

**DAILY TIME RECORD****JADINA, ELIA MAURY C.**

(NAME)

For the month of

June 1 - 30, 2025

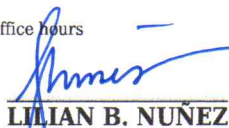
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						OB
2-MON	8:00	12:17	12:43	5:11		8hrs
3-TUE	8:00	12:33	12:46	5:06		8hrs
4-WED						OB
5-THU	7:59	12:03	12:53	5:05		8hrs
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	7:56	12:01	12:09	5:02		8hrs
10-TUE	8:00	12:10	12:20	5:56		8hrs
11-WED	7:52	12:01	12:18	5:03		8hrs
12-THU						Holiday
13-FRI						SL
14-SAT						Off
15-SUN						Off
16-MON	7:58	12:11	12:56	5:06		8hrs
17-TUE	8:00	12:03	12:35	5:20		8hrs
18-WED	8:00	12:07	12:26	5:21		8hrs
19-THU	7:56	12:16	12:52	5:07		8hrs
20-FRI	7:58	12:04	12:43	5:31		8hrs
21-SAT						Off
22-SUN						OB
23-MON						OB
24-TUE						OB
25-WED						OB
26-THU						OB
27-FRI						OB
28-SAT						OB
29-SUN						Off
30-MON	8:00	12:05	12:31	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.

  
**ELIA MAURY C. JADINA**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUÑEZ**

Department Head  
 Institute for Strategic Research and Development Studies

Philippines

E UNIVERSITY

City, Leyte

Stamp of Date of Receipt

**J FOR LEAVE**

rst)

(Middle)

ia Maury

Cunanan

5. SALARY (Monthly)

or I

**APPLICATION****o DETAILS OF LEAVE:**

case of vacation/Special Privilege leave:

☐ Within the Philippines :☐ Abroad (Pls. Specify) :

case of Sick leave:

☐ In Hospital (Pls. Specify) :☒ Out Patient (Pls. Specify) : diarrhea

case of Special Leave Benefits for Women:


pecify illness)

case of Study leave:

☐ BAR/Board Examination Review☐ Completion of Master's Degree☐ Completion of Doctorate Degree☐ Completion of PHD Degree

ther purpose:

☐ Monetization of Leave Credits☐ Terminal Leave**d COMMUTATION**☒ Requested ☐ Not Requested

  
**JADINA, ELIA MAURY C.**  
 (Signature of Applicant)

**ON ON APPLICATION****b RECOMMENDATION:**☐ For Approval☐ For Disapproval due to:

  
**LILIAN B. NUÑEZ**

Institute for Strategic Research and Development Studies

**d DISAPPROVED due to:****Y G. YEPES**

e and Signature)  
 y President