

DAILY TIME RECORD  
VILLOCINO, ANDREO P.

(NAME)

For the month of  
April 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						OB
3-THU						OB
4-FRI	7:45	12:07	12:09	5:00		8hrs
5-SAT						Off
6-SUN						Off
7-MON						OB
8-TUE	7:58	12:58	12:59	5:00		8hrs
9-WED						Holiday
10-THU	7:57	12:22	12:24	5:51		8hrs
11-FRI	7:51	12:02	12:04	5:02		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:42	12:47	12:48	5:03		8hrs
15-TUE						OB
16-WED	6:37	12:00	6:37			4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						OB
20-SUN						OB
21-MON						OB
22-TUE						OB
23-WED						OB
24-THU						OB
25-FRI						OB
26-SAT						OB
27-SUN						OB
28-MON						OB
29-TUE						101ST VSU ANNIVERSARY
30-WED						101ST VSU ANNIVERSARY

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.

ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours

MARLON G. BURLAS

Department Head  
Physical Plant Office

DAILY TIME RECORD  
VILLOCINO, ANDREO P.

(NAME)

For the month of  
April 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						OB
3-THU						OB
4-FRI	7:45	12:07	12:09	5:00		8hrs
5-SAT						Off
6-SUN						Off
7-MON						OB
8-TUE	7:58	12:58	12:59	5:00		8hrs
9-WED						Holiday
10-THU	7:57	12:22	12:24	5:51		8hrs
11-FRI	7:51	12:02	12:04	5:02		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:42	12:47	12:48	5:03		8hrs
15-TUE						OB
16-WED	6:37	12:00	6:37			4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						OB
20-SUN						OB
21-MON						OB
22-TUE						OB
23-WED						OB
24-THU						OB
25-FRI						OB
26-SAT						OB
27-SUN						OB
28-MON						OB
29-TUE						101ST VSU ANNIVERSARY
30-WED						101ST VSU ANNIVERSARY

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.

ANDREO P. VILLOCINO

VERIFIED as to prescribed office hours

MARLON G. BURLAS

Department Head  
Physical Plant Office