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DTR-2022-0808-53768

(NAME)

For the month of July 1 - 31, 2022 Official hours for arrival and departure 8:00AM - 5:00PM

IN OUT IN OUT IV OUT I	Day	AM		PM		mar	
2-SAT Off 3-SUN Off 4-MON SL 5-TUE SL 5-TUE SL 6-WED SL 7-THU SL 8-FRI SL 9-SAT Off 10-SUN Off 11-MON SL 12-TUE SL 13-WED SL 13-WED SL 15-FRI SL 16-SAT Off 17-SUN Off 18-MON SL 19-TUE SL 20-WED SL 21-THU SL 22-FRI SL 23-SAT Off 24-SUN Off 25-MON SL 26-TUE SL 29-FRI SL 30-SAT Off		IN	OUT	IN	OUT	T/U	Total
3-SUN	1-FRI						CDO
### SEC SE	2-SAT						Off
5-TUE	3-SUN						Off
6-WED	4-MON						SL
7-THU SL 8-FRI SL 9-SAT Off 10-SUN Off 11-MON SL 12-TUE SL 13-WED SL 13-WED SL 14-THU SL 15-FRI SL 16-SAT Off 17-SUN Off 17-SUN Off 18-MON SL 20-WED SL 21-THU SL 22-FRI SL 23-SAT Off 24-SUN Off 25-MON SL 26-TUE SL 29-FRI SL 29-FRI SL 29-FRI SL 29-FRI SL 30-SAT Off	5-TUE						SL
B-FRI SL 9-SAT Off	6-WED						SL
9-SAT Off 10-SUN Off 11-MON SL 12-TUE SL 13-WED SL 13-WED SL 14-THU SL 15-FRI SL 16-SAT Off 17-SUN Off 18-MON SL 20-WED SL 21-THU SL 22-FRI SL 23-SAT Off 24-SUN Off 25-MON SL 29-FRI SL 29-FRI SL 29-FRI SL 29-FRI SL 29-FRI SL 30-SAT Off	7-THU						SL
10-SUN	8-FRI					-	SL
11-MON	9-SAT						Off
12-TUE	10-SUN						Off
13-WED	11-MON						SL
14-THU SL 15-FRI SL 16-SAT Off 17-SUN Off 18-MON SL 19-TUE SL 20-WED SL 21-THU SL 22-FRI SL 23-SAT Off 25-MON SL 25-MON SL 27-WED SL 28-THU SL 29-FRI SL 30-SAT Off	12-TUE						SL
15-FRI	13-WED						SL
16-SAT Off 17-SUN Off 18-MON SL 19-TUE SL 20-WED SL 21-THU SL 22-FRI SL 23-SAT Off 24-SUN Off 25-MON SL 26-TUE SL 27-WED SL 28-THU SL 30-SAT Off	14-THU						SL
17-sun	15-FRI						SL
18-MON SL 19-TUE SL 20-WED SL 21-THU SL 22-FRI SL 23-SAT Off 24-SUN Off 25-MON SL 26-TUE SL 27-WED SL 28-THU SL 30-SAT Off	16-SAT						Off
19-TUE SL	17-sun						Off
20-WED SL	18-MON						SL
21-THU SL 22-FRI SL 23-SAT Off 24-SUN Off 25-MON SL 26-TUE SL 27-WED SL 28-THU SL 29-FRI SL 30-SAT Off	19-TUE						SL
22-FRI SL 23-SAT Off 24-SUN Off 25-MON SL 26-TUE SL 27-WED SL 28-THU SL 29-FRI SL 30-SAT Off	20-WED						SL
23-SAT Off 24-SUN Off 25-MON SL 26-TUE SL 27-WED SL 28-THU SL 29-FRI SL 30-SAT Off	21-THU						SL
24-SUN Off 25-MON SL 26-TUE SL 27-WED SL 28-THU SL 29-FRI SL 30-SAT Off	22-FRI						SL
25-MON SL 26-TUE SL 27-WED SL 28-THU SL 29-FRI SL 30-SAT Off	23-SAT						Off
26-TUE SL 27-WED SL 28-THU SL 29-FRI SL 30-SAT Off	24-SUN						Off
27-WED SL 28-THU SL 29-FRI SL 30-SAT Off	25-MON		-				SL
28-THU SL 29-FRI SL 30-SAT Off	26-TUE						SL
29-FRI SL Off	27-WED						SL
30-SAT Off	28-THU						SL
	29-FRI						SL
31-SUN Off	30-SAT						Off
	31-SUN						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.

QUEEN-EVER Y. ATUPAN

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Director
Office of the Director for Administrative Services

ate Generated: Aug/24/2022 08:21:07

OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: precogvsu.edu.ph Website: www.vsu.edu.ph

CLEARANCE and Staff)

nin. Officer Signature

ca, Baybay City, Leyte / 09955181566

Last Day of Service in VSU: June 29, 2022

fer [] Study Leave [✓] Others: Sick Leave

ared of work-related accountabilities:

RYSAN C GUINOCOR

me and signature of Department /Unit Head

and other responsibilities from units under VSU, Visca,

uthorized

Signature

Date Signed

LIE S. TAN

C. CENIZA

8/2/2

BELONIAS

Tosaut

EDGARDO E. TULIN

University President OU

Date: 84W

sferring to another agency, or go on leave of absence for more than three learance should be duly accomplished only within a month prior to it salary or any money due to the faculty/staff from the university. After Recruitment, Selection, Placement and Personnel Records (OHRSPPR).

/, and environmental conservation. utting-edge scientific knowledge and environment. Page 1 of 1 FM-HRM-34 v0 11-12-2021 No. 12-12