


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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:52	12:16	12:17	5:39		8hrs
3-TUE	7:16	12:32	12:34	5:16		8hrs
4-WED						VSU-FAN GENERAL ASSEMBLY
5-THU	7:42	12:01	12:12	6:07		8hrs
6-FRI	7:18	12:01	12:11	5:50		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:38	12:39	12:39	5:19		8hrs
10-TUE	7:20	12:10	12:15	5:14		8hrs
11-WED	7:38	12:10	12:13	5:15		8hrs
12-THU	7:16	12:20	12:21	5:05		8hrs
13-FRI	7:52	12:13	12:13	5:28		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:55	12:06	12:12	5:14		8hrs
17-TUE	7:49	12:08	12:23	5:16		8hrs
18-WED	7:57	12:20	12:22	5:54		8hrs
19-THU	7:52	12:08	12:30	5:23		8hrs
20-FRI						Holiday
21-SAT						Off
22-SUN						Off
23-MON	7:58	12:08	12:09	5:10		8hrs
24-TUE	7:36	12:20	12:21	5:31		8hrs
25-WED						OB
26-THU						OB
27-FRI	7:11	12:05	12:08	5:48		8hrs
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE	7:02	12:30	12:31	5:37		8hrs

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.


LUZ G. 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

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

Total Expenses:
Source of Fund: (Official Business only)
Transportation: [] University Vehicle [] Public Conveyance

Noted/Verified:
Signature
DIONESIO M. BAÑOC
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:
Signature
VICTOR B. ASIO
College Dean

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

N/A
MARIA JULIE C. CENIZA BEATRIZ S. BEJONIAS
VP Research, Ext'n & Innov VP for Academic Affairs

APPROVED:
Signature
EDGARDO E. TULIN
University President

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 trip
- ☐ Waiver from the employee concerned that he/she 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 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 campus

Certified Correct:
Signature
LUZ G. ASIO
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:
Signature
DIONESIO M. BAÑOC
Name of Office Head/Supervisor