

DAILY TIME RECORD **LORETO, MA. THERESA P.** (NAME)

For the month of

July 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM



COLLEGE OF ARTS AND SCIENCES

Visca, Baybay City, Leyte, PHILIPPINES

Phone/Fax: +63 563 7747

Email: mtploredo@vsu.edu.ph

Website: www.vsu.edu.ph

MENT REPORT **, 2022**

Meeting at the CCE on July 1, 2022

Submitting Forms with Co-Process Owner in the

Signing in the afternoon of July 13, 2022

Resilience Project Workshop on July 22,

5, 2022

26-27, 2022.

Trade sheets, Table of Specifications,
 Record, application for leave, clearance,
 participation, OPCR, IPCR, routing slip,

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:02	12:11	12:54	5:47		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:55	12:22	12:45	5:40		8hrs
5-TUE	7:58	12:29	12:50	5:27		8hrs
6-WED	7:57	12:04	12:34	5:25		8hrs
7-THU	7:47	12:50	12:58	5:21		8hrs
8-FRI	8:01	12:07	12:29	5:27		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:55	12:06	12:49	5:45		8hrs
12-TUE	7:59	12:27	12:53	5:31		8hrs
13-WED	7:56	12:37	12:56	5:42		8hrs
14-THU	7:59	12:22	12:43	6:03		8hrs
15-FRI	8:02	12:29	1:00	8:30		8hrs
16-SAT						Off
17-SUN						Off
18-MON	8:02	12:07	12:40	11:59		8hrs
19-TUE	7:56	12:00	12:35	5:33		8hrs
20-WED	7:58	12:09	12:33	5:17		8hrs
21-THU	7:59	12:19	12:56	5:20		8hrs
22-FRI	7:54	12:23	12:54	5:23		8hrs
23-SAT						Off
24-SUN						Off
25-MON	7:58	12:16	12:00	6:24		8hrs
26-TUE	7:59	12:14	12:46	5:41		8hrs
27-WED	8:01	12:47	12:55	5:59		8hrs
28-THU						CDO
29-FRI						CDO
30-SAT						Off
31-SUN						Off

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.

mtploredo
MA. THERESA P. LORETO

VERIFIED as to prescribed office hours

BEATRIZ S. BELONIAS

Vice President

Office of the Vice President for Academic Affairs