

DAILY TIME RECORD

VARRON, ANNA BETH A.
(NAME)

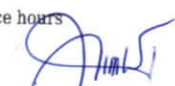
For the month of
May 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	5:01	12:34	12:55	5:27	10	8hrs
3-TUE					10	Holiday
4-WED	7:56	12:51	12:58	5:04	10	8hrs
5-THU	8:01	12:40	12:55	5:29	10	8hrs
6-FRI	7:56	12:25	12:40	5:05	10	8hrs
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE						CAL
11-WED	7:45	12:07	12:41	5:10	10	8hrs
12-THU	7:57	12:12	12:46	5:15	10	8hrs
13-FRI	7:07	12:04	12:42	5:19	10	8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:37	12:00	1:00	6:57	10	8hrs
17-TUE	8:00	12:00	12:24	7:31	10	8hrs
18-WED	7:30	12:33	1:00	5:00	10	8hrs
19-THU	7:00	12:00	1:00	5:00	10	8hrs
20-FRI	7:52	12:01	12:32	5:46	10	8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:00	12:00	1:00	5:00	10	8hrs
24-TUE	7:00	12:00	1:00	5:00	10	8hrs
25-WED	7:00	12:00	1:00	5:00	10	8hrs
26-THU	7:00	12:00	1:00	5:00	10	8hrs
27-FRI	7:00	12:00	1:00	5:00	10	8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:00	12:00	1:00	5:00	10	8hrs
31-TUE	7:00	12:00	1:00	5:00	10	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.


ANNA BETH A. VARRON

VERIFIED as to prescribed office hours


CHARIS B. LIMBO
Department Head
Institute of Human Kinetics

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Stamp of Date of Receipt

LEAVE

(First)	(Middle)
ANNA BETH	A.
5. SALARY	
ATION	
DETAILS OF LEAVE	
case of Vacation/Special Privilege Leave:	
Within the Philippines	
Abroad (Specify)	
case of Sick Leave:	
In Hospital (Specify Illness)	
Out Patient (Specify Illness)	
case of Special Leave Benefits for Women:	
Specify Illness)	
case of Study Leave:	
Completion of Master's Degree	
BAR/Board Examination Review	
Other purpose:	
Monetization of Leave Credits	
Terminal Leave	
COMMUTATION	
Not Requested	
Requested	
(Signature of Applicant)	
APPLICATION	
RECOMMENDATION	
For approval	
For disapproval due to	
CHARIS B. LIMBO	
Office/Dept./Unit	
(Authorized Officer)	
DISAPPROVED DUE TO:	
N	
D	