

DAILY TIME RECORD**BALONDO, ERN OLIVER C.**
(NAME)For the month of
January 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						Absent
4-TUE						Absent
5-WED						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON	8:15	12:30	1:00	5:00		Absent
11-TUE	8:15	12:00	12:50	5:05		Absent
12-WED	8:40	12:50	1:00	5:10		Absent
13-THU	7:58	12:45	1:00	5:00		Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE	8:40	12:10	12:30	5:00		Absent
19-WED	8:58	12:50	1:00	5:00		Absent
20-THU	8:55	12:00	12:15	5:00		Absent
21-FRI	9:10	12:45	12:55	5:00		Absent
22-SAT						Off
23-SUN						Off
24-MON	8:00	12:25	12:50	5:00		Absent
25-TUE						Absent
26-WED	7:40	12:00	12:30	5:00		Absent
27-THU	8:10	12:30	1:00	5:00		Absent
28-FRI	8:05	12:00	12:58	5:00		Absent
29-SAT						Off
30-SUN						Off
31-MON						Absent

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.

ERN OLIVER C. BALONDO

VERIFIED as to prescribed office hours

ANALYN M. MAZODepartment Head
Department of Biological SciencesPhilippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
NDO	ERN OLIVER C.
Instructor I	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)

ON APPLICATION**7.B RECOMMENDATION**

For approval

For disapproval due to _____

ANALYN M. MAZO

Head, DBS

(Authorized Officer)

7.D DISAPPROVED DUE TO:

TULIN

ficial)