

VISAYAS STATE UNIVERSITY

Baybay City, Leyte

DAILY TIME RECORD

VICENTE A. GILOS

(Name)

For the month of November 1-30, 2021

Official hours for arrival
and departure

Regular days

Saturdays

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	HOLIDAY					
2	8:00	12:00	1:00	5:00		
3	LEAVE					
4	7:52	12:00	1:00	5:00		
5	7:45	12:00	1:00	5:00		
6	SAT					
7	SUN					
8	HOLIDAY					
9	8:00	12:00	1:00	5:00		
10	8:05	12:00	1:00	6:00		
11	8:00	12:00	1:00	5:45		
12	8:00	12:00	1:00	5:00		
13	SAT					
14	SUN					
15	8:00	12:00	1:00	5:00		
16	8:00	12:00	1:00	5:00		
17	7:40	12:00	1:00	5:30		
18	8:00	12:00	1:00	6:00		
19	8:00	12:00	1:00	5:30		
20	SAT					
21	SUN					
22	8:02	12:00	1:00	5:00		
23	8:08	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	8:10	12:00	1:00	5:00		
26	8:05	12:00	1:00	5:00		
27	SAT					
28	SUN					
29	8:05	12:00	1:00	6:00		
30	HOLIDAY					
31						

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 at the time of arrival and departure from office.

VICENTE A. GILOS

VERIFIED as to the prescribed office hours:

ALELI A. VILLOCINO

In Charge