



DAILY TIME RECORD **DELA PEÑA, WENCES REY B.** (NAME)

For the month of
October 1 - 31, 2024
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	8:02	12:09	12:10	5:03	2mins	7hrs 58mins
2-WED	7:58	12:36	12:37	5:44		9hrs 45mins
3-THU	7:58	12:03	12:05	5:03		8hrs
4-FRI	7:07	12:03	12:04	5:02		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:54	12:54	12:55	5:18		8hrs
8-TUE	8:00	12:03	12:59	5:24		8hrs
9-WED	7:57	12:12	12:13	6:02		8hrs
10-THU	7:58	12:57	12:58	5:24		8hrs
11-FRI	7:51	12:58	12:59	5:01		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:55	12:58	12:59	5:18		8hrs
15-TUE	7:47	12:31	12:33	5:11		8hrs
16-WED	8:00	12:00	12:02	5:29		8hrs
17-THU	7:58	12:56	12:58	5:28		8hrs
18-FRI	7:00	12:06	12:08	5:35		8hrs SUSPENDED 3:00 pm 5:00 pm
19-SAT						Off
20-SUN						Off
21-MON						OB
22-TUE						OB
23-WED						OB
24-THU						OB
25-FRI						OB
26-SAT						Off
27-SUN						Off
28-MON						2024 INTRAMURAL GAMES
29-TUE						2024 INTRAMURAL GAMES
30-WED						2024 INTRAMURAL GAMES
31-THU	8:06	1:05				3hrs 54mins SUSPENDED 12:00 pm 11:59 pm

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.

WENCES REY B. DELA PEÑA

VERIFIED as to prescribed office hours

LUZ G. ASIO 12/10/24

Department Head
 Department of Agronomy

Date Generated: Dec/10/2024 08:05:34

ST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

al Clearance from the VSU Infirmary that the
 yee have no symptoms of Covid 19
 ion from the organizer of the activity/conference/
 ng (if applicable)
 cation from the organizer that social distancing
 her health/hygiene protocols against Covid 19
 observed for the duration of the activity
 licable)
 ntine passes issued by the destination LGU
 possible, together with passes from LGUs
 e to the destination
 justification from the requesting party duly
 ed by the immediate supervisor on the
 sity and urgency of the trip and commitment
 requesting party to religiously comply with
 hygiene protocols during the trip
 r from the employee concerned that he/she is
 to undergo self quarantine for 14 days,
 e/she will be on work from home scheme
 red list of outputs between supervisor and
 ree to be delivered/accomplished during his/her
 s work from home scheme
 nce issued by the Nurse on duty 30 minutes
 travel should be submitted to the guard on
 fore allowing vehicle to go out of campus

ified Correct:

WENCES REY B. DELA PEÑA

Name of Travelling Employee

erified except Clearance from Nurse :

DR. LUZ G. ASIO 12/10/24

Office Head/Supervisor