

REPUBLIC OF THE PHILIPPINES  
VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

## DAILY TIME RECORD

ELVIRA L. OCLARIT

(Name)

For the month of November 2021

Official Hours for Arrival (Regular Days) \_\_\_\_\_

and Departure (Saturdays) \_\_\_\_\_

DATE	A.M.		P.M.		Undertime Hrs/Min
	Arrival	Departure	Arrival	Departure	
1		HOLIDAY			
2	7:49	12:00	1:00	5:30	
3	8:00	12:00	1:00	5:00	
4	7:50	12:00	1:00	5:30	
5	7:27	12:00	1:00	5:20	
6		SATURDAY			
7		SUNDAY			
8		HOLIDAY			
9	8:00	12:00	1:00	5:30	
10	7:30	12:00	1:00	5:45	
11	7:50	12:00	1:00	5:30	
12	8:00	12:00	1:00	5:15	
13		SATURDAY			
14		SUNDAY			
15	7:15	12:00	1:00	5:30	
16	7:50	12:00	1:00	5:15	
17	8:00	12:00	1:00	5:30	
18	7:52	12:00	1:00	5:15	
19	7:40	12:00	1:00	5:30	
20		SATURDAY			
21		SUNDAY			
22	8:00	12:00	1:00	5:30	
23	7:11	12:00	1:00	5:30	
24	7:38	12:00	1:00	5:15	
25	8:00	12:00	1:00	5:15	
26	7:40	12:00	1:00	5:30	
27		SATURDAY			
28		SUNDAY			
29	7:55	12:00	1:00	5:15	
30		HOLIDAY			
31					
TOTAL:					

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 at and departure from office.

*Elvira L. Oclarit*

VERIFIED as to the prescribed office hours.

In-charge