

DAILY TIME RECORD**BAÑOC, DIONESIO M.**
(NAME)For the month of
February 1 - 28, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	6:55	12:14	12:28	5:02		8hrs
2-THU	7:05	12:03	12:52	5:06		8hrs
3-FRI	7:43	12:58	12:58	5:13		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:35	1:00	1:00	5:57		8hrs
7-TUE	7:54	12:03	12:25	5:12		8hrs
8-WED	7:21	12:18	12:28	5:16		8hrs
9-THU	7:50	12:10	12:25	5:08		8hrs
10-FRI	7:39	12:25	12:25	5:04		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:55	12:11	4:56	5:10	3hrs 56mins	4hrs 4mins
14-TUE	7:50	12:07	12:16	5:04		8hrs
15-WED	7:45	12:02	12:18	5:18		8hrs
16-THU	7:55	12:11	12:25	5:18		8hrs
17-FRI	7:53	12:10	12:26	5:09		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:40	12:07	12:23	5:23		8hrs
21-TUE	7:39	12:08	12:16	5:18		8hrs
22-WED	7:43	12:02	12:21	5:16		8hrs
23-THU	7:37	12:06	12:37	5:14		8hrs
24-FRI	8:00	12:13	HOLIDAY - PEOPLE'S POWER			4hrs 13mins
25-SAT						Off
26-SUN						Off
27-MON	7:43	12:15	12:23	5:26		8hrs
28-TUE	6:58	12:01	12:29	5:26		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.



DIONESIO M. BAÑOC

VERIFIED as to prescribed office hours



RUTH O. ESCASINAS

Department Head
Department of Agronomy

Civil Service Form 48

DAILY TIME RECORD**BAÑOC, DIONESIO M.**

(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	8:01	12:36			4hrs 1min	3hrs 59mins
4-WED						SL
5-THU	7:30	12:39	12:50	5:28		8hrs
6-FRI	7:46	12:12	12:22	4:03	57mins	7hrs 3mins
7-SAT						Off
8-SUN						Off
9-MON	7:43	12:00	12:23	5:22		8hrs
10-TUE	7:50	12:13	12:18	5:34		8hrs
11-WED	6:58	12:17	12:37	5:07		8hrs
12-THU	6:53	12:00	12:38	5:06		8hrs
13-FRI	7:47	12:10	12:16	5:07		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:40	12:07	12:28	5:27		8hrs
17-TUE	7:28	12:14	12:22	5:09		8hrs
18-WED	7:06	12:03	12:43	5:09		8hrs
19-THU	6:53	12:05	12:14	5:15		8hrs
20-FRI	7:45	12:05	12:16	5:04		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:37	12:06	12:22	5:34		8hrs
24-TUE	7:49	12:02	12:21	5:03		8hrs
25-WED	6:49	12:01	12:12	5:28		8hrs
26-THU	6:58	11:01	1:27	5:11	13mins	7hrs 47mins
27-FRI	6:55	12:05	12:22	5:07		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:48	12:07	12:29	5:18		8hrs
31-TUE	7:24	12:24	12:25	5:09		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.


DIONESIO M. BAÑOC

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS

Department Head
 Department of Agronomy

Date Generated: Mar/15/2023 02:32:15

Philippines

UNIVERSITY

Leyte

Stamp of Date of Receipt

OR LEAVE

(First)	(Middle)
Dionesio	Maglahus
5. SALARY (Monthly)	
r 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 the house

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


BAÑOC, DIONESIO M.
 (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)
 sident