

VISAYAS STATE UNIVERSITY
BAYBAY CITY, LEYTE

DAILY TIME RECORD

CHITO L. LEONOR

Name

For the month of

NOVEMBER 1-30, 2021

DAY	A.M.		P.M.		Undertime	
	IN	OUT	IN	OUT	Hours	Min
1	Holiday					
2	8:00	12:00	1:00	5:00		
3	7:52	12:00	1:00	5:00		
4	7:59	12:00	1:00	5:00		
5	7:52	12:00	1:00	5:00		
6	Saturday					
7	Sunday					
8	Holiday					
9	7:52	12:00	1:00	5:00		
10	8:00	12:00	1:00	5:00		
11	8:00	12:00	1:00	5:00		
12	8:00	12:00	1:00	5:00		
13	Saturday					
14	Sunday					
15	8:00	12:00	1:00	5:00		
16	7:35	12:00	1:00	5:00		
17	7:59	12:00	1:00	5:00		
18	7:32	12:00	1:00	5:00		
19	8:00	12:00	1:00	5:00		
20	Saturday					
21	Sunday					
22	8:00	12:00	1:00	5:00		
23	8:00	12:00	1:00	5:00		
24	8:00	12:00	1:00	5:00		
25	7:50	12:00	1:00	5:00		
26	8:00	12:00	1:00	5:00		
27	Saturday					
28	Sunday					
29	8:00	12:00	1:00	5:00		
30	Holiday					
31	XXX	XXX				

I CERTIFY on my honor that the above is a true and correct report to the hours of work performed and departure from office.



Verified to the prescribed office hours.

Supervisor