

DAILY TIME RECORD**RATILLA, BERTA C.**

(NAME)

For the month of

January 1 - 31, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE	7:59	12:04	12:45	5:31		8hrs
4-WED	8:05	12:25	12:32	5:02	5mins	7hrs 55mins
5-THU	8:13	12:14	12:46	5:05	13mins	7hrs 47mins
6-FRI	8:02	12:29	12:52	5:30	2mins	7hrs 58mins
7-SAT						Off
8-SUN						Off
9-MON	7:58	12:00	12:51	5:10		8hrs
10-TUE	7:51	12:01	12:21	5:12		8hrs
11-WED	8:06	12:25	12:45	5:21	6mins	7hrs 54mins
12-THU	8:00	12:04	12:41	5:22		8hrs
13-FRI	7:55	12:29	12:46	5:15		8hrs
14-SAT						Off
15-SUN						Off
16-MON						SL
17-TUE	7:53	12:04	12:40	5:22		8hrs
18-WED	7:59	12:11	12:41	5:09		8hrs
19-THU	7:56	12:03	12:15	5:18		8hrs
20-FRI	7:57	12:16	12:43	5:37		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:57	12:01	12:40	5:13		8hrs
24-TUE	7:56	12:05	12:44	5:04		8hrs
25-WED	8:04	12:04	12:47	5:11	4mins	7hrs 56mins
26-THU	8:05	12:07	12:31	5:10		8hrs
27-FRI	8:02	12:03	12:42	5:04		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:56	12:02	12:46	5:55		8hrs
31-TUE	6:57	12:02	12:44	5:20		8hrs

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.



BERTA C. RATILLA

VERIFIED as to prescribed office hours



RUTH O. ESCASINAS

Department Head
Department of Agronomy

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ANNEX A

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

Berta

Catingan

5. SALARY (Monthly)

Professor V

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) : BAYBAY CITY

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




RATILLA, BERTA C.

(Signature of Applicant)

ON APPLICATION**7.b RECOMMENDATION:**

- ☐ For Approval
☐ For Disapproval due to:



RUTH O. ESCASINAS
 Department of Agronomy
7.d DISAPPROVED due to:

TULIN

 (Signature)
 President