

# **DAILY TIME RECORD** **VILLOCINO, ANDREO P.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:00	12:00	1:00	5:00		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:58	12:57	12:58	5:57		8hrs
5-TUE	7:57	12:56	1:00	5:29		8hrs
6-WED	7:54	12:38	12:48	5:01		8hrs
7-THU	7:08	12:49	12:53	5:00		8hrs
8-FRI						Holiday
9-SAT						Off
10-SUN						Off
11-MON						OB
12-TUE						OB
13-WED	7:54	12:00	12:01	5:24		8hrs
14-THU						OB
15-FRI						OB
16-SAT						Off
17-SUN						Off
18-MON	6:50	12:18	12:19	5:18		8hrs
19-TUE						OB
20-WED						OB
21-THU						OB
22-FRI						OB
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						Holiday
27-WED						OB
28-THU						OB
29-FRI						OB
30-SAT						Off
31-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

**DIONESIO M. BAÑOC**

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](mailto:www.ppo@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

Report : Tacloban Airport

Report : \_\_\_\_\_

from USA for his 2023 Faculty Exchange Program  
to teach/perform research in Vet Med. & Science

**RECEIVED**  
NOV 21 2023

Department/Office/Center/Project	Contact Number(s)
Dean	

Requesting party:

**SANTIAGO T. PEÑA, JR.**

Dean/Project Leader

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
	4:00 pm	52159
Fuel & Lubricant Balanced	Arrival/ Time In	Odometer/Mileage In
	9:00 pm	

Is the vehicle involved in accident  
aged while in your custody?

Was the vehicle used other than  
official government business?

(Specify)

☐ No

☐ Yes (Specify)

☐ No

of Party or Requesting Party

Satisfaction

Driver's OVER ALL RATING

☐ 1. - Poor

☐ 2. - Fair

☐ 3. - Good

☒ 4. - Very Good

☐ 5. - Excellent

Comments & Suggestions

Satisfied

Satisfied

Satisfied

Signature