

DAILY TIME RECORD**BANDE, MARLITO JOSE M.**

(NAME)

For the month of

April 1 - 30, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						OB
2-TUE	7:17	12:18	12:31	5:43		8hrs
3-WED						OB
4-THU	7:42	12:19	12:43	5:23		8hrs
5-FRI						OB
6-SAT						Off
7-SUN						Off
8-MON	7:47	12:16	12:37	5:43		8hrs
9-TUE						Holiday
10-WED						Holiday
11-THU						OB
12-FRI						OB
13-SAT						OB
14-SUN						OB
15-MON						OB
16-TUE						OB
17-WED						OB
18-THU	7:43	12:09	12:38	5:21		8hrs
19-FRI	7:41	12:13	12:48	5:13		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:31	12:09	12:56	5:13		VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE	7:42	12:12	12:57	5:46		VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED	7:58	12:03	12:48	6:16		VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU	7:41	12:28	12:51	6:05		VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI	7:31	12:13	12:57	5:12		VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT	6:00	12:16	12:43	5:21		VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN	7:46	12:06	12:48	5:18		VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON						OB
30-TUE						OB

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.

MARLITO JOSE M. BANDE

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL
 Department Head
 Institute of Tropical Ecology & Envi. Mgmt.
**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

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

- ☐ Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
- ☐ Invitation from the organizer of the activity/conference/meeting (if applicable)
- ☐ Certification from the organizer that social dista and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity (if applicable)
- ☐ Quarantine passes issued by the destination LC and if possible, together with passes from LGU: enroute to the destination
- ☐ Strong justification from the requesting party du 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:

MARLITO M. BANDE

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

TEOFANES A. PATINDOL

Name of Office Head/Supervisor