

DAILY TIME RECORD **CENTINO, ZYRA MAY H.**

(NAME)

For the month of
June 1 - 30, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:25	12:01	12:46	6:35		8hrs
2-FRI	8:32	12:11	12:15	5:40	2mins	7hrs 58mins
3-SAT						Off
4-SUN						Off
5-MON	8:24	12:16	12:34	6:02		8hrs
6-TUE	8:28	12:07	12:33	5:48		8hrs
7-WED	8:31	12:10	12:38	7:12	1min	7hrs 59mins
8-THU	8:33	12:46	12:49	5:51	3mins	7hrs 57mins
9-FRI	8:22	12:02	12:21	5:40		8hrs
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE	8:25	12:02	12:06	5:55		8hrs
14-WED	8:23	12:38	12:42	6:20		8hrs
15-THU	8:16	12:20	12:58	5:37		8hrs
16-FRI	8:41	12:00	12:14	5:40	11mins	7hrs 49mins
17-SAT						Off
18-SUN						Off
19-MON	8:24	12:17	12:43	6:25		8hrs
20-TUE	8:40	12:02	12:14	5:57		8hrs
21-WED	8:17	12:24	12:27	8:09		8hrs
22-THU	8:41	12:01	12:53	5:58		8hrs
23-FRI	8:16	12:05	12:23	5:51		8hrs
24-SAT						Off
25-SUN						Off
26-MON	8:27	12:17	12:39	5:34		8hrs
27-TUE	8:19	12:09	12:22	5:51		8hrs
28-WED						Holiday
29-THU	8:20	12:03	12:05	8:06		8hrs
30-FRI	8:22	12:26	12:32		30mins	3hrs 30mins (SL half day)

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.

ZYRA MAY H. CENTINO

VERIFIED as to prescribed office hours

MOISES NEIL V. SERIÑO

College Dean
College of Management & Economics

Philippines

UNIVERSITY

City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)

(Middle)

Zyra May

Homes

5. SALARY (Monthly)

Professor 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) : Baybay

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

CENTINO, ZYRA MAY H.

(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

☒ For Approval

☐ For Disapproval due to:

MOISES NEIL V. SERIÑO

College of Management & Economics

7.d DISAPPROVED due to:

TULIN

(Signature)
resident