

**DAILY TIME RECORD****MEJIA, HANZEL N.**

(NAME)

For the month of

May 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU		12:15	12:23	5:28	4hrs	4hrs
3-FRI			12:54	5:21	4hrs	4hrs
4-SAT						Off
5-SUN						Off
6-MON	7:01	12:00	12:37	5:23		8hrs
7-TUE	8:07	12:12	12:43	6:47	7mins	7hrs 53mins
8-WED	8:09	12:05	12:23	5:24	9mins	7hrs 51mins
9-THU	7:04	12:03	12:29	6:53		8hrs
10-FRI	8:53	12:09	12:15	5:34	53mins	7hrs 7mins
11-SAT						Off
12-SUN						Off
13-MON	7:03	12:00	12:40	5:33		8hrs
14-TUE	8:12	12:00		5:13	4hrs 12mins	3hrs 48mins
15-WED		12:19	12:21	5:52	4hrs	4hrs
16-THU	6:43	12:03	12:10	5:38		8hrs
17-FRI	8:01			5:40	8hrs	
18-SAT						Off
19-SUN						Off
20-MON	8:15	12:00	12:11	5:12		8hrs 46mins
21-TUE	8:54	12:01	12:13	5:17		8hrs 11mins
22-WED	8:38	12:09	12:14	5:02		8hrs 19mins
23-THU	6:47	12:00	12:41	6:17		10hrs 49mins
24-FRI	8:20	12:01	12:21	5:22		8hrs 42mins
25-SAT						Off
26-SUN						Off
27-MON	7:56	12:01	12:16	5:35		8hrs
28-TUE	7:42	12:05	12:22	5:02		8hrs
29-WED	7:56	12:07	12:32	5:18		8hrs
30-THU	8:41	12:06	12:15	6:14	41mins	7hrs 19mins
31-FRI	9:16	12:00	12:32	5:38	1hr 16mins	6hrs 44mins

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.



**HANZEL N. MEJIA**

VERIFIED as to prescribed office hours



**JOHN CHRISTIAN L. GAVIOLA**

Department Head  
Department of Civil Engineering

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**TRAVEL REQUEST / ORDER**

28-May-24

Date

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Name : **HANZEL N. MEJIA**

Designation : **Instructor I** Signature

Destination : **Bangkok, Thailand**

Date of Travel : **June 9-14, 2024**

Purpose : **To attend the Times Higher Education  
Global Sustainable Development Congress.**

Total Expenses: \_\_\_\_\_

Source of Funds: TAO

Transportation: [ / ] University Vehicle

[ ] Public Conveyance

Noted/Verified:

**EPIFANIA G. LORETO**  
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

**JANNET C. BENCURE**  
College Dean

In-charge of funds ( If other than the  
Dept/Office Head)

NA  
VP for Research & Extension

**ROTACIO S. GRAVOSO**  
Vice Pres. For Instruction

APPROVED:

**PROSE IVY G. YEPES**  
President

**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 distancing 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 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:

**HANZEL N. MEJIA**  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

**PROSE IVY G. YEPES**  
Name of Office Head/Supervisor