

DAILY TIME RECORD**ALMERODA, FEDILITO M.**

(NAME)

For the month of


March 1 - 31, 2025

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:47	12:00	12:48	5:12		8hrs
4-TUE	7:49	12:06	12:35	5:18		8hrs
5-WED	7:44	12:12	12:52	6:08		8hrs
6-THU	7:45	12:24	12:52	5:12		8hrs
7-FRI	7:53	12:01	12:31	5:11		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:51	12:06	12:48	5:13		8hrs
11-TUE	7:51	12:08	12:55	5:31		8hrs
12-WED						OB
13-THU	7:52	12:10	12:50	5:10		8hrs
14-FRI						OB
15-SAT						OB
16-SUN						OB
17-MON	7:51	12:04	12:52	5:02		8hrs
18-TUE	7:48	12:13	12:53	5:43		8hrs
19-WED	8:02	12:02	12:58	5:27	2mins	7hrs 58mins
20-THU	7:45	12:11	1:04	5:15	4mins	7hrs 56mins
21-FRI	7:48	12:08	12:20	5:08		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:30	12:06	12:47	5:01	30mins	7hrs 30mins
25-TUE	7:47	12:08	12:39			4hrs SUSPENDED 1:00 pm 5:00 pm
26-WED	7:42	12:04	12:59	5:31		8hrs
27-THU	7:42	12:01	12:44	5:30		8hrs
28-FRI	7:51	12:20	12:37	5:21		8hrs
29-SAT						Off
30-SUN						Off
31-MON	7:48	12:01	12:57	5:13		8hrs

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.


FEDILITO M. ALMERODA

VERIFIED as to prescribed office hours


TEOFANES A. PATINDOL

Department Head

Institute of Tropical Ecology and Environmental Science

Date Generated: Apr/07/2025 01:29:19

**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


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:


FEDILITO M. ALMERODA

Name of Travelling Employee

Noted/verified except Clearance from Nurse :


TEOFANES PATINDOL

Name of Office Head/Supervisor