

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

(NAME)

For the month of

August 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:24	12:04	12:36	5:38		8hrs
2-TUE	6:05	12:36	12:45	5:07		8hrs
3-WED	7:43	12:25	12:42	5:02		8hrs
4-THU	6:15	12:43	12:58	5:03		8hrs
5-FRI	6:26	12:45	12:55	5:41		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:26	12:17	12:35	5:27		8hrs
9-TUE						OB
10-WED						OB
11-THU						OB
12-FRI						OB
13-SAT						Off
14-SUN						Off
15-MON	7:20	12:33	12:48	5:12		8hrs
16-TUE	6:07	12:19	12:56	5:06		8hrs
17-WED	5:51	12:42	12:54	5:02		8hrs
18-THU	7:59	12:11	12:21	5:16		8hrs
19-FRI	5:39	12:39	12:56	7:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:04	12:17	12:39	6:02		8hrs
23-TUE						OB
24-WED	7:40	12:33	12:42	5:00		8hrs
25-THU	7:51	12:57	1:19	5:50	19mins	7hrs 41mins
26-FRI						OB
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	7:11	12:47	1:00	5:00		8hrs
31-WED						OB

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

RUTH O. ESCASINAS
 Department Head
 Department of Agronomy
**OFFICE OF THE DIRECTOR
FOR PHYSICAL PLANT**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL)

Email: www.ppo@vsu.edu.phWebsite: www.vsu.edu.ph

T

000481

ber : _____

on : **TACLOBAN CITY**

I report : _____

le previous transaction at DOST _____

Office/Center/Project	Contact Number(s)
PHYSICAL PLANT OFFICE	
RECEIVED	
DATE: AUG 08 2022	
SIGNATURE: _____	

Requesting party:

MARLON G. BURLAS

OIC, Head, ILE

Approved:

MARIO LILIO P. VALENZONA

(Director/Center Director/Agency Head)

accountable for and are responsible for reporting any vehicle

Fuel & Lubricant Issued/Used	Departure/ Time Out	Odometer/Mileage Out
		9673.5
Fuel & Lubricant Balanced	Arrival/ Time In	Odometer/Mileage In

Vehicle involved in accident while in your custody?

Was the vehicle used other than official government business?

Specify)

☐ No☐ Yes (Specify)☐ No

Party or Requesting Party

Action

Driver's OVER ALL RATING

☐ 1. - Poor☐ 2. - Fair☐ 3. - Good☐ 4. - Very Good☐ 5. - Excellent**Comments & Suggestions**

Signature