

DAILY TIME RECORD **LAMBERT, BABYLYN C.** (NAME)

For the month of
July 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	8:03	12:28	12:38	6:09	3mins	7hrs 57mins
2-TUE	8:03	12:00	12:01	5:28	3mins	7hrs 57mins
3-WED	8:01	12:23	12:24	5:36	1min	7hrs 59mins
4-THU	8:03	12:05	12:06	5:40	3mins	7hrs 57mins
5-FRI	7:52	12:40	12:47	5:15		8hrs
6-SAT						Off
7-SUN						Off
8-MON	6:57	12:15	12:17	5:10		8hrs
9-TUE						SPL
10-WED	8:08	12:00	12:16	6:38	8mins	7hrs 52mins
11-THU	7:26	12:47	12:51	5:18		8hrs
12-FRI	7:02	12:50	12:52	6:23		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:38	12:23	12:24	5:52		8hrs
16-TUE	8:06	12:11	12:12	6:11	6mins	7hrs 54mins
17-WED	7:27	12:09	12:11	7:39		8hrs SUSPENDED 4:30 pm 11:59 pm
18-THU						SUSPENDED 8:00 am 11:59 pm
19-FRI	7:48	12:04	12:06	5:43		8hrs
20-SAT						Off
21-SUN						Off
22-MON						OB
23-TUE	8:09	12:18	12:19	6:01	9mins	7hrs 51mins
24-WED	7:47	12:33	12:34	5:35		8hrs
25-THU	7:33	12:00	12:04	5:58		8hrs
26-FRI	7:53	12:53	12:56	5:21		8hrs
27-SAT						Off
28-SUN						Off
29-MON	8:13	12:07	12:08	6:04	13mins	7hrs 47mins
30-TUE	7:54	12:11	12:13	6:28		8hrs
31-WED	7:57	12:02	12:08	5:08		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.

BABYLYN C. LAMBERT

VERIFIED as to prescribed office hours

ZYRA MAY H. CENTINO

Department Head
Department of Economics

Philippines

UNIVERSITY

y, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
Babylyn	Carpio
	5. SALARY (Monthly)
essor III	

APPLICATION

6.b DETAILS OF LEAVE:

In case of vacation/Special Privilege leave:

- ☒ Within the Philippines : home
☐ 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:

- ☐ 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

5.d COMMUTATION

- ☒ Requested ☐ Not Requested

LAMBERT, BABYLYN C.

(Signature of Applicant)

ON APPLICATION

7.b RECOMMENDATION:

- ☒ For Approval

- ☐ For Disapproval due to:

ZYRA MAY H. CENTINO

Department of Economics

7.d DISAPPROVED due to:

YEPES

(Signature)
President