

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

(NAME)

For the month of

September 1 - 30, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:46	12:01	12:09	7:11		8hrs
3-TUE	9:04	12:04	12:16	5:06	1hr 4mins	6hrs 56mins
4-WED	7:42	12:17	12:23	5:42		8hrs
5-THU	8:12	12:07	12:37	5:09	12mins	7hrs 48mins
6-FRI	6:59	12:18	12:38	5:34		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:52	12:31	12:33	5:22		8hrs
10-TUE	9:17	12:01	12:10	5:55	1hr 17mins	6hrs 43mins
11-WED						OB
12-THU						OB
13-FRI						OB
14-SAT						OB
15-SUN						OB
16-MON						OB
17-TUE						OB
18-WED						OB
19-THU						OB
20-FRI						OB
21-SAT						OB
22-SUN						OB
23-MON						OB
24-TUE						OB
25-WED						OB
26-THU	7:45	12:01	12:09	5:04		8hrs
27-FRI	6:48	12:16	12:58	5:39		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:31	12:03	1:12	5:42	12mins	7hrs 48mins

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

16-Aug-24
Date

Name : HANZEL N. MEJIA
Designation : Head, International Affairs Office
Destination : Toulouse, France
Date of Travel : September 11-25, 2024
Purpose : To join the FEF-R Project on Students Exchange Mobility by the French Embassy & Participate in the 2024 European Association for International Education Conference & Exhibition in Toulouse, France.

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
VP for Research & Extension

N/A
Vice Pres. For Instruction

APPROVED:

PROSE IVY G. YEPES
President



VISAYAS STATE UNIVERSITY

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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