

REPUBLIC OF THE PHILIPPINES

VISAYAS STATE UNIVERSITY

VSU, Baybay, Leyte

DAILY TIME RECORD

EDRALIN M. MALASAGA

NAME

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

	A.M.		P.M.		Under Time	
	Arrival	Departure	Arrival	Departure	Hrs.	Min
1	HOLIDAY					
2	8:00	12:05	12:58	5:46		
3	8:00	12:00	12:50	5:35		
4	7:58	12:08	12:55	5:25		
5	8:00	12:00	12:50	5:35		
6	Saturday					
7	Sunday					
8	HOLIDAY					
9	8:00	12:10	1:00	6:28		
10	8:00	12:11	12:55	5:40		
11	8:00	12:15	1:00	6:50		
12	LEAVE					
13	Saturday					
14	Sunday					
15	8:00	12:10	12:50	7:00		
16	8:00	12:00	12:50	5:45		
17	7:59	12:05	12:58	6:40		
18	8:00	12:10	12:59	5:34		
19	8:00	12:09	12:55	5:44		
20	Saturday					
21	Sunday					
22	8:00	12:05	12:59	5:45		
23	8:00	12:00	12:50	6:23		
24	8:00	12:00	1:00	5:46		
25	8:00	12:15	12:58	6:25		
26	8:00	12:10	12:50	6:35		
27	Saturday					
28	Sunday					
29	8:10	12:15	12:51	7:48		
30	HOLIDAY					
31						
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 and departure from office.

EDRALIN M. MALASAGA

Verified as to the prescribe office hours

In-charge

REPUBLIC OF THE PHILIPPINES

VISAYAS STATE UNIVERSITY

VSU, Baybay, Leyte

DAILY TIME RECORD

EDRALIN M. MALASAGA

NAME

For the month of DECEMBER 1-31, 2021Office hours for arrival (Regular days)
and departure (Saturdays)

	A.M.		P.M.		Under Time	
	Arrival	Departure	Arrival	Departure	Hrs.	Min
1	8:00	12:10	12:59	5:49		
2	7:10	12:10	12:55	6:45		
3	8:00	12:00	1:00	5:40		
4	Saturday					
5	Sunday					
6	8:00	12:05	1:00	7:15		
7	8:00	12:10	12:55	7:01		
8	HOLIDAY					
9	8:00	12:05	1:00	5:25		
10	8:00	12:08	1:00	6:31		
11	Saturday					
12	Sunday					
13	8:00	12:07	12:50	6:05		
14	8:00	12:00	12:54	7:30		
15	8:00	12:15	MC # 132			
16	Typhoon Odette MC # 132					
17						
18	Saturday					
19	Sunday					
20	8:00	12:09	1:00	5:55		
21	8:00	12:00	1:00	5:40		
22	8:00	12:10	1:00	6:00		
23	8:00	12:15	12:58	6:15		
24	8:00	12:10	HOLIDAY			
25	Saturday / X-mas day					
26	Sunday					
27	8:00	12:10	12:55	5:25		
28	8:00	12:11	12:58	5:35		
29	8:00	12:05	1:00	5:15		
30	HOLIDAY					
31	8:00	12:06	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 and departure from office.

EDRALIN M. MALASAGA

Verified as to the prescribe office hours

In-charge