



CS Form No. 48

**VISAYAS STATE UNIVERSITY**  
Baybay City, Leyte

**DAILY TIME RECORD****Mabuan, Jovelyn H.**

(Name)

For the month **January 1-31, 2022**

Official hours for arrival (Regular days \_\_\_\_\_)

And departure (Saturdays \_\_\_\_\_)

Date	A.M.	P.M.	UNDERTIME		Hours	Minutes
	Arrival	Departure	Arrival	Departure		
1	SAT					
2	SUN					
3	7:00	12:00	1:00	5:00		
4	7:00	12:00	12:30	5:00		
5	7:15	12:00	1:00	5:00		
6	7:15	12:00	12:50	5:00		
7	7:30	12:00	1:00	5:00		
8	SAT					
9	SUN					
10	Emergency Leave					
11						
12						
13						
14						
15	SAT					
16	SUN					
17	7:10	12:00	12:58	6:05		
18	6:57	12:00	12:30	6:10		
19	6:58	12:00	1:00	6:18		
20	7:06	12:00	12:50	6:10		
21	OFF					
22	SAT					
23	SUN					
24	6:58	12:00	12:45	6:05		
25	7:05	12:00	12:40	6:05		
26	6:58	12:00	1:00	6:00		
27	7:00	12:00	1:00	6:00		
28	OFF					
29	SAT					
30	SUN					
31	7:00	12:00	1:00	6:00		

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 at and departure from the Office.

**JOVELYN H. MABUAN**

VERIFIED as the prescribe office hours:

**VICENTE A. GILOS**

In-Charge

CS Form No. 48

**VISAYAS STATE UNIVERSITY**  
Baybay City, Leyte

**DAILY TIME RECORD****CRISANTO A. MAZO**

(Name)

For the month of **JANUARY 1-31, 2022**Official hours for arrival  
and departureRegular days \_\_\_\_\_  
Saturdays \_\_\_\_\_

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	NEW YEARS DAY					
2	SUNDAY					
3	EMERGENCY LEAVE					
4						
5						
6						
7						
8	SS					
9	SS					
10	7:51	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	8:08	12:00	1:00	5:00		
13	7:55	12:00	1:00	5:00		
14	7:57	12:00	1:00	5:00		
15	SS					
16	SS					
17	SLP					
18	8:04	12:00	1:00	5:00		
19	8:02	12:00	1:00	5:00		
20	7:50	12:00	1:00	5:00		
21	7:45	12:00	1:00	5:00		
22	SS					
23	SS					
24	7:53	12:00	1:00	5:00		
25	7:59	12:00	1:00	5:00		
26	7:55	12:00	1:00	5:00		
27	7:58	12:00	1:00	5:00		
28	7:57	12:00	1:00	5:00		
29	SS					
30	SS					
31	7:59	12:00	1:00	5:00		

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

**VISAYAS STATE UNIVERSITY**  
Baybay City, Leyte**DAILY TIME RECORD****Patonona, Constancio R.**

(Name)

For the month **January 1-31, 2022**

Official hours for arrival (Regular days \_\_\_\_\_)

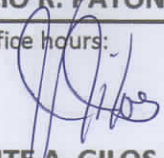
And departure (Saturdays \_\_\_\_\_)

Date	A.M.	P.M.	UNDERTIME		Hours	Minutes
	Arrival	Departure	Arrival	Departure		
1	SAT					
2	SUN					
3	6:19	10:34	1:00	5:00		
4	6:16	10:33	1:00	5:00		
5	6:19	10:34	1:00	5:00		
6	6:19	10:33	1:00	5:00		
7	6:17	10:32	1:00	5:00		
8	SAT					
9	SUN					
10	Emergency Leave					
11						
12						
13						
14						
15	SAT					
16	SUN					
17	6:19	10:33	1:00	5:00		
18	6:22	10:32	1:00	5:00		
19	6:27	10:33	1:00	5:00		
20	6:22	10:35	1:00	5:00		
21	6:19	10:32	1:00	5:00		
22	SAT					
23	SUN					
24	6:19	10:32	1:00	5:00		
25	6:22	10:34	1:00	5:00		
26	6:22	10:34	1:00	5:00		
27	6:19	10:33	1:00	5:00		
28	6:20	10:32	1:00	5:00		
29	SAT					
30	SUN					
	6:19	10:34	1:00	5:00		

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 at and departure from the Office.

  
**CONSTANCIO R. PATONONA**

VERIFIED as the prescribe office hours:

  
✓ **VICENTE A. GILOS**  
In-Charge