

DAILY TIME RECORD
VILLOCINO, ANDREO P.
(NAME)


For the month of
February 1 - 28, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:33	12:48	12:51	5:01		8hrs
2-THU						OB
3-FRI	7:24	12:52	12:57	5:04		8hrs
4-SAT						Off
5-SUN						Off
6-MON						OB
7-TUE	8:00	12:00	12:16	5:17		8hrs
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON	7:27	12:51	12:58	5:04		8hrs
14-TUE	7:26	12:09	1:00	5:00		8hrs
15-WED	7:42	12:53	12:55	5:08		8hrs
16-THU	7:52	12:34	12:57	5:05		8hrs
17-FRI	7:29	12:43	12:52	5:12		8hrs
18-SAT						Off
19-SUN						Off
20-MON	6:41	12:00	1:00	6:42		8hrs
21-TUE	7:43	12:33	12:46	5:04		8hrs
22-WED	7:37	12:56	12:59	5:03		8hrs
23-THU	7:43	12:30	12:38	7:18		8hrs
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:47	12:53	12:56	5:00		8hrs
28-TUE	7:34	12:38	12:47	5:09		8hrs

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.


ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS
Department Head
Department of Agronomy



**OFFICE OF THE DIRECTOR
FOR PHYSICAL PLANT**
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 1041 (LOCAL)
Email: www.ppo.@vsu.edu.ph
Website: www.vsu.edu.ph

ET

000056

umber :
ation : Ormoc City
will report : Department of Agronomy

Department/Office/Center/Project	Contact Number(s)
Department of Agronomy	563-600 local 1013
RECEIVED FEB 01 2023	

Requesting party:
ED ALLAN L. ALCOBER
Faculty

Approved:
MARIO LILIO P. VALENZONA
(Director/Center Director/Agency Head)

are accountable for and are responsible for reporting any vehicle			
Fuel & Lubricant Issued/Used	Departure/Time Out	Odometer/Mileage Out	
	7:00 am		
Fuel & Lubricant Balanced	Arrival/Time In	Odometer/Mileage In	
	3:00 pm		

vehicle involved in accident while in your custody? ☐ No ☐ Yes (Specify) ☐ No

Was the vehicle used other than official government business? ☐ No ☐ Yes (Specify) ☐ No

Party or Requesting Party	
Department	Driver's OVER ALL RATING
Division	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair
Office	<input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good
	<input type="checkbox"/> 5. - Excellent
	Comments & Suggestions
Signature	

DAILY TIME RECORD**VILLOCINO, ANDREO P.**

(NAME)

For the month of

April 1 - 30, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:38	12:42	1:00	5:00		8hrs
4-TUE	7:59	12:52	12:57	5:59		8hrs
5-WED	8:00	12:12				SUSPENDED 12:00 pm 11:59 pm
6-THU						Holiday
7-FRI						Holiday
8-SAT						Off
9-SUN						Off
10-MON						Holiday
11-TUE	7:57	12:39	12:43	5:17		8hrs
12-WED	7:41	12:06	12:38	5:04		8hrs
13-THU	7:40	12:19	12:49	5:28		8hrs
14-FRI	7:39	12:53	1:00	4:56	4mins	7hrs 56mins
15-SAT						Off
16-SUN						Off
17-MON	6:56	12:59	1:00	5:04		8hrs
18-TUE	7:59	12:50	12:57	5:55		8hrs
19-WED	7:31	12:41	12:47	6:57		8hrs
20-THU	7:56	12:09	12:18	6:22		8hrs
21-FRI						Holiday
22-SAT						Off
23-SUN						Off
24-MON	7:56	12:45	12:46	5:15		8hrs
25-TUE	7:53	12:51	12:54	5:13		8hrs
26-WED	7:44	12:52	12:53	5:04		8hrs
27-THU						VSU 99TH ANNIVERSARY
28-FRI						VSU 99TH ANNIVERSARY
29-SAT						Off
30-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.



ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours



RUTH O. ESCASINAS

Department Head
Department of Agronomy

DAILY TIME RECORD
VILLOCINO, ANDREO P.
(NAME)

For the month of
May 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	7:51	12:01	12:29	5:17		8hrs
3-WED						SPL
4-THU	7:08	12:50	12:55	5:08		8hrs
5-FRI	7:46	12:48	12:52	5:00		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:07	12:53	12:56	5:11		8hrs
9-TUE	7:55	12:48	12:58	5:01		8hrs
10-WED						OB
11-THU						OB
12-FRI						OB
13-SAT						Off
14-SUN						Off
15-MON	6:03	12:42	1:00	5:35		8hrs
16-TUE	7:50	12:11	12:23	4:45	15mins	7hrs 45mins
17-WED	6:58	12:04	12:22	5:04		8hrs
18-THU						OB
19-FRI	7:55	12:22	12:46	5:17		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:26	1:01	1:01	5:02	1min	7hrs 59mins
23-TUE	7:59	1:03	1:03	5:21	3mins	7hrs 57mins
24-WED						OB
25-THU	7:53	12:01	12:14	5:03		8hrs
26-FRI	7:41	11:58	12:09	5:02	2mins	7hrs 58mins
27-SAT						Off
28-SUN						Off
29-MON	8:05	12:42	12:45	5:00	5mins	7hrs 55mins
30-TUE	7:54	12:50	12:54	3:54	1hr 6mins	6hrs 54mins
31-WED	7:56	12:01	12:09	5:06		8hrs

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 and departure from office.

ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours

RUTH O. ESCASINAS

Department Head
Department of Agronomy

Date Generated: Jun/26/2023 10:55:55



**OFFICE OF THE DIRECTOR
FOR PHYSICAL PLANT**

Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 1041(LOCAL)
Email: www.ppo.@vsu.edu.ph
Website: www.vsu.edu.ph

Number : 000296
Location : Brgy. New taligue, Abuyog Leyte
Will report : ITEEM-TED
Materials for Aquilaria spp. Propagation study

Office/Center/Project	Contact Number(s)
EM-Eco-SAP	
EM-Eco-SAP	
MAY 08 2023	

Requesting party:
MARLITO M. BANDE
Project leader
Approved:
ELIZA D. ESPINOSA
(Director/Center Director/Agency Head)

Accountable for and are responsible for reporting any vehicle		
Fuel & Lubricant Issued/Used	Departure/ Time Out	Odometer/Mileage Out
	7:00 am	
Fuel & Lubricant Balanced	Arrival/ Time In	Odometer/Mileage In
	7:10 pm	

Involved in accident while in your custody? ☐ No ☐ Yes (Specify) ☐ No
Was the vehicle used other than official government business? ☐ No ☐ Yes (Specify) ☐ No

For Requesting Party

on	Driver's OVER ALL RATING
	<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent
	Comments & Suggestions