

VISAYAS STATE UNIVERSITY

ViSCA, Baybay City, Leyte

DAILY TIME RECORDSHEERWINA MAE G. BALOTITE

(Name)

For the month of November 1-30, 2021

Official hours for arrival (Regular days _____)

and departure (Saturdays _____)

DATE	A.M.		P.M.		UNDERTIME Hrs/Min.
	Arrival	Departure	Arrival	Departure	
1	HOLIDAY				
2	8:00	12:00	1:00	5:00	
3	8:00	12:00	1:00	5:00	
4	WFH OP MEMO NO. 111				
5	8:00	12:00	1:00	5:00	
6	SATURDAY				
7	SUNDAY				
8	HOLIDAY				
9	WFH OP MEMO NO. 111				
10	8:00	12:00	1:00	5:00	
11	8:00	12:00	1:00	5:00	
12	8:00	12:00	1:00	5:00	
13	SATURDAY				
14	SUNDAY				
15	8:00	12:00	1:00	5:00	
16	8:00	12:00	1:00	5:00	
17	8:00	12:00	1:00	5:00	
18	WFH OP MEMO NO. 111				
19	8:00	12:00	1:00	5:00	
20	SATURDAY				
21	SUNDAY				
22	8:00	12:00	1:00	5:00	
23	WFH OP MEMO NO. 111				
24	WFH OP MEMO NO. 111				
25	WFH OP MEMO NO. 111				
26	WFH OP MEMO NO. 111				
27	SATURDAY				
28	SUNDAY				
29	8:00	12:00	1:00	5:00	
30	HOLIDAY				
TOTAL.....					

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 at and departure from Office.

VERIFIED as the prescribed office hours:

SHALOM GRACE C. SUGANO, Ph.D.
VSUIHS Principal