Civil Service Form 48

DAILY TIME RECORD VILLOCINO, ANDREO P.

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

| D | | AM. | P | M | 77.07 | |
|--------|------|-------|-------|------|--------|-------------|
| Day | IN | OUT | IN | OUT | T/U | Total |
| 1-SAT | | | | | | Off |
| 2-SUN | | | | | | Off |
| 3-MON | 8:45 | 12:05 | 12:35 | 5:09 | 45mins | 7hrs 15mins |
| 4-TUE | 8:02 | 12:52 | 12:56 | 5:00 | 2mins | 7hrs 58mins |
| 5-WED | 7:54 | 12:45 | 1:00 | 5:03 | | 8hrs |
| 6-THU | 5:28 | 12:40 | 12:57 | 5:03 | | 8hrs |
| 7-FRI | 6:47 | 12:37 | 12:49 | 5:10 | | 8hrs |
| 8-SAT | | | | | | Off |
| 9-sun | | | | | | Off |
| 10-MON | 8:01 | 12:08 | 12:42 | 5:00 | 1min | 7hrs 59mins |
| 11-TUE | | | | | | OB |
| 12-WED | 8:01 | 12:26 | 12:47 | 5:11 | 1min | 7hrs 59mins |
| 13-THU | 6:19 | 12:42 | 12:54 | 5:36 | | 8hrs |
| 14-FRI | | | | | | OB |
| 15-SAT | | | | | | Off |
| 16-SUN | | | | | | Off |
| 17-MON | 8:01 | 12:08 | 12:30 | 5:03 | 1min | 7hrs 59mins |
| 18-TUE | | | | | | OB |
| 19-WED | 8:00 | 12:00 | 12:27 | 5:07 | | 8hrs |
| 20-THU | | | | | | OB |
| 21-FRI | | | | | | ОВ |
| 22-SAT | | | | | | Off |
| 23-SUN | | | | | | Off |
| 24-MON | 7:56 | 12:34 | 12:37 | 5:02 | | 8hrs |
| 25-TUE | | | | | | OB |
| 26-WED | | | | | | OB |
| 27-THU | | | | | | OB |
| 28-FRI | | | | | | ОВ |
| 29-SAT | | | | | | Off |
| 30-SUN | | | | | | Off |
| 31-MON | 7:53 | 12:00 | 12:03 | 4:56 | 4mins | 7hrs 56mins |

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.



VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC

Department Head Department of Agronomy

Date Generated: Dec/05/2023 08:57:01



TRIP TICKET

000521

| Date Filed Scheduled Tra Date/s | vel : | June 30, 2 July 11, 2 July 15, 2 | 023 | Trip Number | Ta | cloban A | irport | | |
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| AMIEL R. ARI | MADA | <u> </u> | | G. BURLAS | | - | | 1 1/ | |
| Maintenance in | Charge | | Motor Pool Ser | vices Head | | (Dire | ctor/Cent | er Director/Ag | ency Head) |
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| INSTRUCTIONS | : Drivers | shall fill in thi | s part properly. | Drivers are a | accountable for | and are r | esponsible | e for reporting | any vehicle |
| damage, defects | and accid | dents immedia | tely Vehicle Co | | Fuel & Lubrica | | parture/ | | |
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Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-PPO-14 v0 02-28-2022

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Wise Building City, Levie, Phill Prints
Tocker, Wil(LOCAL)
Email: www.ppo.@vsu.edu.ph

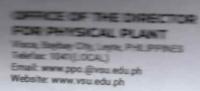
TRIP TICKET

| Date Filed | _July 11, | | Trip | Number | | 000 | 5 3 3 |
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| Durnana | , | | | | | | |
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| | To condu | ict Dr. Salces a | and con | npany to Calub | pian Lev | te | ii Alipoit, |
| | | | | | | | |
| Head of Party: FR | ANCISCO G. | GABUNADA . | JR. | | | | |
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| Dispatched by: AMIEL RARMADA Maintenance In-Charge INSTRUCTIONS: Drive | Mot Mot | RLON G. BUR | Head | | ed by: | Centro P | valenzona |
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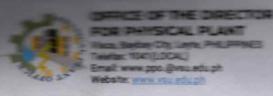
TRIP TICKET

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| Depa | rture Time | : _6 | 3:00AM | Dri | ver will repor | t : | Guard Post I Virgilio A. Es | ower can | npus – SG |
| Purpo | se | : <u> </u> | nquiry at the [CREC | Department of | Health RO8 | with re | egards to secu | rity HEA | and |
| Head of P | arty: VIR | GILIO A. ES | CASINAS | | | a later was to | fter and the second | | |
| | Passe | ngers | | Departme | D11 | JOY P | AL PI AW | PARKE | A plant of |
| 1. JI | | CAINTIC | LIDE | Departine | nt/Office/Co | enter/ | Project | Con | tact Number |
| 2. Jl | JLIUS V. | ABELA | LIDE | RRMSSO RRMSSO | (red | 1 1 1 | 5 A. F. S. | 1 6 | 371 |
| 3. | | | ODR | KKIVISSU | 100 | (Mail: 128) | and the same | Zharz. | Bear ! |
| 4. | | | | | 1 Dan | | UL 1 3 202 | 2 | 5 |
| 5. | | | | | Sign | | | 0 | There are the second |
| *For more th | an (10) pas | ssengers, use | separate sheet | | Signi | a per s | 1 | | 1 |
| Vehicle Typ | | | | | Red | uestin | g party: | July AREI | E X |
| Dispatched: Maintenance | | ? | MARLON G Motor Pool So | BURLAS ervices Head | | Appro | MARIO LIL | er Directo | ALENZONA or/Agency Head) |
| damage, defe | cts and acc | s shall fill in to sidents immed | his part properi | y. Drivers are | accountable t | or and | are responsible | for reno | rting any vehicl |
| Trip Ticket | Issued/Re | ceived | Vehicle C (Before | ondition | Fuel & Lubr Issued/Us | icant | Departure/ Time Out | | ter/Mileage Out |
| Det | | | Vahi-1 0 | | | | 6:00 am | | |
| Date | Returned | | Vehicle Co (After T) | ondition ravel) | Fuel & Lubri Balance | cant | Arrival/ Time In | Odome | eter/Mileage In |
| Was the passe | nger/s | Was there | any purchased | | | | 5:00 pm | | |
| following the callocation? | all time & | of fuel/lubric | ant outside | Was the vehi or damaged v | icle involved ii vhile in your ci | accid | | vehicle u vernment | used other than business? |
| | □No | (Specify) | □No | ☐ Yes (Speci | fy) | | o Yes (S | necify) | □No |
| Driver's N | lame & Si | gnature | Filled in by th | e Head of Party | or Requestin | n Party | | ocony) | LI NO |
| This vehicle w | ill be use | d for official | | vice Satisfact | | J. uity | | - | |
| government bu | siness on | lv. I have | 1. Not S | | uon | | Driver's OVI | ER ALL I | RATING |
| reviewed and o | complied v | | 2. Slight | ly Satisfied | | | - Poor | □ 2 | - Fair |
| regulations reg | garding th | ne use of | ☐3 Mode | rately Cather | | □ 3. | - Good | | - Very Good |
| Government-Ow | ned Vehici | e. | 4. Very S | rately Satisfied | 1 | □ 5. | - Excellent | | |
| | | | D5 Extrem | nely Satisfied | | Com | ments & Sug | gestion | S |
| Andras | Stillo | eim | _ C. LXIIEI | nely Satisfied | 2 | | | | |
| SIGNATURE O | VER PRINT | TED NAME | Na | me and Signat | ure | | | | |
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Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-PP0-14 v03 02-28-2022

No.



TRIP TICKET

| Date Filed | luna 20 | 2022 | Tein Num | ahaa . | | 0.0 | 0556 | |
|---|--|--|------------------------|--|-------------|--|------------------------------|---------------------------|
| Scheduled Travel Date/s | June 29 July 21 | -22, 2023 | Trip Nun Destinat | | Souther | n Leyte | | |
| Departure Time | 6:00 AM | <u> </u> | Driver w | ill report : | Departn | nent of So | oil Science | |
| Purpose | : DSS Te | am building | | | | | | |
| Head of Party | : | | Suzette E | 3. Lina | | | A TANK TO THE TANK THE | |
| Pa | assengers | | Depa | rtment/Offi | ce/Center | /Projec | Contact | Number(s |
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| 12. Maria Cristina Lor | | | | | SS | | | |
| 13. Marnile Espenile | | | | | SS | THE WALL | 7 | |
| 14. Richard Jungco | | | | the state of the s | SS | UFFLOI | Ē | |
| 15. Risos, John Mark | | | 1= 3 | D | SS | 100 | | |
| Bonifacio Castillo | | | d forest | | -10 | Wash box | | |
| 17. Rosalito Pugoy | | | N. D. A. | | | 4 | 1 1 | |
| 18. Magdadaro, Mena | ardo Jr | | 1100 | - JUN | 2 9 202 | 0 | - 1 | |
| 19. | | | Com | ature: | | | | |
| 20. | | | 3 | ALL AND ALL | | | | |
| *For more than (10) pas | sengers, use se | parate sheet. | | | | | 00/ | |
| | | | | | | | _000) | |
| Vehicle Type: | - | | | Requ | uesting par | | TOO: | |
| Vehicle Plate No.: | - | | | | | SUZETTE | B. LINA | |
| | | - | | | | Head, | DSS. | |
| Maintenance in Charge | Head | | | | | - STATE OF THE PARTY OF THE PAR | Director | |
| INSTRUCTIONS: Driver damage, defects and ac | s shall fill in this cidents immedia | s part properly stelv | . Drivers are | accountable | for and are | responsibl | e for reportin | ng any vehicle |
| Trip Ticket Issued/Re | | Vehicle Co (Before 7 | | Fuel & Lubrica Issued/U | nt De | parture/ me Out | Odometer | /Mileage Out |
| | | | | | 6 | 00 au | | |
| Date Returned | | Vehicle Co | | Fuel & | | Arrival/ | | r/Mileage In |
| , , , | | (After Tr | ravel) | Balance | d | ime In | Odomete | i/wiicage iii |
| July 22/- | काउ | | | | 0 1 | 00 P4 | , | |
| Was the passenger/s following the call time & location? | Was there as purchased of fuel/lubricant VSU Campu | f outside | Delication and Co. Co. | icle involved while in your | | | e vehicle use overnment b | ed other than usiness? |
| ☐ Yes ☐ No | Yes (Specify) | □No | ☐ Yes (Spec | cify) | □No | ☐ Yes (| Specify) | □No |
| Driver's Name & S | | Filled in by t | he Head of Par | ty or Reques | ting Party | | | |
| This vehicle will be us | ed for official | Sei | rvice Satisfa | ction | D | river's O | VER ALL R | ATING |
| government business | only. I have | ☐ 1. Not 8 | Satisfied | | □1 | | □ 2 | |
| reviewed and complied | | | tly Satisfied | | 3 | | | Very Good |
| regulations regarding | | The state of the s | erately Satisfi | ed | | Excellent | | J., 5000 |
| Government-Owned Vet | nicle. | 4. Very | | | | | uggestion | S |
| | | 100 mm - 17 h Co. | emely Satisfie | d | | | | |
| | | | | | | | | |
| | | | SUZETTE B. | | | | | |
| | | N | ame and Sign | lature | | | | |

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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PHYSICAL PLANT OFFICE

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

TRIP TICKET

| Date Filed Scheduled Travel Date/s | . — | uly 24, 2023 uly 25, 2023 | | Number stination | : | EV | 0 0 0 | 0561 pan | |
|---|-------------------------|------------------------------|--|--------------------------------------|--------------|--|--|------------------------|---------------|
| Departure Time | : 8: | 00 AM | Driv to | er will report | : | Miri Res Ley | iam De La sidence- I te | Torre's Hipusngo, I | Зауbау |
| Purpose | : | etrieving of the | NBC 4618th | ovolo de - | - | | | | |
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| Head of Party: Faustin | o Sam III | A. Daclag | | | And the name | Di | WOIL. | U. PLA | T OFFICE |
| Passenger | rs | | Departmen | nt/Office/Cer | nterl | Proje | act to | Contac | et Number(s) |
| 1. Lionel Liong | | | - 17/11/11/38 N | HRMO | itoir | i i Oji | The Party Control of the Party | | |
| 2. Miriam M. De la | Torre | | | RSPPRO | - 1 | Pin | JUL | 2 4 5 2023 | 1 |
| *For more than (10) passen | gers, use s | separate sheet. | | | 1 | 14 | 110 12 1 | | |
| Vehicle Type: | | | | Requ | estir | na na | arty. | - | |
| Vehicle Plate No.: | | | | _ | | ig þe | arty. | yens: | |
| venicle Flate No.: | | | | | | Н | ONEY SO | FIA V. CO | 1 19 |
| | | | - 2 | | | (| Chief Admir | nistrative Of | ficer |
| Dispatched: | | Recommend | ded: | A | ppro | | | | |
| AMIEL R. ARMADA | - | MARIC | N G. BURLA | 4 | | A Company of the Comp | - Aller | 10 | |
| Maintenance in Charge | | | | NS . | | M | ARIO LIL | IO P. VALE | NZONA |
| on onlarge | | Motor Pool Se | ervices Head | | | (Di | rector/Cent | er Director// | gency Head) |
| INSTRUCTIONS: Drivers shidamage, defects and accident | all fill in th | nis part properly ately | /. Drivers are | accountable fo | r and | | | | |
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| | | 10000 | ravon | Issued/Use | d | | me Out | Odometer | /Mileage Out |
| Date Returned | | Vehicle Co | ondition | Fuel & Lubrio | ant | 1. | 70 Orun Arrival/ | | |
| | | (After Tr | ravel) | Balanced | anı | | ime In | Odomete | r/Mileage In |
| | | | | | | 5: | | | |
| Was the passenger/s W following the call time & of | as there a | ny purchased | Man the st | | | | | | |
| | fuel/lubric SU Campu | ant outside | or damaged v | icle involved in while in your cu | accio | dent | Was the | vehicle use | ed other than |
| ☐ Yes ☐ No ☐ | Yes | | | | I | 7 | Official go | vernment bu | isiness? |
| (S | pecify) | □No | ☐ Yes (Spec | ify) | | No | Yes (S | pecify) | □No |
| Driver's Name & Signa | ture | Filled in by the | e Head of Party | or Requesting | Part | у | | | |
| This vehicle will be used for | r official | Sen | vice Satisfac | tion | | Dr | ivor's OV | ED ALL D | |
| government business only. | l have | 1. Not Sa | | | | | | ER ALL RA | |
| reviewed and complied with | rules & | 2. Slightl | | | | 1 P | | ☐ 2 F | |
| regulations regarding the | use of | | ately Satisfie | | | | Good | □ 4 \ | /ery Good |
| Government-Owned Vehicle. | | | | u. | | | xcellent | | |
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| | | _ 5. Extrem | nely satisfied | | | | | | |
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| SIGNATURE OVER PRINTED | NAME | FAUSTING | SAM III A. C | DACLAG | | | | | |
| THE STATE OF THE PRINTED | NAME | Naı | me and Signat | ure | | | | | |
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PHYSICAL PLANT OFFICE Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

| Date Filed | | July 24, 2023 | | | | (D) (II) | |
|---|---|--|---|---|--|--|--|
| Scheduled Travel D | ate/s | July 26, 2023 | | Trip Number | 1 | 00 | 0564 |
| | _ | | | Destination | | acloban Airport | |
| Departure Time | : -4 | :00 AM | | Driverwill | | | |
| Purpose | | | | Driver will report | t : _V | SU Guard Post | |
| | * | o conduct at the Ta | acloban City airport. | | _ | | |
| Hood - CD | | | | | | | |
| Head of Party: | Atty. Rysan C | . Guinocor | | | | | |
| Linkysan C. Guinor | assengers | | Department/Office | e/Center/Desi | | | |
| 2. Doreen Alba | ,01 | | - Onioc | ASO | | Contact N | lumber(s) |
| 3.Alicia Flores | | | | SPMO | | | 09173126266 |
| 4. Jhonabel Castil 5. | | | Bu | dget Office | | Sales - | The state of the s |
| 6. | | | Acco | unting Office | | But 3 E | L FLANT OF |
| 7. | | | | | | Space State | AND LINE |
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| Vehicle Plate No.: | | | | Rec | questing pa | rty: | Gen |
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| 0 | | | 11 | - 1- | | ATTY. RYSA | N C. GUINOCOR |
| Dispatched | \supset_{-} | Posses | Ala | 7/- | | | |
| | 2. | Recommend | ied A | XW- | Approved | Direc | N C. GUINOCOR |
| AMIEL R. ARMADA | 2. | | INV | Jul- | Approved | Direc | |
| | 2. | M | ARLON G. BURLA | Sur- | Approved | Direc | otor, ASO |
| AMIEL R. ARMADA Maintenance in Charge | | Motor Pool Serv | ARLON G. BURLA vices Head | | | MARIO | LILIO PAVALENZONA |
| AMIEL R. ARMADA Maintenance in Charge | | Motor Pool Serv | ARLON G. BURLA vices Head | | | MARIO | LILIO PAVALENZONA |
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Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FOR PHYSICAL PLANT

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

Website: www.vsu.edu.ph

TRIP TICKET

| Date Filed | d | July | 19, 2023 | Trip N | lumber : | 01 | in And | | |
|------------------------------------|----------------------|------------------------------|--------------------------|-----------------|--------------------------------------|------------|--------------------|-----------------------------|-------------|
| Scheduled Date/s | d Travel | : July | 26, 2023 | Destir | nation : | 1300 | o, Bar | to, leyte | <u> </u> |
| Departure | Time | | 1 | Driver | will report . | | | | |
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| Maintenance in | Charge | | Motor Pool Ser | vices Head | | (Dir | ector/Cent | er Director Ag | gency Head) |
| | | | | | | 5. | | 2.5 | n 370 n |
| INSTRUCTIONS damage, defects | | | | . Drivers are | accountable for | and are | responsible | e for reporting | any vehicle |
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Vision:

A globally competitive university for science, technology, and environmental

conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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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

TRIP TICKET

| Scheduled Date/s | Travel | July 19, 20 | | Trip Number | r : | 0 | 0045 | |
|--|--|---|--|---|--|--|---|--|
| | | July 28, 20 | 23 | Destination | : | - | | |
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| Purpose | | 7:00 A.M. | | | | Palompor | 1. Levte | |
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| Maintenance in Charge | | | | 3 | 400 | ELIZA | PESA | NOSA |
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