

Civil Service Form 48

DAILY TIME RECORD **MARAÑAN, CLEMENTE N. JR.** (NAME)

For the month of
January 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	6:10	11:18	1:00	5:28		8hrs
3-WED	6:56	11:38	12:17	7:25		8hrs
4-THU	6:59	12:08	12:13	5:25		8hrs
5-FRI	6:38	12:06	12:12	5:27		8hrs
6-SAT						Off
7-SUN						Off
8-MON	6:39	11:45	12:03	5:22		8hrs
9-TUE	6:48	12:01	12:08	5:56		8hrs
10-WED	7:03	11:55	12:10	5:48	3mins	7hrs 57mins
11-THU	6:42	11:46	12:08	5:38		8hrs
12-FRI	6:47	12:04	12:26	5:19		8hrs
13-SAT						Off
14-SUN						Off
15-MON	6:09	11:54	12:08	5:20		8hrs
16-TUE	6:34	11:41	12:07	5:17		8hrs
17-WED	6:45	12:02	12:03	5:17		8hrs
18-THU	6:33	12:04	12:09	5:05		8hrs
19-FRI						SL
20-SAT						Off
21-SUN						Off
22-MON	6:50	11:55	12:12	5:31		8hrs
23-TUE	6:39	11:43	12:06	5:44		8hrs
24-WED	6:33	11:47	12:07	5:38		8hrs
25-THU	6:44	12:25	12:27	5:24		8hrs
26-FRI	6:44	12:02	12:05	5:49		8hrs
27-SAT						Off
28-SUN						Off
29-MON	6:27	12:24	12:50	5:37		8hrs
30-TUE	6:59	12:00	12:02	5:53		8hrs
31-WED	6:39	11:03	12:15	5:51		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.

CLEMENTE N. MARAÑAN JR.

VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC
LUZ G. ASIO

Department Head
Department of Agronomy

Date Generated: Sep/12/2024 08:57:41

Philippines

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Leyte

Stamp of Date of Receipt

OR LEAVE

First)	(Middle)
lemente	Nayre
	5. SALARY (Monthly)
Aide I	

PLICATION

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) : **body pain**

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

MARAÑAN, CLEMENTE N. JR.

(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

- ☒ For Approval

- ☐ For Disapproval due to:

DIONESIO M. BAÑOC

LUZ G. ASIO

Department of Agronomy

7.d DISAPPROVED due to:

S. YEPES

(Signature)
resident