

Daily Time Record (DTR)Name BEATRIZ S. BELONIASFor the month of January 01-31, 2022

Official hours of arrival and departure:

(Regular Days) _____ (Saturdays) _____

D A Y	A. M.		P. M.		Undertime	
	Arri- val	Depar- ture	Arri- val	Depar- ture	Hrs.	Mins
1	SATURDAY					
2	SUNDAY					
3	8:00	12:05	1:00	5:05		
4	8:00	12:05	1:00	5:05		
5	8:00	12:05	1:00	5:05		
6	SATURDAY					
7	SUNDAY					
8	8:00	12:05	1:00	5:05		
9	8:00	12:05	1:00	5:05		
10	8:00	12:05	1:00	5:05		
11	8:00	12:05	1:00	5:05		
12	8:00	12:05	1:00	5:05		
13	8:00	12:05	1:00	5:05		
14	8:00	12:05	1:00	5:05		
15	SATURDAY					
16	SUNDAY					
17	8:00	12:05	1:00	5:05		
18	8:00	12:05	1:00	5:05		
19	8:00	12:05	1:00	5:05		
20	8:00	12:05	1:00	5:05		
21	8:00	12:00	work suspended			
22	SATURDAY					
23	SUNDAY					
24	8:00	12:05	1:00	5:05		
25	8:00	12:05	1:00	5:05		
26	8:00	12:05	1:00	5:05		
27	8:00	12:05	1:00	5:05		
28	8:00	12:05	1:00	5:05		
29	SATURDAY					
30	SUNDAY					
31	8:00	12:05	1:00	5:05		
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 of the time of arrival and departure from office.


BEATRIZ S. BELONIAS
VP for Academic Affairs

Verified as to the prescribed office hours.

EDGARDO E. TULIN
University President

**OFFICE OF THE VICE PRESIDENT
FOR ACADEMIC AFFAIRS**

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Visca, Baybay City, Leyte PHILIPPINES
VOIP No. 1003 Email: ovpa@vsu.edu.ph
Website: www.vsu.edu.ph

IFICATION**sportation Allowances (RATA)**

TEEN THOUSAND PESOS (₱18,000.00)
RY 2022 was fully expended.

the performance of my official duties;
nt vehicle within my official station for

those from home to office and vice versa;
nt vehicle for official travels within fifty (50)

ubmitted by:


BEATRIZ S. BELONIAS
ce President for Academic Affairs