

DAILY TIME RECORD
GORNE, NELLO D.
(NAME)

For the month of
June 1 - 30, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:58	12:01	12:58	5:04		8hrs
2-FRI	7:58	12:00	12:40	5:03		8hrs
3-SAT	S					Off
4-SUN	S					Off
5-MON	8:00	12:07	12:11	5:01		8hrs
6-TUE	7:58	12:05	12:55	5:02		8hrs
7-WED	7:57	12:03	12:45	5:08		8hrs
8-THU	7:55	12:48	12:56	5:00		8hrs
9-FRI	7:54	12:03	12:54	5:00		8hrs
10-SAT	S					Off
11-SUN	S					Off
12-MON						Holiday
13-TUE	7:38	12:02	12:57	5:01		8hrs
14-WED	7:53	12:03	12:50	5:01		8hrs
15-THU	7:54	12:02	12:48	5:04		8hrs
16-FRI	7:53	12:01	12:57	5:04		8hrs
17-SAT	S					Off
18-SUN	S					Off
19-MON	7:57	12:02	12:52	5:06		8hrs
20-TUE	7:56	12:00	12:42	5:06		8hrs
21-WED	7:56	12:17	12:23	5:06		8hrs
22-THU						OB
23-FRI						OB
24-SAT	S					Off
25-SUN	S					Off
26-MON	7:58	12:02	12:51	5:05		8hrs
27-TUE	7:52	12:02	12:53	5:03		8hrs
28-WED						Holiday
29-THU	7:50	12:01	12:46	5:05		8hrs
30-FRI	7:50	12:03	12:47	5:03		8hrs

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.


NELLO D. GORNE

VERIFIED as to prescribed office hours


DIONESIO M. BAÑOC
Department Head
Department of Agronomy

**CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST
TO GO ON TRAVEL (please check):**

- ☐ Medical Clearance from the VSU Infirmary that the employee has no symptoms of COVID 19
- ☐ Invitation from the organizer of the activity/conference/meeting (if applicable)
- ☐ Certification from the organizer that social distancing and other health/hygiene protocols against COVID 19 (if applicable)
- ☐ Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination
- ☐ Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment of the requesting party to religiously comply with health/hygiene protocols during the trip
- ☐ Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
- ☐ Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme
- ☐ Clearance issued by the Nurse on duty 30 minutes prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus

Certified Correct:


NELLO D. GORNE
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:


DIONESIO M. BAÑOC
Name of Office Head/Supervisor



TRAVEL REQUEST / ORDER

Date: June 26, 2023

Name : NELLO D. GORNE
Designation : Assoc. Prof. IV
Destination : Naval, Biliran
Date of Travel : June 22-23, 2023
Purpose : Act as Resource Person in the conduct of training "Adaptation Strategies and Cost-Reducing Practices in Crop Production Amidst Climate Change Situation" for farmers and other stakeholders in Naval, Biliran
Total Expenses:
Source of Fund: (Official Time only)
Transportation: [] University Vehicle [] Public Conveyance

Noted/Verified:


DIONESIO M. BAÑOC
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:


VICTOR B. ASIO
College Dean

In-Charge of Funds (if other than Office Head)

N/A

MARIA JULIET C. CENIZA
VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS
VP for Academic Affairs


APPROVED:


EDGARDO E. TULIN
University President

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