

DAILY TIME RECORD

Name: LIJUERAJ J. CUADRA

For the month of February 2022

Official hour for (Regular days) _____

Arrival _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Undertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	: Holiday					
2	: 7:55	: 12:00	: 1:00	: 5:00		
3	: 7:50	: 12:00	: 1:00	: 5:20		
4	: 7:55	: 12:00	: 1:00	: 5:00		
5	: Saturday					
6	: Sunday					
7	: 7:55	: 12:00	: 1:00	: 5:00		
8	: 7:50	: 12:00	: 1:00	: 5:00		
9	: Sick leave					
10	: 8:00	: 12:00	: 1:00	: 5:20		
11	: 7:55	: 12:00	: 1:00	: 5:00		
12	: Saturday:					
13	: Sunday					
14	: 7:50	: 12:00	: 1:00	: 5:00		
15	: 8:00	: 12:00	: 1:00	: 5:15		
16	: 7:50	: 12:00	: 1:00	: 5:00		
17	: 7:50	: 12:00	: 1:00	: 5:00		
18	: 8:00	: 12:00	: 1:00	: 5:15		
19	: Saturday:					
20	: Sunday					
21	: 7:55	: 12:00	: 1:00	: 5:15		
22	: 7:50	: 12:00	: 1:00	: 5:20		
23	: 8:00	: 12:00	: 1:00	: 5:20		
24	: 8:00	: 12:00	: 1:00	: 5:15		
25	: Holiday:					
26	: Saturday:					
27	: Sunday:					
28	: 7:50	: 12:00	: 1:00	: 5:00		
29	:					
30	:					
31	:					

TOTALS

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

KAREN LUZ P. YAP
In-Charge/Dept. Head

FOR LEAVE

(First)	(Middle)
A	LIJUERAJ JUEGO
ate Professor V	5. SALARY _____
APPLICATION	
6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> Within the Philippines _____ Abroad (Specify) _____ <i>In case of Sick Leave:</i> In Hospital (Specify Illness) _____ Out Patient (Specify Illness) _____ _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ _____ <i>In case of Study Leave:</i> Completion of Master's Degree BAR/Board Examination Review Other purpose: Monetization of Leave Credits Terminal Leave	
6.D COMMUTATION Not Requested Requested _____ (Signature of Applicant)	
NON APPLICATION	
7.B RECOMMENDATION For approval For disapproval due to _____ _____ _____ KAREN LUZ P. YAP DAEEx Head (Authorized Officer)	
7.D DISAPPROVED DUE TO: _____ _____ _____	
8. TULIN ent _____ Official)	