

**VISAYAS STATE UNIVERSITY**  
Baybay City, Leyte

**DAILY TIME RECORD**

**SHEIRA MAY T. CAMACHO**

(Name)

For the month of December 1-31, 2021

Official hours for arrival Regular days  
and departure Saturdays

Date	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	8:20	12:00	1:00	5:00		
2	8:10	12:00	1:00	5:00		
3	8:08	12:00	1:00	5:00		
4	Sat.					
5	Sun.					
6	Leave					
7	Leave					
8	HOLI	DAY				
9	Leave					
10	Leave					
11	Sat.					
12	Sun.					
13	9:15	12:00	1:00	5:00		
14	8:15	12:00	1:00	5:00		
15	8:05	12:00	1:00	5:00		
16	Typhoon Odette					
17	Typhoon Odette					
18	Sat.					
19	Sun.					
20	Leave					
21	Leave					
22	Leave					
23	Leave					
24	Leave					
25	Sat.					
26	Sun.					
27	Leave					
28	Leave					
29	Leave					
30	HOLI	DAY				
31	Leave					

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 and departure from office.

*Sheira*  
**SHEIRA MAY T. CAMACHO**

VERIFIED as to the prescribed office hours: *[Signature]*

**VICENTE A. GILOS**

In Charge