

DAILY TIME RECORD **ATUPAN, QUEEN-EVER Y.** (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						OB
2-FRI						OB
3-SAT						Off
4-SUN						Off
5-MON	7:05	12:05	12:08	5:10		8hrs
6-TUE	8:06	12:41	12:42	5:22	6mins	7hrs 54mins
7-WED	7:56	12:45	12:46	9:32		8hrs
8-THU	9:14	12:31	12:32	7:00		9hrs 45mins
9-FRI	8:15	12:16	12:17	5:22	15mins	7hrs 45mins
10-SAT						Off
11-SUN						Off
12-MON	6:35	12:00	12:01	6:23		8hrs
13-TUE	8:05	12:13	12:14	5:15	5mins	7hrs 55mins
14-WED	8:07	12:13	12:14	9:40	7mins	7hrs 53mins
15-THU	8:13	12:15	12:16	5:30	13mins	7hrs 47mins
16-FRI	8:28	12:06	12:07	6:18	28mins	7hrs 32mins
17-SAT						Off
18-SUN						Off
19-MON	7:57	12:22	12:23	6:00		8hrs
20-TUE	7:50	12:50	12:52	6:10		8hrs
21-WED	7:58	12:05	12:07	5:22		8hrs
22-THU	7:56	12:03	12:05	5:47		8hrs
23-FRI						OB
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	7:34	12:37	12:39	5:50		8hrs
28-WED	8:18	12:18	12:19	5:54	18mins	7hrs 42mins
29-THU						SL
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.

QUEEN-EVER Y. ATUPAN

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Director
 Office of the Director for Administrative Services

ate Generated: Jan/17/2023 02:10:21

S STATE UNIVERSITY
 Baybay City, Leyte

ENTS TO SUPPORT REQUEST
AVEL (please check):

in the VSU Infirmary that the
 mptoms of Covid 19
 anizer of the activity/conference/
)
 organizer that social distancing
 ene protocols against Covid 19
 he duration of the activity

issued by the destination LGU
 her with passes from LGUs
 ation
 om the requesting party duly
 mediate supervisor on the
 cy of the trip and commitment
 rty to religiously comply with
 cols during the trip
 ployee concerned that he/she is
 elf quarantine for 14 days,
 on work from home scheme
 puts between supervisor and
 ivered/accomplished during his/her
 home scheme
 y the Nurse on duty 30 minutes
 id be submitted to the guard on
 g vehicle to go out of campus

VER Y. ATUPAN
 Travelling Employee

cept Clearance from Nurse:

R.C. GUINOCOR
 Head/Supervisor

to the Nov. 2022 DTR