

# **DAILY TIME RECORD** **BANDE, MARLITO JOSE M.**

(NAME)

For the month of  
 May 1 - 31, 2024

Official hours for arrival and departure  
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						OB
2-THU	7:30	12:28	12:52	5:20		8hrs
3-FRI						OB
4-SAT						Off
5-SUN						OB
6-MON						OB
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						OB
12-SUN						OB
13-MON						OB
14-TUE	7:53	12:00	12:56	5:13		8hrs
15-WED	7:54	12:11	12:43	5:10		8hrs
16-THU						OB
17-FRI	7:18	12:06	12:43	6:01		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:32	12:00	12:45	5:33		9hrs 16mins
21-TUE	7:43	12:07	12:33	5:45		9hrs 36mins
22-WED	7:30	12:04	12:32	5:19		9hrs 21mins
23-THU	7:58	12:46	12:53	6:00		9hrs 55mins
24-FRI	7:18	12:04	12:43	5:10		9hrs 13mins
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:16	12:48	5:18		8hrs
28-TUE						OB
29-WED	8:00	12:16	12:28	5:01		8hrs
30-THU	7:48	12:13	12:32	5:19		8hrs
31-FRI						OB

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.

**MARLITO JOSE M. BANDE**

VERIFIED as to prescribed office hours

**TEOFANES A. PATINDOL**

Department Head  
 Institute of Tropical Ecology & Envi. Mgmt.



TO-2024-0424-192974

RSITY

## **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:

**MARLITO M. BANDE**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

**DENNIS P. PEQUE**

Name of Office Head/Supervisor