

**DAILY TIME RECORD****MANINGO, LYNDON L.**

(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	6:47	12:03	12:40	5:11		8hrs
3-TUE						Holiday
4-WED	CALAMITY LEAVE					Absent
5-THU	CALAMITY LEAVE					Absent
6-FRI	CALAMITY LEAVE					Absent
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE	CALAMITY LEAVE					Absent
11-WED	6:29	12:03	12:40	5:09		8hrs
12-THU	7:42	12:16	12:42	5:41		8hrs
13-FRI	6:40	12:04	12:58	5:21		8hrs
14-SAT						Off
15-SUN						Off
16-MON	6:36	12:01	12:53	6:23		8hrs
17-TUE	7:14	12:00	12:59	6:06		8hrs
18-WED	6:37	12:00	12:59	5:26		8hrs
19-THU	6:57	12:00	12:59	5:15		8hrs
20-FRI	7:41	12:02	12:43	5:43		3hrs 39mins
21-SAT						4hrs 21mins
22-SUN						Off
23-MON	7:06	12:02	12:22	12:05		3hrs 4mins
24-TUE	7:08	12:22	12:57	5:57		4hrs 56mins
25-WED	6:38	12:03	12:31	6:08		8hrs
26-THU	7:05	12:04	12:45	6:29		3hrs 1min
27-FRI	7:00	12:09	12:46	5:18		4hrs 59mins
28-SAT						8hrs
29-SUN						Off
30-MON	5:50	12:09	12:40	5:25		Off
31-TUE	7:06	12:28	12:40	5:09		8hrs
						2hrs 38mins
						5hrs 22mins

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.

**LYNDON L. MANINGO**

VERIFIED as to prescribed office hours

**CHARIS B. LIMBO**Department Head  
Institute of Human KineticsPhilippines  
UNIVERSITY  
Leyte

Stamp of Date of Receipt

**OR LEAVE**

(First)	(Middle)
LYNDON	L.
or 5. SALARY	

**APPLICATION****6.B DETAILS OF LEAVE**

In case of Vacation/Special Privilege Leave:

Within the Philippines

Abroad (Specify)

In case of Sick Leave:

In Hospital (Specify Illness)

Out Patient (Specify Illness)

In case of Special Leave Benefits for Women:

(Specify Illness)

In case of Study Leave:

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)

**7.A APPROVAL ON APPLICATION****7.B RECOMMENDATION**

For approval

For disapproval due to

**CHARIS B. LIMBO**

Office/Dept./Unit

(Authorized Officer)

**7.D DISAPPROVED DUE TO:****E. TULIN**

ent

(Official)