DAILY TIME RECORD ASIO, LUZ G. (NAME)

For the month of October 1 - 31, 2023
Official hours for arrival and departure 8:00AM - 5:00PM

IN OUT IN OUT IN OUT IN	Day	Τ	AM		PM	T/II	
N 7:52 12:16 12:17 5:39		IN	TUO	IN	OUT	1/0	Total
NN 7:52 12:16 12:17 5:39	1-SUN						Off
	2-MON	7:52	12:16	12:17	_	1	8hrs
	3-TUE	7:16	12:32	12:34	5:16	1	8hrs
	4-WED						VSU-FAN GENERAL ASSEMBLY
7:18 12:01 12:11 5:50	5-THU	7:42	12:01	12:12	6:07	1	8hrs
N 7:38 12:39 12:39 5:19 12:19 5:19 12:10 12:15 5:14 12:10 12:13 5:15 12:10 12:13 5:15 12:10 12:13 5:15 12:10 12:13 5:15 12:10 12:13 5:28 17 17 17:52 12:06 12:12 5:14	6-FRI	7:18	12:01	12:11	5:50		8hrs
N 7:38 12:39 12:39 5:19 IE 7:20 12:10 12:15 5:14 ED 7:38 12:10 12:13 5:15 IU 7:16 12:20 12:21 5:05 IV 7:52 12:13 12:13 5:28 IV 7:55 12:06 12:12 5:14 E 7:49 12:08 12:23 5:16 D 7:57 12:20 12:22 5:54 U 7:52 12:08 12:30 5:23 IV 7:58 12:08 12:30 5:23 IV 7:58 12:08 12:09 5:10 IV 7:58 12:20 12:21 5:31 IV 7:11 12:05 12:08 5:48 IV 7:02 12:30 12:31 5:37	7-SAT				1		Off
N 7:38 12:39 12:39 5:19 F 7:20	8-SUN				1		Off
	9-MON	7:38	12:39	12:39	5:19		8hrs
Part	10-TUE	7:20	12:10	12:15	5:14		8hrs
T	11-WED	7:38	12:10	12:13	5:15		8hrs
7:52 12:13 12:13 5:28	12-ТНU	7:16	12:20	12:21	5:05		8hrs
N 7:55 12:06 12:12 5:14	13-FRI	7:52	12:13	12:13	5:28		8hrs
N 7:55 12:06 12:12 5:14	14-SAT	V					Off
N 7:55 12:06 12:12 5:14 E 7:49 12:08 12:23 5:16 D 7:57 12:20 12:22 5:54 U 7:52 12:08 12:30 5:23 V 7:58 12:08 12:09 5:10 E 7:36 12:20 12:21 5:31 D 7:11 12:05 12:08 5:48 U 7:02 12:30 12:31 5:37 U 7:02 12:30 12:31 5:37	15-SUN						Off
E 7:49 12:08 12:23 5:16 D 7:57 12:20 12:22 5:54 U 7:52 12:08 12:30 5:23 U 7:58 12:08 12:09 5:10 N 7:58 12:20 12:21 5:31 D 7:11 12:05 12:08 5:48 T:02 12:30 12:31 5:37	16-MON	7:55	12:06	12:12	5:14		8hrs
D 7:57 12:20 12:22 5:54	17-TUE	7:49	12:08	12:23	5:16		8hrs
7:52 12:08 12:30 5:23 V 7:58 12:08 12:09 5:10 7:36 12:20 12:21 5:31 7:11 12:05 12:08 5:48 7:02 12:30 12:31 5:37	18-WED	7:57	12:20	12:22	5:54		8hrs
7:58 12:08 12:09 5:10 7:36 12:20 12:21 5:31 7:11 12:05 12:08 5:48 7:02 12:30 12:31 5:37	19-ТНО	7:52	12:08	12:30	5:23		8hrs
7:58 12:08 12:09 5:10 7:58 12:20 12:21 5:31 7:11 12:05 12:08 5:48 7:02 12:30 12:31 5:37	20-FRI						Holiday
7:58 12:08 12:09 5:10 7:36 12:20 12:21 5:31 7:11 12:05 12:08 5:48 7:02 12:30 12:31 5:37	21-SAT						Off
N 7:58 12:08 12:09 5:10 2 7:36 12:20 12:21 5:31 2 7:11 12:05 12:08 5:48 3 7:02 12:30 12:31 5:37	22-SUN						Off
7:36 12:20 12:21 5:31 7:11 12:05 12:08 5:48 7:02 12:30 12:31 5:37	23-MON	7:58	12:08	12:09	5:10		8hrs
7:11 12:05 12:08 5:48	24-TUE	7:36	12:20	12:21	5:31		8hrs
7:11 12:05 12:08 5:48	25-WED			1			ОВ
7:11 12:05 12:08 5:48	26-ТНU						ОВ
7:02 12:30 12:31 5:37	27-FRI	7:11	12:05	12:08	5:48		3hrs
7:02 12:30 12:31 5:37	28-SAT					0	Off
7:02 12:30 12:31 5:37	29-SUN) ATC
7:02 12:30 12:31 5:37	30-MON					/ F	Toliday
	31-TUE			12:31	5:37	á	hrs

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.

LUZG. ASIO

VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC

Department Head Department of Agronomy



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte 6521 Philippines

TRAVEL REQUEST / ORDER

Date: October 24, 2023

			Purpose :	Date of Travel:	Destination :	Designation :	Name :
with LGU's and the 3rd Sector	Engagement: Strengthening Network	Cluster Convention and Stakeholder's	To attend 20th NCRP Visayas Regional	October 25-26, 2023	Leyte Normal University	Assistant Professor IV	Luz G. Asio
tor	ig Network	akeholder's	as Regional			Signature	Das.

Noted/Verified:

Source of Fund:

(Official Business only)

Total Expenses:

Transportation:

[] University Vehicle [] Public Conveyance

DIONESIO M. BAÑOC

Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

VICTOR B. ASIO

College Dean

In-Charge of Funds (if other than Office Head)

MARIA JULIET C. CENIZA

VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS

VP for Academic Affairs

EDGARDO E. TULIN **University President**

APPROVED:

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

- Medical Clearance from the VSU Infirmary that the employee has 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 (if applicable)
- Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs 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
- 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 Waiver from the employee concerned that he/she
- 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

Certified Correct:

LUZ 6. ASIO

Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

DIONESIO M. BAÑOC

Name of Office Head/Supervisor