

VISAYAS STATE UNIVERSITY

Baybay City, Leyte

DAILY TIME RECORD

GERALDINE T. BARO

(Name)

For the month of January 1-31, 2022

Official hours for arrival (Regular days _____)

and departure (Saturdays _____)

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	SAT					
2	SUN					
3						
4						
5		Emergency Leave				
6						
7						
8	SAT					
9	SUN					
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	8:12	12:00	1:00	5:00		
13	8:03	12:00	1:00	5:00		
14	8:13	12:00	1:00	5:00		
15	SAT					
16	SUN					
17	8:00	12:00	1:00	5:00		
18	8:30	12:00	1:00	5:00		
19	8:09	12:00	1:00	5:00		
20	LEAVE		1:00	5:00		
21	LEAVE					
22	SAT					
23	SUN					
24	8:10	12:00	1:00	5:00		
25	8:19	12:00	1:00	5:00		
26	8:10	12:00	1:00	4:00	1	10
27	8:15	12:00	1:00	5:00		
28	8:10	12:00	1:00	5:00		
29	SAT					
30	SUN					
31	Work From Home					

I 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 at and departure from Office.

GERALDINE T. BARO

VERIFIED as the prescribe office hours:

VICENTE A. GILOS

In-Charge

nes
SITY
rte

Stamp of Date of Receipt

LEAVE

(First)

(Middle)

GERALDINE

T.

ge Librarian II 5. SALARY _____

CATION

DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines _____

Abroad (Specify) _____

In case of Sick Leave:

In Hospital (Specify Illness) _____

Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:

Specify Illness) _____

In case of Study Leave:

Completion of Master's Degree

BAR/Board Examination Review

Other purpose:

Monetization of Leave Credits

Terminal Leave

COMMUTATION

Not Requested

Requested

GERALDINE T. BARO

(Signature of Applicant)

APPLICATION

RECOMMENDATION

For approval

For disapproval due to _____

VICENTE A. GILOS

Office of the Chief Librarian
(Authorized Officer)

DISAPPROVED DUE TO:

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

DAILY TIME RECORD

SHEIRA MAY T. CAMACHO

(Name)

For the month of January 1-31, 2022
Official hours for arrival and departure _____
Regular days _____
Saturdays _____

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	Sat.					
2	Sun.					
3	8:05	12:00	1:00	5:00		
4	8:00	12:00	1:00	5:00		
5	8:20	12:00	1:00	5:00		
6	8:00	12:00	1:00	5:00		
7	8:01	12:00	1:00	5:00		
8	Sat.					
9	Sun.					
10						
11						
12		Emerg	ency	Leave		
13						
14						
15	Sat.					
16	Sun.					
17	8:15					
18	8:20					
19	8:00					
20	8:00					
21		SLP				
22	Sat.					
23	Sun.					
24						
25						
26		Work	From	Home		
27						
28						
29	Sat.					
30	Sun.					
31	8:20	12:00	1:00	5:00		

I 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.

SHEIRA MAY T. CAMACHO

VERIFIED as to the prescribed office hours

VICENTE A. GILOS

In Charge

ines
RSITY
ayte

Stamp of Date of Receipt

R LEAVE

(First)	(Middle)
SHEIRA MAY	T
Age Librarian I	5. SALARY ₱ 0.00

CATION

DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines Residence

Abroad (Specify) _____

In case of Sick Leave:

In Hospital (Specify Illness) _____

Out Patient (Specify Illness) _____

In case of Special Leave Benefits for Women:

Specify Illness) _____

In case of Study Leave:

Completion of Master's Degree

BAR/Board Examination Review

Other purpose:

Monetization of Leave Credits

Terminal Leave

COMMUTATION

Not Requested

Requested

SHEIRA MAY T. CAMACHO

(Signature of Applicant)

APPLICATION

RECOMMENDATION

For approval

For disapproval due to _____

VICENTE A. GILOS

Office of Chief Librarian

(Authorized Officer)

DISAPPROVED DUE TO:

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

DAILY TIME RECORD

MARIEL E. LACAMBRA
(Name)

For the month of January 1-31, 2022
Official hours for arrival Regular days
and departure Saturdays

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	SATURDAY					
2	SUNDAY					
3	8:09	12:00	1:00	5:00		
4	Emergency Leave					
5	Emergency Leave					
6	Emergency Leave					
7	Emergency Leave					
8	SATURDAY					
9	SUNDAY					
10	Emergency Leave					
11	SUNDAY					
12	8:00	12:00	1:00	5:00		
13	7:28	12:00	1:00	5:00		
14	8:13	12:00	1:00	5:00		
15	SATURDAY					
16	SUNDAY					
17	7:59	12:00	1:00	5:00		
18	8:15	12:00	1:00	5:00		
19	8:13	12:00	1:00	5:00		
20	8:03	12:00	1:00	5:00		
21	8:03	12:00	1:00	5:00		
22	SATURDAY					
23	SUNDAY					
24	Sick	Leave				
25	8:05	12:00	1:00	5:00		
26	8:11	12:00	1:00	5:00		
27	8:17	12:00	1:00	5:00		
28	8:13	12:00	1:00	5:00		
29	SATURDAY					
30	SUNDAY					
31	Work From Home					

I 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.

MARIEL E. LACAMBRA

VERIFIED as to the prescribed office hours:

VICENTE A. GILOS

In Charge

Philippines
VISAYAS
Leyte

Stamp of Date of Receipt

OR LEAVE

(First)	(Middle)
RA	MARIEL E.
College Librarian I 5. SALARY	
LOCATION	
B. DETAILS OF LEAVE	
In case of Vacation/Special Privilege Leave:	
Within the Philippines	
Abroad (Specify)	
In case of Sick Leave:	
In Hospital (Specify Illness)	
Out Patient (Specify Illness)	
In case of Special Leave Benefits for Women:	
(Specify Illness)	
In case of Study Leave:	
Completion of Master's Degree	
BAR/Board Examination Review	
Other purpose:	
Monetization of Leave Credits	
Terminal Leave	
COMMUTATION	
Not Requested	
Requested	
MARIEL E. LACAMBRA	
(Signature of Applicant)	
APPLICATION	
RECOMMENDATION	
For approval	
For disapproval due to	
VICENTE A. GILOS	
Office of the Chief Librarian	
(Authorized Officer)	
APPROVED DUE TO:	