

**OFFICE OF THE HEAD OF CASH**

1/F Administration Building  
Visca, Baybay City, Leyte, PHILIPPINES  
Telefax: +63 53 563 7274  
Email: cash.division@vsu.edu.ph  
Website: www.vsu.edu.ph

Civil Service Form No. 49

**DAILY TIME RECORD****PETER BEN LAURICE H. URDANETA**

(NAME)

For the month of February 1-28, 2022

Official hours for arrival (Regular days: \_\_\_\_\_)

And Departure 8:00AM-5:00PM (Saturdays: \_\_\_\_\_)

DAY	A. M.		P. M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	HOLIDAY					
2	7:48	12:00	1:00	5:00		
3	WORK FROM HOME					
4	WORK FROM HOME					
5	SATURDAY					
6	SUNDAY					
7	7:37	12:00	1:00	5:00		
8	7:46	12:00	1:00	5:00		
9	7:48	12:00	1:00	5:00		
10	7:49	12:00	1:00	5:00		
11	7:48	12:00	1:00	5:00		
12	SATURDAY					
13	SUNDAY					
14	7:51	12:00	1:00	5:00		
15	WORK FROM HOME					
16	WORK FROM HOME					
17	WORK FROM HOME					
18	WORK FROM HOME					
19	SATURDAY					
20	SUNDAY					
21	7:28	12:00	1:00	5:00		
22	7:30	12:00	1:00	5:00		
23	7:49	12:00	1:00	5:00		
24	7:48	12:00	1:00	5:00		
25	HOLIDAY					
26	SATURDAY					
27	SUNDAY					
28	7:37	12:00	1:00	5:00		

**TOTAL**

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.

PETER BEN LAURICE H. URDANETA

VERIFIED as to the prescribed office hours

QUEEN-EVER Y. ATUPAN

In-Charge

**MENTORSHIP REPORT****15, 16, 17 & 18, 2022**

and covered)

**PETER BEN LAURICE H. URDANETA** was  
me during the period covered and that I actually  
assigned outputs as shown below:

Outputs accomplished and red/submitted	Equivalent Points
	0.22
Travel request	0.22
Certificate of appearance	0.22
Travel	0.50
Travel completed	0.25
	0.25
	0.25
Report of Globe payments	4
(Baybay Suppliers)	
ers in Baybay	18
s with OR from Baybay Suppliers	18
et for July 2021 to December 2021	8
<b>TS DELIVERED</b>	

WFH (6 days x 8 hrs) = 48 hrs

polished/delivered = 49.91

( )

**URDANETA**

faculty

Approved:

**ATTY. RYSAN C. GUINOCOR**

for science, technology, and environmental conservation.  
diverse human resource, cutting-edge scientific knowledge  
sustainable communities and environment.

Page 1 of 2

**FM-VSU-13**  
v2 06-11-2020

No. 21-473