

DAILY TIME RECORD **CARDAÑO, CHINELO M.** (NAME)

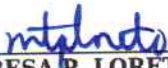
For the month of
February 1 - 29, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|-------|-------------|
| | IN | OUT | IN | OUT | | |
| 1-THU | 7:59 | 12:02 | 12:53 | 5:09 | | 8hrs |
| 2-FRI | 6:56 | 1:01 | 1:29 | 5:33 | | 8hrs |
| 3-SAT | | | | | | Off |
| 4-SUN | | | | | | Off |
| 5-MON | 7:57 | 12:01 | 1:00 | 5:14 | | 8hrs |
| 6-TUE | 6:57 | 1:06 | 1:46 | 5:05 | | 8hrs |
| 7-WED | 8:01 | 12:00 | 12:46 | 5:00 | 1min | 7hrs 59mins |
| 8-THU | 7:53 | 12:02 | 12:03 | 6:14 | | 8hrs |
| 9-FRI | | | | | | Holiday |
| 10-SAT | | | | | | Off |
| 11-SUN | | | | | | Off |
| 12-MON | 7:50 | 12:13 | 12:43 | 6:50 | | 8hrs |
| 13-TUE | 6:50 | 1:01 | 1:25 | 5:14 | | 8hrs |
| 14-WED | 8:03 | 12:01 | 1:00 | 5:14 | 3mins | 7hrs 57mins |
| 15-THU | 7:50 | 12:01 | 12:56 | 5:10 | | 8hrs |
| 16-FRI | 7:04 | 1:10 | 1:25 | 5:12 | 4mins | 7hrs 56mins |
| 17-SAT | | | | | | Off |
| 18-SUN | | | | | | Off |
| 19-MON | 7:51 | 12:10 | 12:48 | 5:21 | | 8hrs |
| 20-TUE | 6:56 | 1:53 | 1:52 | 5:26 | | 8hrs |
| 21-WED | 7:56 | 12:12 | 12:52 | 5:00 | | 8hrs |
| 22-THU | | | | | | FL |
| 23-FRI | | | | | | FL |
| 24-SAT | | | | | | Off |
| 25-SUN | | | | | | Off |
| 26-MON | 7:52 | 12:09 | 1:00 | 5:14 | | 8hrs |
| 27-TUE | 6:47 | 1:01 | 2:00 | 5:02 | | 8hrs |
| 28-WED | 7:50 | 12:09 | 12:31 | 5:06 | | 8hrs |
| 29-THU | 7:52 | 12:13 | 12:36 | 5:15 | | 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.


CHINELO M. CARDAÑO

VERIFIED as to prescribed office hours


MA. THERESA P. LORETO
Department Head
Advanced Research and Innovation Center

Date Generated: Mar/06/2024 04:02:24

Philippines

UNIVERSITY
ity, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

Chinelo

Mendez

5. SALARY (Monthly)

or I

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


CARDAÑO, CHINELO M.

(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

☐ For Approval

☐ For Disapproval due to:


MA. THERESA P. LORETO
College of Arts and Sciences

7.d DISAPPROVED due to:


IE S. TAN

(Signature)
resident