

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

DAILY TIME RECORD

For the month of Nov 1-30, 2021
(Regular days)

Official hours for arrival and departure

D	A	M	P	M	UNDER TIME
Y	Arrival	Departure	Arrival	Departure	Hrs. Min.
1	7:15	HOLIDAY			7:14 3:00
2	7:15		3:10		
3	7:15		3:10		
4	7:15		3:10		
5	7:15		3:10		
6	7:15		3:10		
7	7:15		3:10		
8	7:15		3:10		
9	7:15		3:10		
10	7:15		3:10		
11	7:15		3:10		
12	7:15		3:10		
13	7:15		3:10		
14	7:15		3:10		
15	7:15		3:10		
16	7:15		3:10		
17	7:15		3:10		
18	7:15		3:10		
19	7:15		3:10		
20	7:15		3:10		
21	7:15		3:10		
22	7:15		3:10		
23	7:15		3:10		
24	7:15		3:10		
25	7:15		3:10		
26	7:15		3:10		
27	7:15		3:10		
28	7:15		3:10		
29	7:15		3:10		
30	7:15		3:10		
31	7:15		3:10		

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 at the time of arrival and departure from office

VERIFIED as to the prescribed office hours
Signature: Julius V. Abela
In-Charge

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

DAILY TIME RECORD

For the month of Nov 1-30, 2021
(Regular days)

Official hours for arrival and departure

D	A	M	P	M	UNDER TIME
Y	Arrival	Departure	Arrival	Departure	Hrs. Min.
1	7:15		3:10		
2	7:15		3:10		
3	7:15		3:10		
4	7:15		3:10		
5	7:15		3:10		
6	7:15		3:10		
7	7:15		3:10		
8	7:15		3:10		
9	7:15		3:10		
10	7:15		3:10		
11	7:15		3:10		
12	7:15		3:10		
13	7:15		3:10		
14	7:15		3:10		
15	7:15		3:10		
16	7:15		3:10		
17	7:15		3:10		
18	7:15		3:10		
19	7:15		3:10		
20	7:15		3:10		
21	7:15		3:10		
22	7:15		3:10		
23	7:15		3:10		
24	7:15		3:10		
25	7:15		3:10		
26	7:15		3:10		
27	7:15		3:10		
28	7:15		3:10		
29	7:15		3:10		
30	7:15		3:10		
31	7:15		3:10		

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 at the time of arrival and departure from office

VERIFIED as to the prescribed office hours
Signature: Julius V. Abela
In-Charge

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

DAILY TIME RECORD

For the month of Nov 1-30, 2021
(Regular days)

Official hours for arrival and departure

D	A	M	P	M	UNDER TIME
Y	Arrival	Departure	Arrival	Departure	Hrs. Min.
1	7:15		3:10		
2	7:15		3:10		
3	7:15		3:10		
4	7:15		3:10		
5	7:15		3:10		
6	7:15		3:10		
7	7:15		3:10		
8	7:15		3:10		
9	7:15		3:10		
10	7:15		3:10		
11	7:15		3:10		
12	7:15		3:10		
13	7:15		3:10		
14	7:15		3:10		
15	7:15		3:10		
16	7:15		3:10		
17	7:15		3:10		
18	7:15		3:10		
19	7:15		3:10		
20	7:15		3:10		
21	7:15		3:10		
22	7:15		3:10		
23	7:15		3:10		
24	7:15		3:10		
25	7:15		3:10		
26	7:15		3:10		
27	7:15		3:10		
28	7:15		3:10		
29	7:15		3:10		
30	7:15		3:10		
31	7:15		3:10		

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 at the time of arrival and departure from office

VERIFIED as to the prescribed office hours
Signature: Julius V. Abela
In-Charge

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

DAILY TIME RECORD

For the month of February 2021
Official hours for arrival and departure

D	A	M	P	M	Hrs.	Min.	UNDER TIME
1	7:00	11:00	3:00	11:00			
2	7:00	11:00	3:00	11:00			
3	7:00	11:00	3:00	11:00			
4	7:00	11:00	3:00	11:00			
5	7:00	11:00	3:00	11:00			
6	7:00	11:00	3:00	11:00			
7	7:00	11:00	3:00	11:00			
8	7:00	11:00	3:00	11:00			
9	7:00	11:00	3:00	11:00			
10	7:00	11:00	3:00	11:00			
11	7:00	11:00	3:00	11:00			
12	7:00	11:00	3:00	11:00			
13	7:00	11:00	3:00	11:00			
14	7:00	11:00	3:00	11:00			
15	7:00	11:00	3:00	11:00			
16	7:00	11:00	3:00	11:00			
17	7:00	11:00	3:00	11:00			
18	7:00	11:00	3:00	11:00			
19	7:00	11:00	3:00	11:00			
20	7:00	11:00	3:00	11:00			
21	7:00	11:00	3:00	11:00			
22	7:00	11:00	3:00	11:00			
23	7:00	11:00	3:00	11:00			
24	7:00	11:00	3:00	11:00			
25	7:00	11:00	3:00	11:00			
26	7:00	11:00	3:00	11:00			
27	7:00	11:00	3:00	11:00			
28	7:00	11:00	3:00	11:00			
29	7:00	11:00	3:00	11:00			
30	7:00	11:00	3:00	11:00			
31	7:00	11:00	3:00	11:00			

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 at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.
Signature: JULIUS V. ABELA
In-Charge

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

DAILY TIME RECORD

For the month of March 2021
Official hours for arrival and departure

D	A	M	P	M	Hrs.	Min.	UNDER TIME
1	7:00	11:00	3:00	11:00			
2	7:00	11:00	3:00	11:00			
3	7:00	11:00	3:00	11:00			
4	7:00	11:00	3:00	11:00			
5	7:00	11:00	3:00	11:00			
6	7:00	11:00	3:00	11:00			
7	7:00	11:00	3:00	11:00			
8	7:00	11:00	3:00	11:00			
9	7:00	11:00	3:00	11:00			
10	7:00	11:00	3:00	11:00			
11	7:00	11:00	3:00	11:00			
12	7:00	11:00	3:00	11:00			
13	7:00	11:00	3:00	11:00			
14	7:00	11:00	3:00	11:00			
15	7:00	11:00	3:00	11:00			
16	7:00	11:00	3:00	11:00			
17	7:00	11:00	3:00	11:00			
18	7:00	11:00	3:00	11:00			
19	7:00	11:00	3:00	11:00			
20	7:00	11:00	3:00	11:00			
21	7:00	11:00	3:00	11:00			
22	7:00	11:00	3:00	11:00			
23	7:00	11:00	3:00	11:00			
24	7:00	11:00	3:00	11:00			
25	7:00	11:00	3:00	11:00			
26	7:00	11:00	3:00	11:00			
27	7:00	11:00	3:00	11:00			
28	7:00	11:00	3:00	11:00			
29	7:00	11:00	3:00	11:00			
30	7:00	11:00	3:00	11:00			
31	7:00	11:00	3:00	11:00			

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 at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.
Signature: JULIUS V. ABELA
In-Charge

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

DAILY TIME RECORD

For the month of April 2021
Official hours for arrival and departure

D	A	M	P	M	Hrs.	Min.	UNDER TIME
1	7:00	11:00	3:00	11:00			
2	7:00	11:00	3:00	11:00			
3	7:00	11:00	3:00	11:00			
4	7:00	11:00	3:00	11:00			
5	7:00	11:00	3:00	11:00			
6	7:00	11:00	3:00	11:00			
7	7:00	11:00	3:00	11:00			
8	7:00	11:00	3:00	11:00			
9	7:00	11:00	3:00	11:00			
10	7:00	11:00	3:00	11:00			
11	7:00	11:00	3:00	11:00			
12	7:00	11:00	3:00	11:00			
13	7:00	11:00	3:00	11:00			
14	7:00	11:00	3:00	11:00			
15	7:00	11:00	3:00	11:00			
16	7:00	11:00	3:00	11:00			
17	7:00	11:00	3:00	11:00			
18	7:00	11:00	3:00	11:00			
19	7:00	11:00	3:00	11:00			
20	7:00	11:00	3:00	11:00			
21	7:00	11:00	3:00	11:00			
22	7:00	11:00	3:00	11:00			
23	7:00	11:00	3:00	11:00			
24	7:00	11:00	3:00	11:00			
25	7:00	11:00	3:00	11:00			
26	7:00	11:00	3:00	11:00			
27	7:00	11:00	3:00	11:00			
28	7:00	11:00	3:00	11:00			
29	7:00	11:00	3:00	11:00			
30	7:00	11:00	3:00	11:00			
31	7:00	11:00	3:00	11:00			

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 at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.
Signature: JULIUS V. ABELA
In-Charge

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

DAILY TIME RECORD

For the month of May 2021
Official hours for arrival and departure

D	A	M	P	M	Hrs.	Min.	UNDER TIME
1	7:00	11:00	3:00	11:00			
2	7:00	11:00	3:00	11:00			
3	7:00	11:00	3:00	11:00			
4	7:00	11:00	3:00	11:00			
5	7:00	11:00	3:00	11:00			
6	7:00	11:00	3:00	11:00			
7	7:00	11:00	3:00	11:00			
8	7:00	11:00	3:00	11:00			
9	7:00	11:00	3:00	11:00			
10	7:00	11:00	3:00	11:00			
11	7:00	11:00	3:00	11:00			
12	7:00	11:00	3:00	11:00			
13	7:00	11:00	3:00	11:00			
14	7:00	11:00	3:00	11:00			
15	7:00	11:00	3:00	11:00			
16	7:00	11:00	3:00	11:00			
17	7:00	11:00	3:00	11:00			
18	7:00	11:00	3:00	11:00			
19	7:00	11:00	3:00	11:00			
20	7:00	11:00	3:00	11:00			
21	7:00	11:00	3:00	11:00			
22	7:00	11:00	3:00	11:00			
23	7:00	11:00	3:00	11:00			
24	7:00	11:00	3:00	11:00			
25	7:00	11:00	3:00	11:00			
26	7:00	11:00	3:00	11:00			
27	7:00	11:00	3:00	11:00			
28	7:00	11:00	3:00	11:00			
29	7:00	11:00	3:00	11:00			
30	7:00	11:00	3:00	11:00			
31	7:00	11:00	3:00	11:00			

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 at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.
Signature: JULIUS V. ABELA
In-Charge

DAVIS Service Form No. 48

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

DAILY TIME RECORD

EDWARD D. ESTOY

NOVEMBER 1, 2021

For the month of _____ (Regular days)

Official hours for arrival and departure _____ (Saturdays)

D Y	A M		P M		UNDER TIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1			2:50	11:00		
2			2:44	11:00		
3			2:50	11:00		
4			2:50	11:00		
5						
6			2:48	11:00		
7						
8			2:48	11:00		
9			3:00	3:00		
10			3:00	3:00		
11			3:00	3:00		
12			3:00	3:00		
13						
14						
15						
16						
17			2:00	10:30		
18			2:00	10:30		
19						
20						
21			2:00	11:00		
22			2:00	10:45		
23			2:00	10:30		
24			2:00	10:30		
25			2:35	11:00		
26			2:40	11:00		
27			3:00	11:00		
28			3:00	11:00		
29			3:00	11:00		
30			3:00	11:00		
31						

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 at the time of arrival and departure from office.

Signed _____
JULIUS V. ABELA

VERIFIED as to the prescribed office hours _____
In-Charge

DAVIS Service Form No. 48

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

DAILY TIME RECORD

EDWARD D. ESTOY

NOVEMBER 1-30, 2021

For the month of _____ (Regular days)

Official hours for arrival and departure _____ (Saturdays)

D Y	A M		P M		UNDER TIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
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22						
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25						
26						
27						
28						
29						
30						
31						

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 at the time of arrival and departure from office.

Signed _____
JULIUS V. ABELA

VERIFIED as to the prescribed office hours _____
In-Charge

DAVIS Service Form No. 48

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

DAILY TIME RECORD

NOVEMBER 1-30, 2021

For the month of _____ (Regular days)

Official hours for arrival and departure _____ (Saturdays)

D Y	A M		P M		UNDER TIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
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28						
29						
30						
31						

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 at the time of arrival and departure from office.

Signed _____
JULIUS V. ABELA

VERIFIED as to the prescribed office hours _____
In-Charge

DAVIS Service Form No. 48

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

DAILY TIME RECORD

NOVEMBER 1-30, 2021

For the month of _____ (Regular days)

Official hours for arrival and departure _____ (Saturdays)

D Y	A M		P M		UNDER TIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

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 at the time of arrival and departure from office.

Signed _____
JULIUS V. ABELA

VERIFIED as to the prescribed office hours _____
In-Charge

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

DAILY TIME RECORD

(Name) Hon. P. Rosas
(Regular days) Nov. 1-30 2021
(Saturdays)

D	A	M	P	M	Hrs.	Min.	UNDER TIME
Y	Arrival	Departure	Arrival	Departure			
1	7:00	11:00	7:00	11:00			OT
2	7:00	11:00	7:00	11:00			
3	7:00	11:00	7:00	11:00			
4	7:00	11:00	7:00	11:00			
5	7:00	11:00	7:00	11:00			
6	7:00	11:00	7:00	11:00			
7	7:00	11:00	7:00	11:00			
8	7:00	11:00	7:00	11:00			
9	7:00	11:00	7:00	11:00			
10	7:00	11:00	7:00	11:00			
11	7:00	11:00	7:00	11:00			
12	7:00	11:00	7:00	11:00			
13	7:00	11:00	7:00	11:00			
14	7:00	11:00	7:00	11:00			
15	7:00	11:00	7:00	11:00			
16	7:00	11:00	7:00	11:00			
17	7:00	11:00	7:00	11:00			
18	7:00	11:00	7:00	11:00			
19	7:00	11:00	7:00	11:00			
20	7:00	11:00	7:00	11:00			
21	7:00	11:00	7:00	11:00			
22	7:00	11:00	7:00	11:00			
23	7:00	11:00	7:00	11:00			
24	7:00	11:00	7:00	11:00			
25	7:00	11:00	7:00	11:00			
26	7:00	11:00	7:00	11:00			
27	7:00	11:00	7:00	11:00			
28	7:00	11:00	7:00	11:00			
29	7:00	11:00	7:00	11:00			
30	7:00	11:00	7:00	11:00			
31							
TOTAL							

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 at the time of arrival and departure from office.

Signature Julius V. Abela
In-Charge

VERIFIED as to the prescribed office hours

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

DAILY TIME RECORD

(Name) Edgar P. Rosas
(Regular days) Nov. 1-30 2021
(Saturdays)

D	A	M	P	M	Hrs.	Min.	UNDER TIME
Y	Arrival	Departure	Arrival	Departure			
1	7:00	11:00	7:00	11:00			
2	7:00	11:00	7:00	11:00			
3	7:00	11:00	7:00	11:00			
4	7:00	11:00	7:00	11:00			
5	7:00	11:00	7:00	11:00			
6	7:00	11:00	7:00	11:00			
7	7:00	11:00	7:00	11:00			
8	7:00	11:00	7:00	11:00			
9	7:00	11:00	7:00	11:00			
10	7:00	11:00	7:00	11:00			
11	7:00	11:00	7:00	11:00			
12	7:00	11:00	7:00	11:00			
13	7:00	11:00	7:00	11:00			
14	7:00	11:00	7:00	11:00			
15	7:00	11:00	7:00	11:00			
16	7:00	11:00	7:00	11:00			
17	7:00	11:00	7:00	11:00			
18	7:00	11:00	7:00	11:00			
19	7:00	11:00	7:00	11:00			
20	7:00	11:00	7:00	11:00			
21	7:00	11:00	7:00	11:00			
22	7:00	11:00	7:00	11:00			
23	7:00	11:00	7:00	11:00			
24	7:00	11:00	7:00	11:00			
25	7:00	11:00	7:00	11:00			
26	7:00	11:00	7:00	11:00			
27	7:00	11:00	7:00	11:00			
28	7:00	11:00	7:00	11:00			
29	7:00	11:00	7:00	11:00			
30	7:00	11:00	7:00	11:00			
31							
TOTAL							

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 at the time of arrival and departure from office.

Signature Julius V. Abela
In-Charge

VERIFIED as to the prescribed office hours

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

DAILY TIME RECORD

(Name) Pepe Garcia
(Regular days) Nov. 1-30 2021
(Saturdays)

D	A	M	P	M	Hrs.	Min.	UNDER TIME
Y	Arrival	Departure	Arrival	Departure			
1	7:00	11:00	7:00	11:00			
2	7:00	11:00	7:00	11:00			
3	7:00	11:00	7:00	11:00			
4	7:00	11:00	7:00	11:00			
5	7:00	11:00	7:00	11:00			
6	7:00	11:00	7:00	11:00			
7	7:00	11:00	7:00	11:00			
8	7:00	11:00	7:00	11:00			
9	7:00	11:00	7:00	11:00			
10	7:00	11:00	7:00	11:00			
11	7:00	11:00	7:00	11:00			
12	7:00	11:00	7:00	11:00			
13	7:00	11:00	7:00	11:00			
14	7:00	11:00	7:00	11:00			
15	7:00	11:00	7:00	11:00			
16	7:00	11:00	7:00	11:00			
17	7:00	11:00	7:00	11:00			
18	7:00	11:00	7:00	11:00			
19	7:00	11:00	7:00	11:00			
20	7:00	11:00	7:00	11:00			
21	7:00	11:00	7:00	11:00			
22	7:00	11:00	7:00	11:00			
23	7:00	11:00	7:00	11:00			
24	7:00	11:00	7:00	11:00			
25	7:00	11:00	7:00	11:00			
26	7:00	11:00	7:00	11:00			
27	7:00	11:00	7:00	11:00			
28	7:00	11:00	7:00	11:00			
29	7:00	11:00	7:00	11:00			
30	7:00	11:00	7:00	11:00			
31							
TOTAL							

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 at the time of arrival and departure from office.

Signature Julius V. Abela
In-Charge

VERIFIED as to the prescribed office hours

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

DAILY TIME RECORD

(Name) JENZEN JHON M VILLARUEL
(Regular days) NOVEMBER 1-30, 2021
(Saturdays)

D	A	M	P	M	Hrs.	Min.	UNDER TIME
Y	Arrival	Departure	Arrival	Departure			
1	7:00	11:00	7:00	11:00			
2	7:00	11:00	7:00	11:00			
3	7:00	11:00	7:00	11:00			
4	7:00	11:00	7:00	11:00			
5	7:00	11:00	7:00	11:00			
6	7:00	11:00	7:00	11:00			
7	7:00	11:00	7:00	11:00			
8	7:00	11:00	7:00	11:00			
9	7:00	11:00	7:00	11:00			
10	7:00	11:00	7:00	11:00			
11	7:00	11:00	7:00	11:00			
12	7:00	11:00	7:00	11:00			
13	7:00	11:00	7:00	11:00			
14	7:00	11:00	7:00	11:00			
15	7:00	11:00	7:00	11:00			
16	7:00	11:00	7:00	11:00			
17	7:00	11:00	7:00	11:00			
18	7:00	11:00	7:00	11:00			
19	7:00	11:00	7:00	11:00			
20	7:00	11:00	7:00	11:00			
21	7:00	11:00	7:00	11:00			
22	7:00	11:00	7:00	11:00			
23	7:00	11:00	7:00	11:00			
24	7:00	11:00	7:00	11:00			
25	7:00	11:00	7:00	11:00			
26	7:00	11:00	7:00	11:00			
27	7:00	11:00	7:00	11:00			
28	7:00	11:00	7:00	11:00			
29	7:00	11:00	7:00	11:00			
30	7:00	11:00	7:00	11:00			
31							
TOTAL							

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 at the time of arrival and departure from office.

Signature Julius V. Abela
In-Charge

VERIFIED as to the prescribed office hours

VISAYAS STATE UNIVERSITY

Visca, Balabayan City, Leyte

DAILY TIME RECORD

For the month of NOVEMBER 2021

Official hours for arrival and departure

(Regular days)

(Saturdays)

D	A	M	P	M	UNDER TIME
Y	Arrival	Departure	Arrival	Departure	Hrs. Min.
1	7:00		3:00		
2	7:00		3:00		
3	7:00		3:00		
4	7:00		3:00		
5	7:00		3:00		
6					
7					
8					
9	7:00	11:00			
10	7:00	11:00			
11	7:00	11:00			
12	7:00	11:00			
13	DAY-OFF				
14	7:00	11:00			
15	7:00	11:00			
16	7:00	11:00			
17	7:00	11:00			
18	7:00	11:00			
19	7:00	11:00			
20	7:00	11:00			
21	7:00	11:00			
22	7:00	11:00			
23	7:00	11:00			
24	DAY-OFF				
25	7:00	3:00			
26	7:00	3:00			
27	DAY-OFF				
28	7:00	3:00			
29	7:00	3:00			
30	7:00	3:00			
31					
TOTAL					

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 at the time of arrival and departure from office

VERIFIED as to the prescribed office hours
Signature: Julius V. Abela
In Charge

VISAYAS STATE UNIVERSITY

Visca, Balabayan City, Leyte

DAILY TIME RECORD

For the month of NOVEMBER 2021

Official hours for arrival and departure

(Regular days)

(Saturdays)

D	A	M	P	M	UNDER TIME
Y	Arrival	Departure	Arrival	Departure	Hrs. Min.
1			8:15	11:00	
2			8:07	11:00	
3	DAY-OFF				
4			8:19	11:00	
5			8:11	11:00	
6			8:12	11:00	
7			8:11	11:00	
8	8:18		8:11		
9	8:19		8:11		
10	8:16		8:11		
11	8:16		8:11		
12	8:16		8:11		
13	DAY-OFF				
14			8:11		
15	8:16		8:11		
16	8:16		8:11		
17	DAY-OFF				
18	8:16		8:11		
19	8:16		8:11		
20	8:16		8:11		
21	8:16		8:11		
22	8:16		8:11		
23	8:16		8:11		
24	8:16		8:11		
25	DAY-OFF				
26	8:16		8:11		
27	8:16		8:11		
28	8:16		8:11		
29	8:16		8:11		
30	8:16		8:11		
31					
TOTAL					

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 at the time of arrival and departure from office

VERIFIED as to the prescribed office hours
Signature: Julius V. Abela
In Charge

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

DAILY TIME RECORD

BASILIO E. TAN JR.

(Name)

For the month of NOV. 1-30, 2021

Official hours for arrival

{ Regular days:

and departure

{ Saturdays:

D A Y	A M		P M		UNDER TIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
*1		7:00	11:00	HOLIDAY	8 HRS.	O.T.
2		7:00	11:00			
3		7:00	11:00			
4	D-OFF					
5		7:00	11:00			
6		7:00	11:00			
7	D-OFF					
*8	D-OFF					
9	D-OFF					
10						
11			3:00	11:00		
12			3:00	11:00		
13			3:00	11:00		
14			3:00	11:00		
15			3:00	11:00		
16			3:00	11:00		
17	D-OFF					
18	D-OFF					
19	D-OFF					
20	7:00		3:00			
21	7:00		3:00			
22	7:00		3:00			
23	7:00		3:00			
24	7:00		3:00			
25		7:00	11:00			
26		7:00	11:00			
27		7:00	11:00			
28	ON LEAVE					
29	D-OFF					
*30						
31						

TOTAL

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 at the time of arrival and departure from office

Signature

VERIFIED as to the prescribed office hours.

JULIUS V. ABELA

In-Charge

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

DAILY TIME RECORD

ALEXANDER P. RAPOR

(Name)

For the month of NOV. 1-30, 2021

Official hours for arrival

{ Regular days:

and departure

{ Saturdays:

D A Y	A M		P M		UNDER TIME	
	Arrival	Departure	Arrival	Departure	Hrs.	Min.
1		7:00	11:00	HOLIDAY	8 HOURS	
2		7:00	11:00			
3						
4	DAY	OFF				
5		ON	LEAVE			
6		7:00	11:00			
7		7:00	11:00			
8		7:00	11:00	HOLIDAY	8 HOURS	
9			3:00	11:00		
10			3:00	11:00		
11			3:00	11:00		
12			3:00	11:00		
13	DAY	OFF				
14						
15			3:00	11:00		
16			3:00	11:00		
17	DAY	OFF				
18						
19	7:00			3:00		
20	7:00			3:00		
21	7:00			3:00		
22	7:00			3:00		
23	7:00			3:00		
24	7:00			3:00		
25		7:00	11:00			
26		7:00	11:00			
27	DAY	OFF				
28		7:00	11:00			
29		7:00	11:00			
30						
31						

TOTAL

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 at the time of arrival and departure from office

Signature

VERIFIED as to the prescribed office hours.

JULIUS V. ABELA

In-Charge