

VISAYAS STATE UNIVERSITY

Bay bay, Leyte

DAILY TIME RECORD

Benjamin V. Castañas

NAME

For the month of June. 2021

official hours for arrival and departure

Regular days _____ Saturdays _____

| Date | A. M. | | P. M. | | Undertime | |
|------|--------------|----------------|--------------|----------------|-----------|-----|
| | Arri- val | Depar- ture | Arri- val | Depar- ture | Hrs | Min |
| 1 | 8:05 | 12:00 | 1:00 | 5:00 | | |
| 2 | 7:48 | 12:00 | 1:00 | 5:00 | | |
| 3 | 7:52 | 12:00 | 1:00 | 5:00 | | |
| 4 | 7:38 | 12:00 | 1:00 | 5:00 | | |
| 5 | | | Saturday | | | |
| 6 | | | Sunday | | | |
| 7 | 7:58 | 12:00 | 1:00 | 5:00 | | |
| 8 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 9 | 7:48 | 12:00 | 1:00 | 5:00 | | |
| 10 | 7:52 | 12:00 | 1:00 | 5:00 | | |
| 11 | 7:58 | 12:00 | 1:00 | 5:00 | | |
| 12 | | | Saturday | | | |
| 13 | | | Sunday | | | |
| 14 | 7:38 | 12:00 | 1:00 | 5:00 | | |
| 15 | 7:48 | 12:00 | 1:00 | 5:00 | | |
| 16 | 7:38 | 12:00 | 1:00 | 5:00 | | |
| 17 | 7:48 | 12:00 | 1:00 | 5:00 | | |
| 18 | 7:48 | 12:00 | 1:00 | 5:00 | | |
| 19 | | | Saturday | | | |
| 20 | | | Sunday | | | |
| 21 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 22 | 7:58 | 12:00 | 1:00 | 5:00 | | |
| 23 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 24 | 7:48 | 12:00 | 1:00 | 5:00 | | |
| 25 | 7:48 | 12:00 | 1:00 | 5:00 | | |
| 26 | | | Saturday | | | |
| 27 | | | Sunday | | | |
| 28 | 7:58 | 12:00 | 1:00 | 5:00 | | |
| 29 | 7:55 | 12:00 | 1:00 | 5:00 | | |
| 30 | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 31 | | | | | | |

Total

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which has made at that time of arrival and departure from office.

VERIFIED as to the prescribed office hours:

MARLON G. BURLAS

Head, Motor Pool