

**VISAYAS STATE UNIVERSITY**

Baybay City, Leyte

**DAILY TIME RECORD****VICENTE A. GILOS**

(Name)

For the month of JANUARY 1-31, 2022Official 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	7:55	12:00	1:00	5:00		
4	7:50	12:00	1:00	5:00		
5	8:00	12:00	1:00	5:00		
6	8:00	12:00	1:00	5:00		
7	8:05	12:00	1:00	5:00		
8	SAT					
9	SUN					
10	8:05	12:00	1:00	5:00		
11	8:05	12:00	1:00	5:00		
12	LEAVE / CALAMITY					
13						
14						
15	SAT					
16	SUN					
17	LEAVE / CALAMITY					
18	7:59	12:00	1:00	5:00		
19	8:05	12:00	1:00	5:00		
20	7:58	12:00	1:00	5:00		
21	7:57	12:00	1:00	5:00		
22	SAT					
23	SUN					
24	8:00	12:00	1:00	5:00		
25	7:58	12:00	1:00	5:00		
26	7:50	12:00	1:00	5:00		
27	7:59	12:00	1:00	5:00		
28	7:48	12:00	1:00	5:00		
29	SAT					
30	SUN					
31	7:58	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.

**VICENTE A. GILOS**

VERIFIED as to the prescribed office hours:

**ALELI A. VILLOCINO**

In Charge