

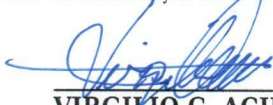
DAILY TIME RECORD
ACILO, VIRGILIO C.
(NAME)

For the month of
February 1 - 28, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

OFFICE OF THE HEAD OF
RECORDS AND ARCHIVES
G/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Phone: (053) 565-0600/ Local:1065
Email: ohra@vsu.edu.ph
Website: www.vsu.edu.ph

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	HOLIDAY - CHINESE NEW YEAR					Holiday
2-WED	8:13	12:00	12:43	5:00	8hrs	
3-THU	8:28	12:00	1:00	5:00	8hrs	
4-FRI	8:17	12:00	1:00	5:00		Absent
5-SAT						Off
6-SUN						Off
7-MON						Absent
8-TUE						Absent
9-WED						Absent
10-THU						Absent
11-FRI						Absent
12-SAT						Off
13-SUN						Off
14-MON	7:51	12:22	12:24	5:00	4hrs	4hrs
15-TUE	8:11	12:00	12:58	5:00	8hrs	
16-WED	8:09	12:12	12:18	5:00	4hrs 9mins	3hrs 51mins
17-THU	8:09	12:20	12:23	5:00	4hrs 9mins	3hrs 51mins
18-FRI	7:57	11:59	12:34	5:00	4hrs 1min	3hrs 59mins
19-SAT						Off
20-SUN						Off
21-MON	7:48	12:22	12:24	5:00	4hrs	4hrs
22-TUE	8:10	12:12	12:15	5:00	4hrs 10mins	3hrs 50mins
23-WED	8:16	12:10	1:08	5:00	4hrs 16mins	3hrs 44mins
24-THU	7:57	12:19	12:22	5:00	4hrs	4hrs
25-FRI	HOLIDAY - EDSA PEOPLE POWER					Absent
26-SAT						Off
27-SUN						Off
28-MON	8:29	12:01	12:26	5:00	4hrs 29mins	3hrs 31mins

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 office.


VIRGILIO C. ACILO

VERIFIED as to prescribed office hours

MARIA ROBERTA S. MIRAFLOR
Department Head
Office of the Head of Records and Archives

NT REPORT
Home
11, 2022

Activities/Outputs accomplished and delivered/submitted

ated the list of the administrative, academic, and part-time instructor, & determined if resigned, transferred, retired by laptop & flash drive. (1,301 folders)

ated the list of the casual, science research assistant, & Job Order status, & determined if resigned or transferred to other agency etc. laptop & flash drive (225 folders)

Approved:

RYSAN C. GUINOCOR
OIC Director, ODAS