

Civil Service Form 48

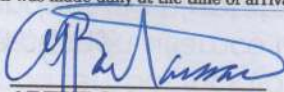
DAILY TIME RECORD**BASTASA, ARTURO S.**

(NAME)

For the month of
February 1 - 28, 2025Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:43	12:00	12:03	5:43		8hrs
4-TUE	8:13	12:00	12:02	5:48	13mins	7hrs 47mins
5-WED	7:55	12:00	12:03	5:55		8hrs
6-THU				5:44	8hrs	
7-FRI	8:00	12:29	12:32	5:51		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 11:59 pm
11-TUE	7:29	12:00	12:01	5:52		8hrs
12-WED	8:04	12:00	12:01	5:32	4mins	7hrs 56mins
13-THU	7:53	12:00	12:03	5:43		8hrs
14-FRI						FL
15-SAT						Off
16-SUN						Off
17-MON	7:58	12:00	12:01	5:31		8hrs
18-TUE	8:06	12:00	12:04	5:35	6mins	7hrs 54mins
19-WED	8:09	12:00	12:01	5:29	9mins	7hrs 51mins
20-THU	7:58	12:00	12:02	5:36		8hrs
21-FRI	8:00	12:07	12:10	5:55		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:24	12:00	12:03	6:02	24mins	7hrs 36mins
25-TUE	8:18	12:00	8:18	5:40	18mins	7hrs 42mins
26-WED	8:18	12:00	12:01	5:44	18mins	7hrs 42mins
27-THU	7:39	12:00	12:04	5:49		8hrs
28-FRI	8:19	12:00	12:01	5:51	19mins	7hrs 41mins

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.


ARTURO S. BASTASA

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOLDepartment Head
Institute of Tropical Ecology and Environmental Science

Date Generated: Apr/15/2025 09:31:40

ines

CERSITY

Stamp of Date of Receipt

LEAVE

(Middle)

Sumaria

5. SALARY (Monthly)

ATION

S OF LEAVE:

ication/Special Privilege leave:
ne Philippines : Home
Pls. Specify :

ck leave:
tal (Pls. Specify) :
ent (Pls. Specify) :

pecial Leave Benefits for Women:
ess)

udy leave:
ard Examination Review
tion of Master's Degree
tion of Doctorate Degree
tion of PHD Degree

ose:
ation of Leave Credits
al Leave

UTATION

sted ☐ Not Requested

BASTASA, ARTURO S.

(Signature of Applicant)

APPLICATION

MMENDATION:

Approval

Disapproval due to:

TEOFANES A. PATINDOL

Institute of Tropical Ecology and Environmental Science

PPROVED due to:

YEPES

Signature)
ident