Civil Service Form 48

DAILY TIME RECORD VILLOCINO, ANDREO P.

For the month of September 1 - 30, 2023 Official hours for arrival and departure 8:00AM - 5:00PM

	1	AM	P	M	acut i	Tetal
Day	IN	OUT	IN	OUT	T/U	Total
1-FRI						OB
2-SAT						Off
3-SUN						Off
4-MON	7:46	12:01	12:08	5:04		8hrs
5-TUE						SPL
6-WED	7:53	12:47	12:53	5:01		8hrs
7-THU	7:53	12:49	12:55	5:37		8hrs
8-FRI						OB
9-SAT						Off
10-SUN						Off
11-MON	6:50	12:39	12:57	5:06		8hrs
12-TUE						OB
13-WED						OB
14 -THU						OB
15-FRI						OB
16-SAT						Off
17-sun						Off
18-MON	6:39	12:00	12:55	5:08		8hrs
19-TUE						2023 INTRAMURAL GAMES
20- WED						2023 INTRAMURAL GAMES
21- THU						2023 INTRAMURAL GAMES
22-FRI						2023 INTRAMURAL GAMES
23-SAT						Off
24-SUN						Off
25-MON	6:52	12:03	12:11		2hrs	4hrs SUSPENDED
						3:00 pm 11:59 pm
26-TUE	7:52	12:31	12:36	5:13		8hrs
27-WED						SL
28-THU	8:00	12:00	1:00	5:00		8hrs
29-FRI	8:00	12:00	1:00	5:00		8hrs
30-SAT						Off

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.

ANDREO P. YILLOCINO

VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC

Department Head Department of Agronomy

Date Generated: Dec/05/2023 09:01:28





OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

arate sheet. LUX Recomment	Driver to h Dr. Gabrillo a Department	Aug 1 7 202 Request	Sepao at O/Proj	ect RISTINA A	Contac	ct Number(s
arate sheet. Recomment	to h Dr. Gabrillo a Department	Appr	Sepao at O/Proj	ect RISTINA A	Contact Con	ct Number(s
arate sheet. Recomment	Department Department	Aug 1 7 202 Request	ing pa	ect RISTINA A	Contac	ct Number(s
arate sheet. LUX Recomment	Department	Aug 1 7 202 Request	ing pa	ect RISTINA A	Contact Contac	LO.
arate sheet. LUX Recomment	Department	Aug 1 7 202 Request	ing pa	ect RISTINA A	Contact Contac	LO.
arate sheet. LUX Recomment MARLO	Hed: NG/BURLAS	Request	ing pa	RISTINA A	A. GABRIN	LO.
arate sheet. LUX Recomment	Hed: NG/BURLAS	Request	ing pa	RISTINA A	A. GABRIN	LO.
arate sheet. LUX Recomment	Sed (Request	ing pa	arty: // RISTINA A	DDC	
arate sheet. LUX Recomment	ded: A BURLAS	Request	ing pa	RISTINA A	DDC	
arate sheet. LUX Recomment	ded: A BURLAS	Request	ing pa	RISTINA A	DDC	
arate sheet. LUX Recomment	ded: A BURLAS	Request	ing pa	RISTINA A	DDC	
Recommend	N G BURLAS	Appr	CHI oved:	RISTINA A	DDC	
Recommend	N G BURLAS	Appr	CHI oved:	RISTINA A	DDC	
Recommend	N G BURLAS	Appr	CHI oved:	RISTINA A	DDC	
Recommend	N G BURLAS	Appr	CHI oved:	RISTINA A	DDC	
Recommend	N G BURLAS	Appr	CHI oved:	RISTINA A	DDC	
MARLO	N G BURLAS	Аррг	oved:	Head,	DDC	
	rvices Head			1	4	gency Head)
200		Fuel &	T		o for reporting	ng any vehicle
		Lubricant Issued/Used	Ti	me Out	Odometer	/Mileage Out
			7	:30 am	20	37.4
		Lubricant Balanced	1	Arrival/	Odometer/Mileage In	
			5:	00 pm		
purchased t outside	Was the vehicle or damaged wh	e involved in accile in your custod	ident ly?	Was the official go	vehicle use	d other than siness?
□No	☐ Yes (Specify		No	TVec (S	necify)	□No
Filled in by the	e Head of Party o			2 763 (3	pecily)	LINO
					ER ALL RA	ATING
_					☐ 2 F	air
			3 0	Good	□ 4 V	ery Good
			5 E	xcellent		
4. Very Satisfied			omme	ents & Sug	gestions	
jo. Extrem	nely Satisfied					
Nar	me and Signatur	e				
t	Vehicle C (Before Vehicle C (After 7) Purchased outside No Serv 1. Not Sa 12. Slightl 13. Moder 14. Very S 15. Extrem	Vehicle Condition (Before Travel) Vehicle Condition (After Travel) Purchased outside Was the vehicle or damaged who will be with the West (Specify) illed in by the Head of Party of Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied 5. Extremely Satisfied	part properly. Drivers are accountable for all y Vehicle Condition (Before Travel) Vehicle Condition (After Travel) Purchased outside Diverse are accountable for all substitution (Before Travel) Fuel & Lubricant Issued/Used Fuel & Lubricant Balanced Fuel &	part properly. Drivers are accountable for and are Yehicle Condition (Before Travel) Vehicle Condition (After Travel) Puel & Lubricant Issued/Used Yehicle Condition (After Travel) Fuel & Lubricant Balanced Fuel & Lubricant Balanced	part properly. Drivers are accountable for and are responsible (V) Vehicle Condition (Before Travel) Vehicle Condition (After Travel) Purchased outside Vas the vehicle involved in accident or damaged while in your custody? No Yes (Specify) No Yes (Specify) Vehicle Condition (After Travel) Fuel & Lubricant Immediate (Immediate Immediate Imme	part properly. Drivers are accountable for and are responsible for reporting. Vehicle Condition (Before Travel) Vehicle Condition (After Travel) Purchased outside Purchased outside Was the vehicle involved in accident or damaged while in your custody? We (Specify) No Yes (Specify) We requesting Party Service Satisfaction 1. Not Satisfied 2. Slightly Satisfied 3. Moderately Satisfied 4. Very Satisfied 5. Departure/Time Out Departure/Time Out Arrivati/Time In Arrivation Arrivation Arrivation Arrivation Arrivation Arrivation Arrivation Arrivation Arrivation The Arrivation Arrivation Arrivation The Arrivation Arrivation Arrivation Arrivation

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-PPO-14 v0 02-28-2022



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

Date Filed			17, 2023 Trip Number :			000705				
Scheduled Tra Date/s	ivel	SEPT.	08, 25, 2023	Destin	ation :	Cabi	ntan, Ormo	oc City		
		8:30 A.I		Driver	will report	CAFS/DSS				
Departure Time	е	:	-	to	will report :	- OAT	DI DOO			
Purpose		: Field Vi	sit at Vegetal	ole Farm in C	abintan, Ormo	c City				
Head of Party	: Victor	B. Asio								
F	asseng	jers		Departmen	nt/Office/Cent	er/Proje	ect	Contac	t Number(s)	
	r B. Asio				CAFS/DSS			0925	7620329	
	G. Asio			Agronomy						
	ay M.Lur nylen A. I				Soil Science	William Bridge dates	are control and a			
	elyn T. Pi				st Managemer st Managemer		FICE			
6.	,,			gray, gray	st Wanagemen					
7.				THE	35 P-1	1. 3				
8.				Date		anaa.				
9.				DE OUT	AUG 17	2023				
*For more than	(10) nass	anders use so	narata abaat	Signati	ure:					
	(10) passe	erigers, use se	parate sneet.	-	1		11			
Vehicle Type:					Reque	sting pa	rty: ////	_		
Vehicle Plate	No.:				V		VICTOR	B. ASIO		
Dispatched:	RMADA		Recommend	ed: O		proved:	C	Leader)	- ONA	
Maintenance in	Charge		Motor Pool Se	rvices Head		(D			gency Head)	
INSTRUCTIONS	3: Drivers	shall fill in the	is part properly	y. Drivers are	e accountable fo	r and ar	e responsib	le for report	ing any vehicle	
damage, derects	s and acci	dents immedia	Vehicle Co		Fuel & Lubric					
Trip Ticket Is	sued/Rec	eived	(Before Travel) Issued/U			2753	eparture/ ime Out	Odomete	r/Mileage Out	
							:00 am			
Date F	Returned		Vehicle Co	The state of the s	Fuel & Lubrica	ant	Arrival/	04	/A4:11	
					Balanced	_	Time In	Odometer/Mileage In		
Was the passen		225		T		6	:w pan			
following the call location?		of fuel/lubrica VSU Campu		t outside vas the venicle involved in				e vehicle used other than overnment business?		
Yes	□No	Yes (Specify)	□No	☐ Yes (Spe	cify)	□No	☐ Yes (S	Specify)	□No	
Driver's Na	ame & Si	gnature	Filled in by th	ne Head of Par	rty or Requesting	Party				
This vehicle will	This vehicle will be used for official Se				ction	1	Oriver's O	VER ALL F	RATING	
government business only. I have \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \			☐ 1. Not S	atisfied		□ 1	Poor	2	Fair	
reviewed and o			2. Slight	tly Satisfied		□3			Very Good	
regulations reg Government-Ow	Action of the contact			rately Satisfi	ied	□ 5	Excellent		,	
Government-Ow	neu venic	ile.	4. Very			Comn	ents & Su	uggestions		
1	7		5. Extre	mely Satisfie	d					
Andrew X	Telloci	h								
SIGNATURE	VER PRIN	ITED NAME	N	ame and Sign	nature					

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-PPO-14 v03 02-28-2022





OFFICE OF THE DIRECTOR

FOR PHYSICAL PLANT Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

000720

Date Filed			per 8, 2023 Trip Number							
			ber 12,2023 Destination			-	Baybay Ca	atholic Cem	etery	
Date/s	0:00am			Dest	ination		Baybay Ci	ty, Leyte		
Departure Tin	20	9:00am	Driver will report to					as(waiting sh	ed)	
Departure III	le						Baybay, City			
Purpose								•		
Head of Party	T.	To condu	ct burial (Tom	nmy Valenzor	na Grand Fath	er)				
F	asseng	ers		Departmen	t/Office/Cent	er/Pro	ect	Contact	Number(s)	
1.										
2.							and the state of			
3. 4.					- 4	707	-			
5.				4 4 4	Commence of the Commence of th		21			
6.						-	7			
7.						1000 6	4			
8.				SE	P 1 1 2023	the Section 1990	- F			
9.				y: a firm w						
10.					A					
*For more than	(10) passe	engers, use se	parate sheet.	ROBERT FOR STORY		, or 1, 2, 2, 1				
Vehicle Type:		BUS			Reque	sting p	artv:	25		
Vehicle Plate	No.:				- //	0 1	Tommy V	alenzona		
			11		- /					
Dispatched:			Danama Alah d				(Posi	tion)		
			Recommend	1010		proved	· \	una/		
	ARMABOY			G. BURLY	75	D	ILBERTO	O. FER	RAREN	
Maintenance in	Charge		Motor Fool Ser	rvices Head		1)	Director/Cent	er Director/A	gency Head)	
INSTRUCTIONS damage, defects	S: Drivers s and acci	shall fill in thi dents immedia	s part properly tely	. Drivers are	accountable for	and ar	e responsible	e for reportir	ng any vehicle	
Trip Ticket Is	ssued/Rec	eived	Vehicle Co (Before T		Fuel & Lubric Issued/Use		Departure/ Time Out	Odometer	/Mileage Out	
							:00 am			
Date F	Returned		Vehicle Co	0.00.00.00.00.00.00.00.00.00.00.00.00.0	Fuel & Lubric	ant	Arrival/	Odomoto	r/Mileses In	
TE 101 701			(After Tr	avel)	Balanced		Time In	Odometer/Mileage In		
						3	:00 pm			
Was the passen			ny purchased	Was the veh	icle involved in	accidan	t Was the	vahicle us	ed other than	
following the call location?	time &	of fuel/lubrica VSU Campu			while in your cu			overnment b		
□Yes	□No	Yes								
Li res	LI NO	(Specify)	□No	☐ Yes (Spec	city)	□No	☐ Yes (Specify)	□No	
Driver's Na	ame & Si	gnature	Filled in by th	e Head of Part	ty or Requesting	Party				
			Ser	vice Satisfac	ction		Priver's O	/FR ALL R	ATING	
This vehicle wi			T 1 Not Satisfied				Driver's OVER ALL RATING			
government bus							☐ 1 Poor ☐ 2 Fair			
regulations reg			2. Slightly Satisfied				Good	□ 4	Very Good	
Government-Ow			☐ 3. Moderately Satisfied ☐ 4. Very Satisfied				Excellent			
							nents & Si	uggestions		
10	1		☐ 5. Extre	mely Satisfied	d					
	KII									
Ludrus	Allo	clim								
SIGNATURE O	VER PRIN	ITED NAME	Na	ame and Signa	ature					



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

Date Filed Scheduled Travel		08, 2023 Trip Number :			000722					
Date/s	: Oept 1	3, 2023	Destination :		Palo, Leyte, 6 vms C					
Departure Time	5:30 a	Driver will re		vill report :	Guard					
Purpose	: To atte	end the GEMF		em Workshop	at Palo	Levte				
Head of Party: Marlo	n Burlas				at i alo,	Leyle				
Passen			Departmen	at/Office/Oss	4/D		101-	-4 M 1 /		
Marlon Burla			Departmen	nt/Office/Cer	iter/Proj	ect		ct Number(s		
2. Eldo De Pad	lua			PPO DABE				76341527		
Eric Sajulga		1		PPO	T PARTITION	La Distribution	09159675079			
4. Clint Sarvida	1		W-1-1 W.	PPO	VT OF	FICE !	09480704335 09759968969			
5.			Laborate Bridge 1	Miles Devices	77 200	7 7,000	097	39900909		
6. 7.			found from	Mary 3	in the	- 11 1				
8.			11-14-14	2	123	TANK I				
9.			DE VIII.	- 4		ř.				
10.			Jignatur	"P"	1	-				
*For more than (10) pass	sengers, use s	eparate sheet.	Service and		//					
Vehicle Type:	411	1/1		-/	CHI AND DESCRIPTION	STORY OF STREET, STORY				
Vehicle Plate No.:	Ct	1177		_ Requ		arty: 2.0				
10	_55	V6/7	. 1	/_	LEA A. ILLUSTRISIMO					
			101	,		Admir	n Aide			
Dispatched:	2	Recommend		Α	pproved:		-			
AMIEL R. ARMADA	1	MARLO	N G. BURLA	AS		V-867 V	TO P. VAL	ENZONA		
Maintenance in Charge		Motor Pool Se			-		- 4/	Agency Head)		
INSTRUCTIONS: Drivers damage, defects and accident						responsibi	le for reporti	ing any vehicle		
Trip Ticket Issued/Rec	eived	Vehicle Co (Before 7		Fuel & Lubric Issued/Use	d T	eparture/ ime Out	Odomete	er/Mileage Out		
Date Returned		Vehicle Co	ondition	Fuel & Lubric		30 av Arrival/				
41		(After Travel) Bala			16000000000000000000000000000000000000	Time In	Odomete	er/Mileage In		
	23				6	40 PW				
Was the passenger/s following the call time & location?	of fuel/lubric VSU Campu	ny purchased ant outside is?	Was the vehi	icle involved in while in your cu	accident stody?	Was the		sed other than		
☐ Yes ☐ No	Yes (Specify)	□No	☐ Yes (Spec	cify)	□No	☐ Yes (□No		
Driver's Name & Si	gnature	Filled in by th	ne Head of Part	y or Requesting	Party					
This vohials will t			vice Satisfac			river's O	/ED ALL D	ATINO		
This vehicle will be used government business on	☐ 1. Not S					/ER ALL R				
reviewed and complied v	_			☐ 1 Poor ☐ 2 Fair						
regulations regarding th	he use of	□ 2. Slightly Satisfied□ 3. Moderately Satisfied			3		□ 4	Very Good		
Government-Owned Vehicle	le.		☐ 5 Excellent							
		4. Very		1	Comm	ents & Su	ggestions			
		5. Extre	mely Satisfied	5						
Xudtus 1	Vocin	MARION	1 Alex	teras	>					
SIGNATURE OVER PRIN	TED NAME		me and Signa							
			/							

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-PPO-14 v03 02-28-2022





PHYSICAL PLANT OFFICE Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

TRIP TICKET

								000	7.3.1	
Date File	d	Sept	. 11, 2023		Trip Numbe	r .			- W. J.	
Schedule Date/s	d Travel	Sept.	. 14-15, 2023		Destination		VSU-TO TOLOS/ (NOTE:		TOLOSA CAMPUS, OSA LEYTE E: CHARGE TO VSU-	
Departure	Time	7: \$:00	a.m	Driver will report to			OLOSA)			
Purpose		: To co	onduct medica	al examination			-			
Head of Pa	rty: DR. E	LWIN JAY V	/. YU, M.D.							
	Passen	gers		Departmen	nt/Office/Cer	ter/F	roie	ect	Contac	t Number(s)
1. pr	· Capu				11 1 20 1	27000000				111111001(0)
2. Mr. 3. U	5 pra	ganza	•	1			-	-1-1-3		
The state of the s	COL	ga pas	n	4 15-	Total C. Y.	100	1			
5. M	. B.V	an anga			SEF	1.	1 20	23	A	
6.	-0-0	- o -	90 cm	- 100				-	1	
7.				Circ			1		1	
8.					191	1	£1) -		+ 1	
		sengers, use s	eparate sheet.	E-Control September		1		SHIP HEAT THE SHIP	0	
Vehicle Type			YUNDAI		Regu	estino	na r	rtylis.		
Vehicle Plate	e No.:		7	72.		ooui i			AY V. YU,	140 14011
			11	1.1	_	/				MD, MPH.
Dispatched:			-11	NV 1				/ Chief o	f Hospital 1	
PLANEL R.	ARMA	orth 1	MARLON	1 1 11/1/		pprov	red:	Gill Marie	1	6
Maintenance i	-		Motor Pool Se					rector/Cen	ter Director/A	Agency Head)
damage, defec	ts and acc	s shall fill in th	is part properly	y. Drivers are	accountable fo	r and	are	responsibi	le for reporti	ng any vehicle
Trip Ticket			Vehicle Condition Fuel & Lubr						alest to	
· · · p · · · or ce	133ucu/Net	zeiveu	(Before		Issued/Use			me Out	Odomete	r/Mileage Out
								00	8223	59
Date	Returned		Vehicle Condition		Fuel & Lubric					
			(After Ti	ravel)	Balanced	-	T	ime In		r/Mileage In
Was the passe							3.	oopen	8293	C
following the ca location?	all time &	of fuel/lubric VSU Campu	ony purchased was the very control or damaged		icle involved in while in your cu	accident Was the		e vehicle used other than overnment business?		
Yes	□No	Yes (Specify)	□No	☐ Yes (Spec	cify)		No	☐ Yes (□No
Driver's N	lame & Si	gnature	Filled in by th	ne Head of Part	y or Requesting	Party	/			
This vehicle "	ill be	d 6- m · ·	Ser	vice Satisfac	ction	T	Dr	iver's O	/ER ALL R	ATING
This vehicle was	usiness on	u for official	☐ 1. Not S							
government business only. I have reviewed and complied with rules &			2. Slight			1		oor	2	
regulations re	garding to	he use of			ai.			Good	☐ 4 °	Very Good
Government-Owned Vehicle.			3. Moderately Satisfied					xcellent		
	((4))		4. Very			Cor	nme	ents & Su	ggestions	
	X		5. Extre	mely Satisfied						
Andrio	Will !!	DCIGO								
SIGNATURE O	VER PRIN	TED NAME	Name and Signature							
										1

Vision: Mission: