

DAILY TIME RECORD **MARAÑAN, CLEMENTE N. JR.** (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	6:31	11:59	12:03	5:35		8hrs
3-TUE	6:17	11:15	12:51	5:16		8hrs
4-WED	6:48	11:57	12:06	5:40		8hrs
5-THU	6:17	12:04	12:07	5:19		8hrs
6-FRI	6:00	11:03	12:34	5:58		8hrs
7-SAT						Off
8-SUN						Off
9-MON						OB
10-TUE						OB
11-WED						OB
12-THU						OB
13-FRI						OB
14-SAT						Off
15-SUN						Off
16-MON	6:32	12:03	12:06	5:33		8hrs
17-TUE	6:52	12:01	12:02	5:21		8hrs
18-WED	6:55	12:05	12:09	5:49		8hrs
19-THU	6:18	11:48	12:16	5:02		8hrs
20-FRI						Holiday
21-SAT						Off
22-SUN						Off
23-MON	6:38	11:53	12:24	5:53		8hrs
24-TUE	5:13	11:35	12:02	5:51		8hrs
25-WED	5:28	11:31	1:15	5:56	15mins	7hrs 45mins
26-THU	6:00	11:49	12:06	6:25		8hrs
27-FRI	5:20	11:58	12:04	5:51		8hrs
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE	6:34	11:59	12:18	5:41		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.


CLEMENTE N. MARAÑAN JR.

VERIFIED as to prescribed office hours


DIONESIO M. BAÑOC

Department Head
Department of Agronomy

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:


CLEMENTE N. MARAÑAN JR.

Name of Travelling Employee

Noted/Verified except Clearance from Nurse:


DIONESIO M. BAÑOC

Name of Office Head/Supervisor