed office hours



DIONESIO M. BAÑOC

Department Head
Department of Agronomy



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: June 26, 2023

Name : ED ALLAN L. ALCOBER
Designation : Assoc. Prof. IV
Destination : Naval, Biliran
Date of Travel : June 22-23, 2023
Purpose : Act as Resource Person in the conduct of training "Adaptation Strategies and Cost-Reducing Practices in Crop Production Amidst Climate Change Situation" for farmers and other stakeholders in Naval, Biliran

Signature

Total Expenses:

Source of Fund: (Official Time only)

Transportation: [] University Vehicle [] Public Conveyance

Noted/Verified:

DIONESIO M. BAÑOC
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

VICTOR B. ASIO
College Dean

In-Charge of Funds (if other than Office Head)

N/A

MARIA JULIET C. CENIZA
VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN
University President

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

- ☐ Medical Clearance from the VSU Infirmary that the employee has 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 (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:

ED ALLAN L. ALCOBER
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

DIONESIO M. BAÑOC
Name of Office Head/Supervisor



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: 23 June 2023

Name : ED ALLAN L. ALCORER
Designation : Asso. Prof IV Signature [Signature]
Destination : Tanauan, Leyte
Date of Travel : June 26-28, 2023
Purpose : To attend the refresher course on
Inbred Rice seed production and
Certification in Region 8
Total Expenses: _____
Source of Fund: (Official Time only)
Transportation: [] University Vehicle [x] Public Conveyance

Noted/Verified:

for: L. L. Cagande
DIONESIO M. BANCIO
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

VICTOR B. ASID
College Dean

In-Charge of Funds (if other than Office Head)

MARIA JULIET C. CENIZA
VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN
University President

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Certified Correct:

ED ALLAN L. ALCORER
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

for: L. L. Cagande
DIONESIO M. BANCIO
Name of Office Head/Supervisor