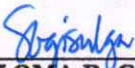


**DAILY TIME RECORD**  
**GISULGA, SALOMA B.**  
(NAME)

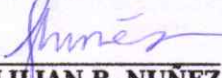
For the month of  
**October 1 - 31, 2022**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:43	12:12	12:13	5:00		8hrs
4-TUE	6:57	12:02	12:03	5:00		8hrs
5-WED	7:04	12:04	12:06	5:00		8hrs
6-THU	7:00	12:03	12:06	5:30		8hrs
7-FRI	7:30	12:03	12:04	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON						OB
11-TUE						OB
12-WED						OB
13-THU						OB
14-FRI	7:10	12:02	12:03	5:00		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:16	12:01	12:03	5:00		8hrs
18-TUE	7:39	12:19	12:24	5:00		8hrs
19-WED	7:28	12:04	12:22	5:03		8hrs
20-THU						Holiday
21-FRI	7:19	12:05	12:06	5:02		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:17	12:08	12:09	5:04		8hrs
25-TUE	7:15	12:03	12:04	5:02		8hrs
26-WED	7:36	12:22	12:24	5:01		8hrs
27-THU	7:06	12:10	12:11	5:49		8hrs
28-FRI	7:08	12:07	1:00	5:00		8hrs SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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.

  
**SALOMA B. GISULGA**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUNEZ**  
Department Head

Barangay Integrated Development Approach for Nutrition Improvement

**DAILY TIME RECORD**  
**GISULGA, SALOMA B.**  
(NAME)

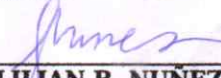
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**SALOMA B. GISULGA**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUNEZ**  
Department Head

Barangay Integrated Development Approach for Nutrition Improvement





Scan Here



T0-2022-1010-69016

Date

Name: Saloma B. Gisulga  
 Designation: SRS  
 Destination: City of Baybay  
 Date of Travel: Oct. 10-13, 2022  
 Purpose: To provide assistance to City BMIS focal persons in encoding BMIS 2022 using new version.

Total Expenses: \_\_\_\_\_  
 Source of Funds: \_\_\_\_\_  
 Transportation: ☐ University Vehicle  
☒ Public Conveyance

Noted/Verified: LILIAN B. NUÑEZ  
 Immediate Supervisor

RECOMMENDING APPROVAL: MOISES NEIL V. SERIÑO  
 Dept Head/Director

In-charge of funds ( If other than the Dept/Office Head)

VP for Res. Extn. & Innovation

APPROVED:

EDGARDO E. TULIN  
 President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CHECKLIST OF 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 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:

SALOMA B. GISULGA  
 Travelling Employee

Noted/verified except Clearance from Nurse:

LILIAN B. NUÑEZ  
 Name of Office Head/Supervisor