

DAILY TIME RECORD**MEJIA, HANZEL N.**

(NAME)

For the month of

November 1 - 30, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Holiday
2-SAT						Off
3-SUN						Off
4-MON	7:07	12:05	12:14	5:35		8hrs
5-TUE	7:59	12:57	12:59	5:05		8hrs
6-WED	8:15	12:06	12:14	5:04	15mins	7hrs 45mins
7-THU	9:04	12:05	12:14	5:35	1hr 4mins	6hrs 56mins
8-FRI	6:45	12:00	12:25	5:16		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:57	12:04	12:09	8:27		8hrs
12-TUE	7:57	12:36	12:38	5:15		8hrs
13-WED	7:58	12:02	12:30	9:04		8hrs
14-THU	7:32	12:02	12:14	5:27		8hrs
15-FRI	6:46	12:05	12:10	5:38		8hrs SUSPENDED 3:01 pm 11:59 pm
16-SAT						Off
17-SUN						Off
18-MON	8:49	12:01	12:12	5:29	49mins	7hrs 11mins
19-TUE	8:12	12:03	12:14	5:16	12mins	7hrs 48mins
20-WED	7:59	12:03	12:11	6:01		8hrs
21-THU						OB
22-FRI						OB
23-SAT						OB
24-SUN						OB
25-MON	6:41	12:17	12:32	5:07		8hrs
26-TUE	7:25	12:07	12:15	5:01		8hrs
27-WED	8:02	12:12	12:58	5:12	2mins	7hrs 58mins
28-THU	7:58	12:00	12:17	5:31		8hrs
29-FRI	7:58	12:04	12:49	5:19		8hrs
30-SAT						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.



HANZEL N. MEJIA

VERIFIED as to prescribed office hours



JOHN CHRISTIAN L. GAVIOLA

Department Head
Department of Civil Engineering



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

19-Nov-24
Date

Name : **HANZEL N. MEJIA**
Designation : **Head, IAO**
Destination : **Manila**
Date of Travel : **November 21-24**
Purpose : **To attend the European Higher Education Fair (EHEF) 2024.**

Signature

Total Expenses: _____
Source of Funds : **IAO**
Transportation: [/] University Vehicle
[] Public Conveyance

Noted/Verified: _____
PROSE IVY G. YEPES
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

College Dean

In-charge of funds (If other than the
Dept/Office Head)

NA **N/A**
VP for Research & Extension Vice Pres. For Instruction

APPROVED: _____
PROSE IVY G. YEPES
President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

- ☐ Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
- ☐ Invitation from the organizer of the activity/conference/meeting (if applicable)
- ☐ Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity (if applicable)
- ☐ Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination
- ☐ Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment of the requesting party to religiously comply with health/hygiene protocols during the trip
- ☐ Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
- ☐ Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme
- ☐ Clearance issued by the Nurse on duty 30 minutes prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus

Certified Correct:

HANZEL N. MEJIA
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

PROSE IVY G. YEPES
Name of Office Head/Supervisor