


Daily Time Record (DTR)

Name BEATRIZ S. BELONIAS
 For the month of February 01-28, 2022
 Official hours of arrival and departure:
 (Regular Days) _____ (Saturdays) _____

D A Y	A. M.		P. M.		Undertime	
	Arri- val	Depar- ture	Arri- val	Depar- ture	Hrs.	Mins
1	HOLIDAY					
2	8:00	12:05	1:00	5:05		
3	8:00	12:05	1:00	5:05		
4	8:00	12:05	1:00	5:05		
5	SATURDAY					
6	SUNDAY					
7	8:00	12:05	1:00	5:05		
8	8:00	12:05	1:00	5:05		
9	8:00	12:05	1:00	5:05		
10	8:00	12:05	1:00	5:05		
11	8:00	12:05	1:00	5:05		
12	SATURDAY					
13	SUNDAY					
14	8:00	12:05	1:00	5:05		
15	8:00	12:05	1:00	5:05		
16	8:00	12:05	1:00	5:05		
17	8:00	12:05	1:00	5:05		
18	8:00	12:05	1:00	5:05		
19	SATURDAY					
20	SUNDAY					
21	8:00	12:05	1:00	5:05		
22	8:00	12:05	1:00	5:05		
23	8:00	12:05	1:00	5:05		
24	8:00	12:05	1:00	5:05		
25	HOLIDAY					
26	SATURDAY					
27	SUNDAY					
28	8:00	12:05	1:00	5:05		
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 of the time of arrival and departure from office.


 BEATRIZ S. BELONIAS
 VP for Academic Affairs

verified as to the prescribed office hours.

EDGARDO E. TULIN
 University President

**OFFICE OF THE VICE PRESIDENT
 FOR ACADEMIC AFFAIRS**

1/F Administration Building
 Visca, Baybay City, Leyte PHILIPPINES
 VOIP No. 1003 Email: ovpaa@vsu.edu.ph
 Website: www.vsu.edu.ph

TIFICATION**nsportation Allowances (RATA)**

HTEEN THOUSAND PESOS (P18,000.00)
 2022 was fully expended.

the performance of my official duties;
 ent vehicle within my official station for

those from home to office and vice versa;
 nt vehicle for official travels within fifty (50)

mitted by:


 BEATRIZ S. BELONIAS
 e President for Academic Affairs