

**DAILY TIME RECORD****ESPINOSA, ELIZA D.**

(NAME)

For the month of

June 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:42	12:04	1:00	5:00		8hrs
2-THU	7:46	12:36	12:43	5:20		8hrs
3-FRI						OBL
4-SAT						Off
5-SUN						Off
6-MON	7:34	12:01	12:30	5:16		8hrs
7-TUE	(half day AM only)		12:40	5:05	3hrs 35mins	4hrs 25mins
8-WED	7:55	12:14	1:00	5:07		8hrs
9-THU	7:42	12:01	12:40	5:10		8hrs
10-FRI	7:39	12:06	12:47	5:00		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:36	12:08	1:00	5:00		8hrs
14-TUE	7:36	12:08	12:47	5:12		8hrs
15-WED	7:20	12:02	12:33	5:03		8hrs
16-THU						FL
17-FRI	8:00	12:00	1:00	5:00		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:55	12:15	12:49	5:04		8hrs
21-TUE	7:51	12:22	12:46	5:11		8hrs
22-WED	8:00	12:00	1:00	5:00		8hrs
23-THU	8:01	12:12	12:52	5:37		8hrs
24-FRI	8:00	12:00	12:24	5:07		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:48	12:10	12:49	5:08		8hrs
28-TUE	7:44	12:14	12:53	5:13		8hrs
29-WED	7:40	12:24	12:53	5:18		8hrs
30-THU						SPL

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.

**ELIZA D. ESPINOSA**

VERIFIED as to prescribed office hours

**DENNIS P. PEQUE**

College Dean

College of Forestry &amp; Environmental Sciences

Date Generated: Jul/14/2022 08:21:21

**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:****ELIZA D. ESPINOSA****Name of Travelling Employee****Noted/verified except Clearance from Nurse :****Name of Office Head/Supervisor**