

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

DAILY TIME RECORD

CRISANTO A. MAZO

(Name)

For the month of December 1-31, 2021

Official hours for arrival
and departure

Regular days _____
Saturdays _____

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	7:51	12:00	1:00	5:00		
2	7:57	12:00	1:00	5:00		
3	8:02	12:00	1:00	5:00		
4	>	S	S			
5						
6	8:06	12:00	1:00	5:00		
7	8:00	12:00	1:00	5:00		
8	HOLIDAY					
9	8:00	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	>	S				
12						
13	8:00	12:00	1:00	5:00		
14	8:00	12:00	1:00	5:00		
15	8:02	12:00	TYPHOON			
16	TYPHOON					
17	>	S				
18						
19						
20	7:55	12:00	1:00	5:00		
21	7:51	12:00	1:00	5:00		
22	7:55	12:00	1:00	5:00		
23	8:04	12:00	1:00	5:00		
24	7:00	12:00	HOLIDAY			
25	>	S				
26						
27	>					
28		LEAVE				
29						
30	HOLIDAY					
31	-	SL	-			

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

CRISANTO A. MAZO

VERIFIED as to the prescribed office hours:

VICENTE A. GILOS

In Charge