

Civil Service Form 48

DAILY TIME RECORD**BAÑOC, DIONESIO M.**
(NAME)For the month of
November 1 - 30, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU						Holiday
3-FRI	7:50	12:16	12:38	5:00		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:49	12:32	12:33	5:09		8hrs
7-TUE	7:51	12:00	12:08	5:08		8hrs
8-WED	7:47	12:19	12:21	5:03		8hrs
9-THU	7:33	12:08	12:20	5:37		8hrs
10-FRI	7:46	12:00	12:15	5:08		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:44	12:01	12:10	5:14		8hrs
14-TUE						OB
15-WED						OB
16-THU						OB
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						OB
21-TUE						OB
22-WED						OB
23-THU						OB
24-FRI						OB
25-SAT						Off
26-SUN						Off
27-MON						Holiday
28-TUE	7:45	12:03	12:10	5:22		8hrs
29-WED	7:50	12:22	12:23	5:01		8hrs
30-THU						FL

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


DIONESIO M. BAÑOC

VERIFIED as to prescribed office hours

VICTOR B. ASIO
College Dean
College of Agricultural & Food Science

he Philippines

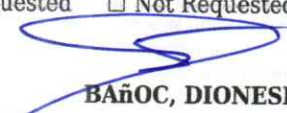
ITE UNIVERSITY
ay City, Leyte

Stamp of Date of Receipt


ON FOR LEAVE

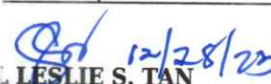
(First)	(Middle)
Dionesio	Maglahus
5. SALARY (Monthly)	
fessor III	

OF APPLICATION

egiver	6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input type="checkbox"/> Within the Philippines : <input type="checkbox"/> Abroad (Pls. Specify) :
	In case of Sick leave: <input type="checkbox"/> In Hospital (Pls. Specify) : <input type="checkbox"/> Out Patient (Pls. Specify) :
(92)	In case of Special Leave Benefits for Women: (Specify Illness)
	In case of Study leave: <input type="checkbox"/> BAR/Board Examination Review <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> Completion of Doctorate Degree <input type="checkbox"/> Completion of PHD Degree
	Other purpose: <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
6.d COMMUTATION <input checked="" type="checkbox"/> Requested <input type="checkbox"/> Not Requested  BAÑOC, DIONESIO M. (Signature of Applicant)	

CTION ON APPLICATION

leave	7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:
	 VICTOR B. ASIO College of Agricultural & Food Science
7.d DISAPPROVED due to:	


LESLIE S. TAN
Name and Signature)
ersity President