

# **DAILY TIME RECORD** **ARMECIN, ROMEL B.** (NAME)

For the month of  
**April 1 - 30, 2023**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**



**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						OB
2-SUN						OB
3-MON						OB
4-TUE						OB
5-WED						OB
6-THU						Holiday
7-FRI						Holiday
8-SAT						Off
9-SUN						Off
10-MON						Holiday
11-TUE	8:13	12:14	12:19	5:02	13mins	7hrs 47mins
12-WED	7:38	12:00	12:16	5:11		8hrs
13-THU	7:18	12:47	12:58	5:50		8hrs
14-FRI	7:50	12:02	12:17	5:02		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:43	12:05	12:46	5:09		8hrs
18-TUE	7:27	12:10	12:58	5:19		8hrs
19-WED	7:17	12:06	12:26	5:04		8hrs
20-THU	7:49	12:03	12:05	5:26		8hrs
21-FRI						Holiday
22-SAT						Off
23-SUN						Off
24-MON	7:40	12:02	12:40	5:15		8hrs
25-TUE	7:57	12:54	12:58	5:01		8hrs
26-WED	7:18	12:01	12:55	5:59		8hrs
27-THU						VSU 99TH ANNIVERSARY
28-FRI						VSU 99TH ANNIVERSARY
29-SAT						Off
30-SUN						Off

- ☐ 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 possible, together with passes from LGUs enroute to
- ☐ Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to
- ☐ 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:

**ROMEL B. ARMECIN**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor

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.

**ROMEL B. ARMECIN**

VERIFIED as to prescribed office hours

**MARIA JULIET C. CENIZA**

Vice President

Office of the Vice President for Research, Extension and Innovation