

VISAYAS STATE UNIVERSITY
BAYBAY CITY, LEYTE

DAILY TIME RECORD

CRISLIN B. CRUZ

Name

For the month of

November 1-30, 2021

DAY	A.M.		P.M.		Undertime	
	IN	OUT	IN	OUT	Hours	Min
1	HOLIDAY					
2	6:00	12:10	1:00	5:15		
3	6:00	12:05	1:00	5:30		
4	7:58	12:05	12:55	5:20		
5	7:55	12:10	12:58	5:30		
6	SATURDAY					
7	SUNDAY					
8	HOLIDAY (YOLANDA)					
9	6:00	12:02	1:00	5:30		
10	7:55	12:00	1:00	5:45		
11	7:58	12:10	12:55	6:00		
12	7:57	12:05	12:58	5:25		
13	SATURDAY					
14	SUNDAY					
15	7:55	12:02	1:00	5:20		
16	ON OFFICIAL TRAVEL (see to)					
17						
18						
19	SATURDAY					
20	SUNDAY					
21	ON OFFICIAL TRAVEL (see to)					
22						
23						
24	SATURDAY					
25	SUNDAY					
26	ON OFFICIAL TRAVEL					
27	HOLIDAY					
28	HOLIDAY					
29	HOLIDAY					
30	HOLIDAY					
31	HOLIDAY					

I CERTIFY on my honor that the above is a true and correct report to the hours of work performed and departure from office.

CRISLIN B. CRUZ

Verified to the prescribed office hours.

MARISEL A. LEORNA

Supervisor

VISAYAS STATE UNIVERSITY
BAYBAY CITY, LEYTE

DAILY TIME RECORD

CRISLIN B. CRUZ

Name

For the month of

December 1-31, 2021

DAY	A.M.		P.M.		Undertime	
	IN	OUT	IN	OUT	Hours	Min
1	ON TRAVEL					
2	7:58	12:10	1:00	5:15		
3	8:00	12:05	1:00	5:30		
4	SATURDAY					
5	SUNDAY					
6	8:00	12:00	1:00	5:30		
7	7:58	12:10	1:00	5:10		
8	HOLIDAY					
9	8:00	12:00	1:00	5:45		
10	ON OFFICIAL TRAVEL					
11	SATURDAY					
12	SUNDAY					
13	7:52	12:05	1:00	5:45		
14	7:58	12:10	1:00	5:20		
15	7:47	12:10	1:00	5:30		
16	OFFICE SUSPENSION DUE TO					
17						
18	SATURDAY					
19	SUNDAY					
20	8:00	12:10	12:55	5:20		
21	7:58	12:15	12:48	5:30		
22	8:00	12:05	1:00	5:20		
23	ON LEAVE					
24						
25	SATURDAY					
26	SUNDAY					
27	ON LEAVE					
28						
29	HOLIDAY					
30	HOLIDAY					
31	LEAVE					

I CERTIFY on my honor that the above is a true and correct report to the hours of work performed and departure from office.

CRISLIN B. CRUZ

Verified to the prescribed office hours.

MARISEL A. LEORNA

Supervisor