

DAILY TIME RECORD **GORNE, NELLO D.** (NAME)

For the month of
November 1 - 30, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:00	12:01	1:00	5:00		Absent
2-TUE	8:56	12:05	1:00	5:10		Absent
3-WED	8:51	12:04	1:00	5:12		Absent
4-THU	8:10	12:02	1:00	5:15		Absent
5-FRI	8:00	12:05	1:00	5:20		Absent
6-SAT						Off
7-SUN						Off
8-MON	8:00	12:01	1:00	5:00		Absent
9-TUE	8:40	12:08	1:00	5:04		Absent
10-WED	8:58	12:03	1:00	5:17		Absent
11-THU	8:00	12:05	1:00	5:08		Absent
12-FRI	8:00	12:07	1:00	5:15		Absent
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:06	1:00	5:10		Absent
16-TUE	8:09	12:02	1:00	5:05		Absent
17-WED	8:00	12:04	1:00	5:14		Absent
18-THU	8:00	12:02	1:00	5:10		Absent
19-FRI	8:00	12:04	1:00	5:20		Absent
20-SAT						Off
21-SUN						Off
22-MON	8:58	12:05	1:00	5:10		Absent
23-TUE	8:00	12:03	1:00	5:05		Absent
24-WED	8:00	12:05	1:00	5:10		Absent
25-THU	8:00	12:05	1:00	5:08		Absent
26-FRI	8:58	12:04	1:00	5:15		Absent
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:05	1:00	5:15		Absent
30-TUE	8:00	12:00	1:00	5:15		Absent

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.

NELLO D. GORNE

VERIFIED as to prescribed office hours

ULYSSES A. CAGASAN

Department Head
Department of Agronomy

Date Generated: Dec/03/2021 08:54:27

DAILY TIME RECORD **RATILLA, BERTA C.** (NAME)

For the month of
November 1 - 30, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Absent
2-TUE	8:00	12:05	1:00	5:10		Absent
3-WED	8:00	12:02	1:00	5:10		Absent
4-THU	8:00	12:05	1:00	5:08		Absent
5-FRI	8:00	12:05	1:00	5:00		Absent
6-SAT						Off
7-SUN						Off
8-MON						Absent
9-TUE	8:00	12:05	1:00	5:20		Absent
10-WED	8:00	12:02	1:00	5:28		Absent
11-THU	8:00	12:05	1:00	5:10		Absent
12-FRI	8:00	12:00	1:00	5:20		Absent
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:02	1:00	5:10		Absent
16-TUE	8:00	12:05	1:00	5:20		Absent
17-WED	7:50	12:05	1:00	5:28		Absent
18-THU	8:00	12:05	1:00	5:20		Absent
19-FRI	8:00	12:05	1:00	5:10		Absent
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:05	1:00	5:05		Absent
23-TUE	8:00	12:07	1:00	5:10		Absent
24-WED	7:50	12:05	1:00	5:20		Absent
25-THU	8:00	12:05	1:00	5:28		Absent
26-FRI	8:00	12:05	1:00	5:20		Absent
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:00	1:00	5:20		Absent
30-TUE						Absent

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.

BERTA C. RATILLA

VERIFIED as to prescribed office hours

ULYSSES A. CAGASAN

Department Head
Department of Agronomy

Date Generated: Dec/01/2021 02:47:17

DAILY TIME RECORD**CAGANDE, LOREME S.**

(NAME)

For the month of
November 1 - 30, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON		<i>Holiday</i>				<i>Absent</i>
2-TUE	7:53	12:02	12:55	5:02		<i>Absent</i>
3-WED	8:00	12:05	1:00	5:00		<i>Absent</i>
4-THU	7:56	12:00	12:50	5:00		<i>Absent</i>
5-FRI	7:55	12:05	12:52	5:06		<i>Absent</i>
6-SAT						Off
7-SUN						Off
8-MON		<i>Holiday</i>				<i>Absent</i>
9-TUE	7:54	12:04	12:53	5:02		<i>Absent</i>
10-WED	8:00	12:03	12:55	5:04		<i>Absent</i>
11-THU	7:50	12:00	1:00	5:10		<i>Absent</i>
12-FRI	7:57	12:06	12:58	5:05		<i>Absent</i>
13-SAT						Off
14-SUN						Off
15-MON	7:55	12:00	12:57	5:07		<i>Absent</i>
16-TUE	8:00	12:05	12:50	5:05		<i>Absent</i>
17-WED	8:00	12:02	1:00	5:00		<i>Absent</i>
18-THU	7:57	12:04	12:55	5:01		<i>Absent</i>
19-FRI	7:50	12:01	12:58	5:00		<i>Absent</i>
20-SAT						Off
21-SUN						Off
22-MON	7:52	12:00	12:54	5:05		<i>Absent</i>
23-TUE	7:56	12:06	12:56	5:04		<i>Absent</i>
24-WED	7:55	12:08	12:56	5:06		<i>Absent</i>
25-THU	8:00	12:03	1:00	5:00		<i>Absent</i>
26-FRI	7:54	12:02	1:00	5:03		<i>Absent</i>
27-SAT						Off
28-SUN						Off
29-MON	7:52	12:05	12:56	5:05		<i>Absent</i>
30-TUE		<i>Holiday</i>				<i>Absent</i>

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.

L. L. Cagande
LOREME S. CAGANDE

VERIFIED as to prescribed office hours

Ulysses A. Cagasan
ULYSSES A. CAGASAN

Department Head
 Department of Agronomy

DAILY TIME RECORD**ALCOBER, ED ALLAN L.**

(NAME)

For the month of
November 1 - 30, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON		<i>HOLIDAY</i>				<i>Absent</i>
2-TUE	7:50	12:05	12:55	5:05		<i>Absent</i>
3-WED	7:55	12:00	12:50	5:10		<i>Absent</i>
4-THU	8:00	12:10	12:50	5:00		<i>Absent</i>
5-FRI	7:50	12:05	12:50	5:05		<i>Absent</i>
6-SAT		<i>Sat</i>				Off
7-SUN		<i>Sun</i>				Off
8-MON		<i>HOLIDAY</i>				<i>Absent</i>
9-TUE	7:55	12:05	12:55	5:05		<i>Absent</i>
10-WED	8:00	12:00	1:00	5:10		<i>Absent</i>
11-THU	7:50	12:10	12:50	5:05		<i>Absent</i>
12-FRI	7:55	12:05	12:50	5:00		<i>Absent</i>
13-SAT		<i>Sat</i>				Off
14-SUN		<i>Sun</i>				Off
15-MON	7:50	12:00	12:55	5:10		<i>Absent</i>
16-TUE	7:50	12:05	1:00	5:00		<i>Absent</i>
17-WED	8:00	12:00	12:55	5:05		<i>Absent</i>
18-THU	7:50	12:10	12:50	5:00		<i>Absent</i>
19-FRI	7:55	12:05	12:50	5:00		<i>Absent</i>
20-SAT		<i>Sat</i>				Off
21-SUN		<i>Sun</i>				Off
22-MON	7:58	12:00	12:58	5:05		<i>Absent</i>
23-TUE	8:00	12:00	1:00	5:10		<i>Absent</i>
24-WED	7:50	12:05	12:55	5:05		<i>Absent</i>
25-THU	7:55	12:05	12:50	5:05		<i>Absent</i>
26-FRI	7:58	12:00	12:58	5:10		<i>Absent</i>
27-SAT		<i>Sat</i>				Off
28-SUN		<i>Sun</i>				Off
29-MON	8:00	12:00	1:00	5:00		<i>Absent</i>
30-TUE		<i>HOLIDAY</i>				<i>Absent</i>

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.

Ed Allan L. Alcober
ED ALLAN L. ALCOBER

VERIFIED as to prescribed office hours

Ulysses A. Cagasan
ULYSSES A. CAGASAN

Department Head
 Department of Agronomy

DAILY TIME RECORD **ESCASINAS, RUTH O.** (NAME)


For the month of
November 1 - 30, 2021
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON		Holiday				Absent
2-TUE	8:n	12:n	1:n	5:n		Absent
3-WED	8:n	12:n	1:n	5:n		Absent
4-THU	8:n	12:n	1:n	5:n		Absent
5-FRI	8:n	12:n	1:n	5:n		Absent
6-SAT		Saturday				Off
7-SUN		Sunday				Off
8-MON		Holiday				Absent
9-TUE	8:n	12:n	1:n	5:n		Absent
10-WED	8:n	12:n	1:n	5:n		Absent
11-THU	8:n	12:n	1:n	5:n		Absent
12-FRI	8:n	12:n	1:n	5:n		Absent
13-SAT		Saturday				Off
14-SUN		Sunday				Off
15-MON	8:n	12:n	1:n	5:n		Absent
16-TUE	8:n	12:n	1:n	5:n		Absent
17-WED	8:n	12:n	1:n	5:n		Absent
18-THU	8:n	12:n	1:n	5:n		Absent
19-FRI	8:n	12:n	1:n	5:n		Absent
20-SAT		Saturday				Off
21-SUN		Sunday				Off
22-MON	8:n	12:n	1:n	5:n		Absent
23-TUE	8:n	12:n	1:n	5:n		Absent
24-WED	8:n	12:n	1:n	5:n		Absent
25-THU	8:n	12:n	1:n	5:n		Absent
26-FRI	8:n	12:n	1:n	5:n		Absent
27-SAT		Saturday				Off
28-SUN		Sunday				Off
29-MON	8:n	12:n	1:n	5:n		Absent
30-TUE		Holiday				Absent

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.


RUTH O. ESCASINAS

VERIFIED as to prescribed office hours


ULYSSES A. CAGASAN
Department Head
Department of Agronomy

Date Generated: Dec/02/2021 02:38:26

Philippines
UNIVERSITY
City, Leyte

Stamp of Date of Receipt

FOR LEAVE

(First)	(Middle)
<u>RUTH</u>	<u>OTAZA</u>
5. SALARY _____	

APPLICATION

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

Within the Philippines _____

Abroad (Specify) _____

In case of Sick Leave:

In Hospital (Specify Illness) _____

Out Patient (Specify Illness) _____

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

Not Requested

Requested 

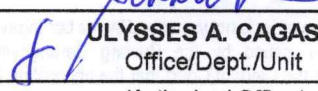
(Signature of Applicant)

ON APPLICATION

7.B RECOMMENDATION

For approval


For disapproval due to _____

 **ULYSSES A. CAGASAN** 11/25/21

Office/Dept./Unit

(Authorized Officer)

7.D DISAPPROVED DUE TO:


TULIN 11/25/21
(Official)