VISAYAS STATE UNIVERSITY BAYBAY CITY, LEYTE

DAILY TIME RECORD

MARIA FARAH A. VISCARA

Name

For the month of January 1-31, 2022

D A Y	A.M.		P.M.		Undertime	
	IN	OUT	IN	OUT	Hours	Min
1	Saturday					
2	Sunday					
3	7:57	12:03	12:55	5:01		
4	8:00	12:01	12:58	5:02		
5	7:55	12:02	12:59	5:05	-	
6	7:58	12:01	12:50	5:01		
7	7:57	12:05	12:52	5:02		
8	Saturday					
9	Sunday					
10	Calamity	leave				
11	Calamity	leave	-			
12	Calamity	leave				
13	Calamity	leave				
14	Calamity	leave		12 12		
15	Saturday					
16	Sunday					
17	7:59	12:02	12:50	5:01		
18	7:58	12:10	12:55	5:05		
19	7:58	12:05	12:58	5:03		
20	8:00	12:01	12:54	5:01		
21	7:58	12:05	12:50	5:05		
22	Saturday					
23	Sunday					
24	Forced	Leave				
25	Forced	Leave	1:00	5:01		
26	8:00	12:04	12:55	5:02		
27	7:58	12:05	12:55	5:02		
28	8:00	12:03	12:59	5:03		
29	Saturday					
30	Sunday		-			
31	Forced	Leave	1:00	5:01		

I CERTIFY on my honor that the above is a true and correct report to the hours of work performed and departure from office.

MARIA FARAH A. VISCARA

Verified to the prescribed office hours.

Supervisor