

DAILY TIME RECORD**ABAPO, JANE M.**

(NAME)

For the month of
July 1 - 31, 2022Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:39	12:11	12:50	5:25		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:35	12:49	12:49	5:04		8hrs
5-TUE	7:22	12:35	12:36	5:20		8hrs
6-WED	7:40	12:39	12:42	5:02		8hrs
7-THU	7:41	12:29	12:47	5:22		8hrs
8-FRI			12:40	5:03	4hrs	4hrs
9-SAT						Off
10-SUN						Off
11-MON	7:46	12:29	12:30	5:18		8hrs
12-TUE	7:25	12:03	12:50	5:00		8hrs
13-WED	7:41	12:09	12:35	5:03		8hrs
14-THU	7:42	12:20	1:02	5:20	2mins	7hrs 58mins
15-FRI	7:33	12:39	12:48	5:48		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:30	12:39	12:40	5:14		8hrs
19-TUE	7:32	12:12	12:44	5:14		8hrs
20-WED	7:34	12:38	12:39	5:09		8hrs
21-THU	7:51	12:46	12:47	5:09		8hrs
22-FRI	7:44	12:55	12:55	5:12		8hrs
23-SAT						Off
24-SUN						Off
25-MON	7:43	12:23	12:23	5:08		8hrs
26-TUE	7:38	12:40	12:40		4hrs	4hrs
27-WED	7:37	12:30	12:31	5:07		8hrs
28-THU	7:39	12:53	12:54	5:18		8hrs
29-FRI	7:31	12:20	12:41	5:13		8hrs
30-SAT						Off
31-SUN						Off

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.

JANE M. ABAPO
JANE M. ABAPO

VERIFIED as to prescribed office hours

ELIZABETH S. QUEVEDODepartment Head
Department of Pure and Applied Chemistry

1 of 1

e Philippines

E UNIVERSITY

City, Leyte

Stamp of Date of Receipt

N FOR LEAVE

(First)	(Middle)
Jane	Maderazo
	5. SALARY (Monthly)
Technician II	

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:

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

Other purpose:

- ☐ Monetization of Leave Credits
☐ Terminal Leave

6.d COMMUTATION☒ Requested ☐ Not Requested

JANE M. ABAPO
ABAPO, JANE M.

(Signature of Applicant)

ON ON APPLICATION**7.b RECOMMENDATION:**

- ☐ For Approval
☐ For Disapproval due to:

ELIZABETH S. QUEVEDO

Department of Pure and Applied Chemistry

7.d DISAPPROVED due to:**E. TULIN**

(and Signature)