

VISAYAS STATE UNIVERSITY

ViSCA, Baybay City, Leyte

**DAILY TIME RECORD**

MA. JESUSA CORAZON M. LAMBERT

(Name)

For the month of November 1-30, 2021

Official hours for arrival (Regular days \_\_\_\_\_ )  
and departure (Saturdays \_\_\_\_\_ )

| DATE       | A.M.     |           | P.M.    |           | UNDERTIME<br>Hrs/Min. |
|------------|----------|-----------|---------|-----------|-----------------------|
|            | Arrival  | Departure | Arrival | Departure |                       |
| 1          | HOLIDAY  |           |         |           |                       |
| 2          | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 3          | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 4          | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 5          | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 6          | SATURDAY |           |         |           |                       |
| 7          | SUNDAY   |           |         |           |                       |
| 8          | HOLIDAY  |           |         |           |                       |
| 9          | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 10         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 11         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 12         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 13         | SATURDAY |           |         |           |                       |
| 14         | SUNDAY   |           |         |           |                       |
| 15         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 16         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 17         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 18         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 19         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 20         | SATURDAY |           |         |           |                       |
| 21         | SUNDAY   |           |         |           |                       |
| 22         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 23         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 24         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 25         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 26         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 27         | SATURDAY |           |         |           |                       |
| 28         | SUNDAY   |           |         |           |                       |
| 29         | 8:00     | 12:00     | 1:00    | 5:00      |                       |
| 30         | 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 at and departure from Office.

VERIFIED as the prescribed office hours:

  
**SHALOM GRACE C. SUGANO, Ph.D.**

*VSUIHS Principal*