

# **DAILY TIME RECORD** **PURAY, JAILENN JANNARAIN S.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:23	12:30	12:31	5:15		8hrs
2-THU	8:43	12:16	12:16	6:45		8hrs
3-FRI	7:10	12:20	12:50	4:24		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:12	12:50	12:51	7:25		8hrs
7-TUE	7:04	12:17	12:18	5:34		8hrs
8-WED	7:55	12:09	12:22	6:04		8hrs
9-THU	7:42	12:27	12:28	8:19		8hrs
10-FRI	7:12	12:27	12:28	4:30		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:17	12:32	5:15		8hrs
14-TUE	7:11	12:07	12:08	6:47		8hrs
15-WED	7:08	12:42	12:43	4:16		8hrs
16-THU	7:20	12:21	12:54	5:17		8hrs
17-FRI	7:10	12:14	12:34	4:20		8hrs
18-SAT						Off
19-SUN						Off
20-MON	8:09	12:07	12:34	6:19		8hrs
21-TUE						OB
22-WED	6:55	12:25	12:26	4:16		8hrs
23-THU	8:00	12:17	12:18	5:05		8hrs
24-FRI	6:56	12:36	12:39	10:03		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:21	12:22	5:05		8hrs
28-TUE	7:00	12:40	12:41	7:02		8hrs
29-WED	7:12	12:17	12:45	4:41		8hrs
30-THU	8:23	12:19	12:53	8:04		8hrs
31-FRI	7:05	12:05	12:06	4:28		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.

  
**JAILENN JANNARAIN S. PURAY**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Department of Pure and Applied Chemistry

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**JAILENN JANNARAIN S. PURAY**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Department of Pure and Applied Chemistry





# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

(For Faculty)

13-Mar-23

Date

Name : JAILENN JANNARAIN S. PURAY

Designation : INSTRUCTOR I

Destination : DULAG, JULITA, BURAUEN, LEYTE

Date of Travel : MARCH 21, 2023

Purpose : WATER AND SEDIMENT SAMPLING  
IN DAGUITAN-MARABONG RIVER

Total Expenses:

Source of Funds: ECH.14-1420.15

Transportation: ☒ University Vehicle  
☐ Private Conveyance

Noted/Verified:

ELIZABETH QUEVEDO

Immediate Supervisor

RECOMMENDING APPROVAL:

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

In-charge of funds (If other than the  
Dept/Office Head)

MARIA JULIET C. CENIZA  
VP for Research, Extension  
& Innovation

BEATRIZ S. BELONIAS  
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN

President



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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

- ☐ Medical Clearance from the VSU Infirmary that the employee have 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 will be observed for the duration of the activity (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:

JAILENN JANNARAIN S. PURAY

Name of Travelling Employee

Noted/verified except Clearance from Nurse:

ELIZABETH S. QUEVEDO

Immediate Supervisor