

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

(NAME)

For the month of

October 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						OB
4-TUE						OB
5-WED						OB
6-THU						OB
7-FRI	6:22	12:07	12:35	7:11		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:24	12:45	12:58	5:13		8hrs
11-TUE	8:01	12:50	12:54	5:04	1min	7hrs 59mins
12-WED	7:35	12:39	12:52	5:03		8hrs
13-THU	7:30	12:01	12:13	5:36		8hrs
14-FRI	5:47	12:51	1:00	5:09		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:34	12:49	1:03	5:20	3mins	7hrs 57mins
18-TUE	7:26	12:31	12:52	5:03		8hrs
19-WED	8:00	12:21	12:41	5:02		8hrs
20-THU						Holiday
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON	7:29	12:41	12:49	5:12		8hrs
25-TUE	7:34	12:30	12:54	5:00		8hrs
26-WED						OB
27-THU	7:40	12:52	12:53	5:01		8hrs
28-FRI	8:13	12:22	1:00	7:00	13mins	7hrs 47mins SUSPENDED 1:00 pm 7:00 pm
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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

1 of 1

**OFFICE OF THE DIRECTOR
FOR PHYSICAL PLANT**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041 (LOCAL)

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

Website: www.vsu.edu.ph

ET

000604

 Number :
 Destination : Brgy. Tabang - Baybay
 Cemetery & vice-versa
 Who will report : Henry S. Caintic

Caintic

Office/Center/Project	Contact Number(s)
SEP 18 2022	
Signature:	

Requesting party:

HENRY S. CAINTIC

Department Head

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
Fuel & Lubricant Balanced	Arrival/ Time In	Odometer/Mileage In

Was the vehicle involved in accident while in your custody?

Was the vehicle used other than official government business?

☐ No ☐ Yes (Specify) ☐ No

For Requesting Party

Driver's OVER ALL RATING
<input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent
Comments & Suggestions