

Scan Here



DTR-2022-0808-53768

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						CDO
2-SAT						Off
3-SUN						Off
4-MON						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
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
24-SUN						Off
25-MON						SL
26-TUE						SL
27-WED						SL
28-THU						SL
29-FRI						SL
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

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: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

CLEARANCE (and Staff)

Min. Officer

Signature:

Visca, 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,

Authorized
Official

Signature

Date Signed

LIE S. TAN

C. CENIZA

BELONIAS

EDGARDO E. TULIN

University President

Date: 8/4/22

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

and environmental conservation.
cutting-edge scientific knowledge
es and environment.

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