

## VISAYAS STATE UNIVERSITY

VISCA, Baybay City, Leyte

## DAILY TIME RECORD

JOVIE MARIEL L. DEGARIO

(Name)

For the month of November 1-30, 2021Official hours for arrival (Regular days \_\_\_\_\_ )  
and departure (Saturdays \_\_\_\_\_ )

DATE	A.M.		P.M.		UNDERTIME Hrs/Min.
	Arrival	Departure	Arrival	Departure	
1	HOLIDAY				
2	WFH OP MEMO NO. 111				
3	WFH OP MEMO NO. 111				
4	WFH OP MEMO NO. 111				
5	WFH OP MEMO NO. 111				
6	SATURDAY				
7	SUNDAY				
8	HOLIDAY				
9	8:00	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	WFH OP MEMO NO. 111				
16	WFH OP MEMO NO. 111				
17	WFH OP MEMO NO. 111				
18	WFH OP MEMO NO. 111				
19	WFH OP MEMO NO. 111				
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	8:00	12:00	1:00	5:00	
26	8:00	12:00	1:00	5:00	
27	SATURDAY				
28	SUNDAY				
29	WFH OP MEMO NO. 111				
30	HOLIDAY				
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.



VERIFIED as the prescribed office hours:



SHALOM GRACE C. SUGANO, Ph.D.

VSUIHS Principal