

DAILY TIME RECORD**VILLOCINO, ANDREO P.**

(NAME)

For the month of
May 1 - 31, 2024
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	8:02	12:24	12:35	5:11	2mins	7hrs 58mins
3-FRI						FL
4-SAT						Off
5-SUN						OB
6-MON						OB
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						OB
12-SUN						OB
13-MON	8:05	12:58	1:00	5:48	5mins	7hrs 55mins
14-TUE						OB
15-WED	7:10	1:00	1:01	5:00	1min	7hrs 59mins
16-THU						OB
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON	7:57	12:56	1:00	5:13		8hrs
21-TUE						OB
22-WED						OB
23-THU	8:00	12:00	12:09	6:54		8hrs
24-FRI						OB
25-SAT						Off
26-SUN						Off
27-MON						OB
28-TUE	7:57	12:04	1:00	5:00		8hrs
29-WED						OB
30-THU						OB
31-FRI	8:00	12:00	1:00	5:00		8hrs

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

LUZ G. ASIO

Department Head
 Department of Agronomy

umber :
 ation : Quinapondan, Eastern Samar **ANAWA CITY**
 will report : ITEEM-TED

sment (mangrove and watershed assessment)
 through the partnership between VSU and LGU

Office/Center/Project	Contact Number(s)

Requesting party:

KLEER JEANN G. LONGATANG

Instructor

Approved:

TEOFANES A. PATINDOL

Department head

accountable for and are responsible for reporting any vehicle

Fuel & Lubricant Issued/Used	Departure/ Time Out	Odometer/Mileage Out
5:00 am	5:00 am	
Fuel & Lubricant Balanced	Arrival/ Time In	Odometer/Mileage In
	5:00 pm	

Vehicle involved in accident
 and while in your custody?

Was the vehicle used other than
 official government business?

Specify) ☐ No ☐ Yes (Specify) ☐ No

Party or Requesting Party

Position

Signature

Signature

Signature

Driver's OVER ALL RATING

- ☐ 1. - Poor ☐ 2. - Fair
☐ 3. - Good ☐ 4. - Very Good
☐ 5. - Excellent

Comments & Suggestions