

DAILY TIME RECORD
DELA PEÑA, WENCES REY B.
 (NAME)

For the month of
April 1 - 30, 2024
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:56	12:10	12:11	5:00		8hrs
2-TUE	7:31	12:02	12:04	5:23		8hrs
3-WED	7:59	12:00	1:00	5:49		8hrs
4-THU	7:59	12:02	12:09	5:06		8hrs
5-FRI	7:59	12:02	12:03	5:45		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:04	12:02	12:09	5:05	4mins	7hrs 56mins
9-TUE						Holiday
10-WED						Holiday
11-THU	7:51	12:56	12:57	5:05		8hrs
12-FRI	7:54	12:14	12:17	5:10		8hrs
13-SAT						Off
14-SUN						Off
15-MON						CDO
16-TUE	7:24	12:08	1:00	5:00		8hrs
17-WED	7:55	12:42	12:54	5:32		8hrs
18-THU						OB
19-FRI	8:01	12:04	12:11	5:56	1min	7hrs 59mins
20-SAT						Off
21-SUN						Off
22-MON	07:55	12:06	12:12	5:33		VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE	07:46	12:08	12:14	5:11		VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED	08:00	12:07	12:08	5:02		VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU	07:58	12:05	12:28	5:17		VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI	07:02	12:04	12:28	5:03		VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						
28-SUN						
29-MON	07:31	12:02	12:14			VSU CENTENNIAL ANNIVERSARY CELEBRATION
30-TUE	07:56	12:11	12:11			VSU CENTENNIAL ANNIVERSARY CELEBRATION

I CERTIFY on my honor that the record of which was made of

hours of work performed from office.

NA

VERIFIER

ad
nomy

Date Generate

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Wences Rey	Basilad
5. SALARY (Monthly)	
Factor III	

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) :

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

DELA PEÑA, WENCES REY B.
 (Signature of Applicant)

ON ON APPLICATION

7.b RECOMMENDATION:

- ☒ For Approval

- ☐ For Disapproval due to:

DIONESIO M. BAÑOC
 Department of Agronomy

7.d DISAPPROVED due to:

Y G. YEPES

(and Signature)
 y President