

# DAILY TIME RECORD

URDANETA, PETER BEN LAURICE H.

(NAME)

For the month of  
December 1 - 31, 2022

Official hours for arrival and departure  
8:00AM - 5:00PM

| Day    | AM   |       | PM    |      | T/U    | Total       |
|--------|------|-------|-------|------|--------|-------------|
|        | IN   | OUT   | IN    | OUT  |        |             |
| 1-THU  | 8:00 | 12:11 | 12:13 | 5:03 |        | 8hrs        |
| 2-FRI  | 8:17 | 12:29 | 12:31 | 5:00 | 17mins | 7hrs 43mins |
| 3-SAT  |      |       |       |      |        | Off         |
| 4-SUN  |      |       |       |      |        | Off         |
| 5-MON  | 8:23 | 12:12 | 12:14 | 5:05 | 23mins | 7hrs 37mins |
| 6-TUE  | 8:19 | 12:24 | 12:26 | 5:04 | 19mins | 7hrs 41mins |
| 7-WED  | 7:56 | 12:23 | 12:27 | 5:03 |        | 8hrs        |
| 8-THU  |      |       |       |      |        | Holiday     |
| 9-FRI  |      |       |       |      |        | OB          |
| 10-SAT |      |       |       |      |        | Off         |
| 11-SUN |      |       |       |      |        | Off         |
| 12-MON | 7:51 | 12:03 | 12:26 | 5:08 |        | 8hrs        |
| 13-TUE | 8:24 | 12:31 | 12:36 | 5:10 | 24mins | 7hrs 36mins |
| 14-WED |      |       |       |      |        | OB          |
| 15-THU | 8:13 | 12:03 | 12:04 | 5:07 | 13mins | 7hrs 47mins |
| 16-FRI |      |       |       |      |        | SL          |
| 17-SAT |      |       |       |      |        | Off         |
| 18-SUN |      |       |       |      |        | Off         |
| 19-MON | 7:58 | 12:35 | 12:37 | 5:00 |        | 8hrs        |
| 20-TUE | 7:52 | 12:33 | 12:35 | 5:15 |        | 8hrs        |
| 21-WED |      |       |       |      |        | SL          |
| 22-THU |      |       |       |      |        | OB          |
| 23-FRI |      |       |       |      |        | OB          |
| 24-SAT |      |       |       |      |        | Off         |
| 25-SUN |      |       |       |      |        | Off         |
| 26-MON |      |       |       |      |        | Holiday     |
| 27-TUE |      |       |       |      |        | SL          |
| 28-WED | 7:45 | 12:00 | 1:00  | 5:00 |        | 8hrs        |
| 29-THU |      |       |       |      |        | OB          |
| 30-FRI |      |       |       |      |        | Holiday     |
| 31-SAT |      |       |       |      |        | Off         |

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.

PETER BEN LAURICE H. URDANETA

VERIFIED as to prescribed office hours

QUEEN-EVER Y. ATUPAN

Department Head  
Office of the Cashier

ate Generated: Jan/24/2023 04:08:06

VISCA Form No. 2 (Travel Request)  
Rev. Feb. 1984



VISAYAS STATE UNIVERSITY  
Visca, Baybay, Leyte

Date: Dec. 7, 2022

Name : Peter Ben Laurice H. Urdaneta  
Designation : Admin Aide III  
Destination : Ormoc City  
Date of Travel : Dec. 9, 2022  
Purpose : To submit Philhealth remittance and to deliver checks to diff. Ormoc Suppliers.

Estimated Expenses  
Source of Funds

Transportation:

( ) College Vehicle  
( ) Public Conveyance

QUEEN-EVER Y. ATUPAN  
Sup. Admin Officer

APPROVED:

Edgardo E. Lujan  
President

c o Records Division  
Accounting Office  
Requisitioner