



VISAYAS
STATE UNIVERSITY

VISCA, BAYBAY CITY,
LEYTE 6521-A, PHIL

Daily Time Record

PERCY MAGUCHU

NAME

For February 1-29, 2024

DAYS	REGULAR TIME				OVERTIME				SIG.
	A.M.		P.M.		REGULAR		SUN/HOL.		
	IN	OUT	IN	OUT	HRS	MIN	HRS	MIN	
1	08:00	12:00	13:00	15:00					
2			13:00	17:00					
3	SAT								
4	SUN								
5	10:00	12:00	13:00	15:00					
6			13:00	17:00					
7			13:00	17:00					
8	10:00	12:00	13:00	15:00					
9	08:00	12:00							
10	SAT								
11	SUN								
12	10:00	12:00	13:00	15:00					
13			13:00	15:00					
14			13:00	15:00					
15	10:00	12:00	13:00	15:00					
16			13:00	17:00					
17	SAT								
18	SUN								
19	10:00	12:00	13:00	15:00					
20			13:00	17:00					
21			13:00	17:00					
22	10:00	12:00	13:00	15:00					
23			13:00	15:00					
24	SAT								
25	SUN								
26	08:00	12:00	13:00	15:00					
27			13:00	15:00					
28			13:00	17:00					
29	10:00	12:00	13:00	15:00					
30									
31	Total								80hrs

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 of the time of arrival at and departure from office.

TEOFANES A. PATINDOL
IN-CHARGE



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7			13:00	17:00					
8	10:00	12:00	13:00	15:00					
9	08:00	12:00							
10	SAT								
11	SUN								
12	10:00	12:00	13:00	15:00					
13			13:00	15:00					
14			13:00	15:00					
15	10:00	12:00	13:00	15:00					
16			13:00	17:00					
17	SAT								
18	SUN								
19	10:00	12:00	13:00	15:00					
20			13:00	17:00					
21			13:00	17:00					
22	10:00	12:00	13:00	15:00					
23			13:00	15:00					
24	SAT								
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26	08:00	12:00	13:00	15:00					
27			13:00	15:00					
28			13:00	17:00					
29	10:00	12:00	13:00	15:00					
30									
31	TOTAL								80

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