

# VISAYAS STATE UNIVERSITY

Bay bay, Leyte

## DAILY TIME RECORD

**Charlito V. Rabanos**

NAME

For the month of December, 2021  
official hours for arrival and departure

Regular days \_\_\_\_\_ Saturdays \_\_\_\_\_

| Date | A. M.           |                | P. M.         |                | Undertime |     |
|------|-----------------|----------------|---------------|----------------|-----------|-----|
|      | Arri-<br>val    | Depar-<br>ture | Arri-<br>val  | Depar-<br>ture | Hrs       | Min |
| 1    | 7:30            | 12:00          | 1:00          | 5:00           |           |     |
| 2    | 7:48            | 12:00          | 1:00          | 5:00           |           |     |
| 3    | 7:25            | 12:00          | 1:00          | 5:00           |           |     |
| 4    |                 |                | Saturday      |                |           |     |
| 5    |                 |                | Sunday        |                |           |     |
| 6    | 7:50            | 12:00          | 1:00          | 5:00           |           |     |
| 7    | 7:43            | 12:00          | 1:00          | 5:00           |           |     |
| 8    |                 |                | Holiday       |                |           |     |
| 9    | 7:39            | 12:00          | 1:00          | 5:00           |           |     |
| 10   | 7:21            | 12:00          | 1:00          | 5:00           |           |     |
| 11   |                 |                | Saturday      |                |           |     |
| 12   |                 |                | Sunday        |                |           |     |
| 13   | 7:22            | 12:00          | 1:00          | 5:00           |           |     |
| 14   | 7:51            | 12:00          | 1:00          | 5:00           |           |     |
| 15   | 7:59            | 12:00          | 1:00          | 5:00           |           |     |
| 16   | WORK SUSPENSION |                |               |                |           |     |
| 17   |                 |                |               |                |           |     |
| 18   |                 |                | Saturday      |                |           |     |
| 19   |                 |                | Sunday        |                |           |     |
| 20   | 7:23            | 12:00          | 1:00          | 5:00           |           |     |
| 21   |                 |                |               |                |           |     |
| 22   |                 |                |               |                |           |     |
| 23   |                 |                |               |                |           |     |
| 24   |                 |                |               |                |           |     |
| 25   |                 |                | Christmas Day |                |           |     |
| 26   |                 |                | Sunday        |                |           |     |
| 27   |                 |                |               |                |           |     |
| 28   |                 |                |               |                |           |     |
| 29   |                 |                |               |                |           |     |
| 30   |                 |                | Holiday       |                |           |     |
| 31   |                 |                |               |                |           |     |

Total

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which has made at that time of arrival and departure from office.

C. Rabanos

VERIFIED as to the prescribed office hours:

**MARLON G. BURLAS**

Head, Motor Pool