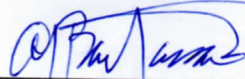


Civil Service Form 48


DAILY TIME RECORD**BASTASA, ARTURO S.**
(NAME)For the month of
December 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						SL
2-FRI	7:10	12:10	12:57	6:58		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:00	12:00	12:41	5:46		8hrs
6-TUE	7:07	12:04	12:27	7:30		8hrs
7-WED	7:14	12:00	12:08	6:15		8hrs
8-THU						Holiday
9-FRI	6:51	12:02	12:24	5:51		8hrs
10-SAT						Off
11-SUN						Off
12-MON	6:57	12:52	12:59	6:42		8hrs
13-TUE	7:06	12:01	12:08	5:38		8hrs
14-WED	6:34	12:06	12:15	6:05		8hrs
15-THU	7:27	12:00	12:54	5:27		8hrs
16-FRI	7:30	12:05	12:47	6:35		8hrs
17-SAT						Off
18-SUN						Off
19-MON	8:05	12:17	12:32	5:53	5mins	7hrs 55mins
20-TUE	7:58	12:00	12:53	5:20		8hrs
21-WED	8:00	12:20	12:56	5:21		8hrs
22-THU	8:02	12:28	12:54	5:21	2mins	7hrs 58mins
23-FRI	8:07	12:00	12:20	5:13	7mins	7hrs 53mins
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	8:08	12:05	12:40	5:51	8mins	7hrs 52mins
28-WED	7:45	12:55	1:01	5:49	1min	7hrs 59mins
29-THU	8:07	12:21	12:36	6:11	7mins	7hrs 53mins
30-FRI						Holiday
31-SAT						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.


ARTURO S. BASTASA

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSADepartment Head
Institute of Tropical Ecology & Envi. Mgmt.

Date Generated: Feb/03/2023 05:14:32

Philippines

UNIVERSITY

Leyte

Stamp of Date of Receipt

OR LEAVE

First)

(Middle)

Arturo**Sumaria**

5. SALARY (Monthly)

Aide I**APPLICATION****6.b DETAILS OF LEAVE:**

In case of vacation/Special Privilege leave:

- ☐ Within the Philippines :
☐ Abroad (Pls. Specify) :

In case of Sick leave:

- ☐ In Hospital (Pls. Specify) :
☒ Out Patient (Pls. Specify) : Home

In case of Special Leave Benefits for Women:
(Specify Illness)

In case of Study leave:

- ☐ BAR/Board Examination Review
☐ Completion of Master's Degree
☐ Completion of Doctorate Degree
☐ Completion of PHD Degree

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION

- ☒ Requested ☐ Not Requested


BASTASA, ARTURO S.

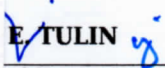
(Signature of Applicant)

7.a RECOMMENDATION**7.b RECOMMENDATION:**

- ☐ For Approval
☐ For Disapproval due to:


ELIZA D. ESPINOSA

Institute of Tropical Ecology & Envi. Mgmt.

7.d DISAPPROVED due to:
E. TULIN(Signature)
President