

DAILY TIME RECORD

Marciana B. Galambao

(Name)

For the Month of February 2022

Official hours for arrival: Regular Day _____

and departure Saturdays

Day	A.M.		P.M.		Undertime	
	Arrival	Depart	Arrival	Depart	Hour	Min
1.	WFH					
2.	WFH					
3.	WFH					
4.	WFH					
5.	Saturday					
6.	Sunday					
7.	8:00	12:00	1:00	5:00		
8.	8:00	12:00	1:00	5:00		
9.	8:00	12:00	1:00	5:00		
10.	8:00	12:00	1:00	5:00		
11.	8:00	12:00	1:00	5:00		
12.	Saturday					
13.	Sunday					
14.	8:00	12:00	1:00	5:00		
15.	8:00	12:00	1:00	5:00		
16.	8:00	12:00	1:00	5:00		
17.	8:00	12:00	1:00	5:00		
18.	8:00	12:00	1:00	5:00		
19.	Saturday					
20.	Sunday					
21.	7:00	12:00	1:00	5:00		
22.	8:00	12:00	1:00	5:00		
23.	9:00	12:00	1:00	5:00		
24.	10:00	12:00	1:00	5:00		
25.	11:00	12:00	1:00	5:00		
26.	Saturday					
27.	Sunday					
28.	8:00	12:00	1:00	5:00		
29.	XXX					
30.	XXX					
31.	XXX					

I certify on my honor that the above is a true correct reports of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

MARCIANA B. GALAMBAO

Verified to the prescribed office hours.

KYZA MAE M. RAMONEDA

OIC Head, Dept. of Biotechnology



DEPARTMENT OF BIOTECHNOLOGY

Visayas State University
 Baybay City, Leyte, 6521 Philippines
 Phone: Trunkline 565-0600, local 1099
 Email: biotech@vsu.edu.ph
 Website: www.vsu.edu.ph

MENT REPORT

4, 2022

(covered)

Marciana B. Galambao was approved on a "work
 and that I accomplished and delivered the

Completed and Submitted	Equivalent Points
ous	4 pts
w-up students' outputs	2 pts
British Council	2 pts
ting documents	10 pts
id publication requirements)	1 pt
ad articles for Btec 21	6 pts
lab	4 pts
	3 pts

LIVERED

(4 days x 8 hrs) = 32 hrs
 ad/delivered = 32 hrs
 ()

proved:

THERESA P. LORETO

an, College of Arts and Sciences