

**VISAYAS STATE UNIVERSITY** # 449  
Bay bay, Leyte  
**DAILY TIME RECORD**

**Roger T. Muanã**

NAME

For the month of **February. 2022**

official hours for arrival and departure

Regular days \_\_\_\_\_ Saturdays \_\_\_\_\_

Date	A. M.		P. M.		Undertime	
	Arri- val	Depar- ture	Arri- val	Depar- ture	Hrs	Min
1			Holiday			
2	7:58	12:00	1:00	5:00		
3	8:00	12:00	1:00	5:00		
4	7:52	12:00	1:00	5:00		
5			Saturday			
6			Sunday			
7	7:58	12:00	1:00	5:00		
8	7:56	12:00	1:00	5:00		
9	7:58	12:00	1:00	5:00		
10	7:30	12:00	1:00	5:00		
11	7:58	12:00	1:00	5:00		
12			Saturday			
13			Sunday			
14	7:48	12:00	1:00	5:00		
15	7:42	12:00	1:00	5:00		
16	7:58	12:00	1:00	5:00		
17	8:00	12:00	1:00	5:00		
18	7:57	12:00	1:00	5:00		
19			Saturday			
20			Sunday			
21	8:00	12:00	1:00	5:00		
22	8:00	12:00	1:00	5:00		
23	7:55	12:00	1:00	5:00		
24	7:52	12:00	1:00	5:00		
25	<del>8:00</del>		Holiday			
26			Saturday			
27			Sunday			
28	8:00	12:00	1:00	5:00		
29						
30						
31						

Total \_\_\_\_\_

I CERTIFY on my honor that the above is true and correct report of the hours of work performed, record of which has made at that time of arrival and departure from office.

VERIFIED as to the prescribed office hours:

**MARLON G. BURLAS**

Head, Motor Pool