

DAILY TIME RECORD**ARRIBADO, JEROME O.**

(NAME)

For the month of
September 1 - 30, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						OB
2-FRI	6:27	12:01	12:28	5:18		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:22	12:02	12:42	5:35		8hrs
6-TUE	7:31	12:21	12:25	6:39		8hrs
7-WED	7:03	12:10	12:26	5:06		8hrs
8-THU	7:21	12:03			3hrs 18mins	4hrs 42mins
9-FRI	7:10	12:06	12:17	5:01		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:26	12:00	12:06	5:33		8hrs
13-TUE	7:34	12:10	12:22	5:13		8hrs
14-WED	6:53	12:01	12:14	5:01		8hrs
15-THU	7:20	12:00	12:12	5:07		8hrs
16-FRI	7:19	12:34	12:46	5:39		8hrs
17-SAT						Off
18-SUN						Off
19-MON	6:35	12:07	12:11	5:46		8hrs
20-TUE	6:58	12:01	12:52	5:59		8hrs
21-WED	6:56	12:00	12:56	5:01		8hrs
22-THU	7:04	12:08	12:49	5:18		8hrs
23-FRI						SPL
24-SAT						Off
25-SUN						Off
26-MON						SPL
27-TUE	7:30	12:00	12:55	5:10		8hrs
28-WED	7:55	12:03	12:57	5:19		8hrs
29-THU	7:56	12:02	12:55	5:02		8hrs
30-FRI	7:31	12:00	12:54	5:00		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.


JEROME O. ARRIBADO

VERIFIED as to prescribed office hours


DHENBER C. LUSANTA

Department Head
 Farm Resource Management Institute

Philippines

UNIVERSITY

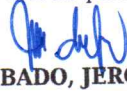
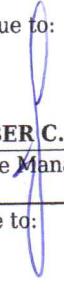
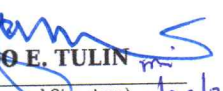
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
JEROME	ORCALES
	5. SALARY (Monthly)
Factor I	

APPLICATION

ver	6.b DETAILS OF LEAVE: In case of vacation/Special Privilege leave: <input checked="" type="checkbox"/> Within the Philippines : <u>Cebu</u> <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) : 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  ARRIBADO, JEROME O. (Signature of Applicant)
ave	7.b RECOMMENDATION: <input checked="" type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to:
	7.d DISAPPROVED due to: 
 O.E. TULIN (Name and Signature) City President	